

University of Alberta Students' Union

STUDENTS' COUNCIL LATE ADDITIONS

Tuesday February 13, 2007
Council Chambers 2-1 University Hall

2006-20/5 **BOARD AND COMMITTEE REPORTS**

2006-20/5e Audit Committee – February 12, 2007

Please see document LA 06-20.01

2006-20/5f University Policy Committee – February 9, 2007

Please see document LA 06-20.02

2006-20/5g Budget and Finance Committee – Budget Principles Report

Please see document LA 06-20.03

2006-20/6 **GENERAL ORDERS**

2006-20/6a **BLAIS MOVED THAT** Students' Council direct the University Policy Committee to create a Political Policy based on the following principles:

1. Teaching evaluations are an important resource for students to help them select courses taught by excellent instructors.
2. Universal Student Ratings of Instruction (USRI) provide students with the opportunity to provide anonymous, confidential, and helpful feedback to instructors.
3. Date(s) of USRI distribution and other teaching evaluations (if any) must be included on the course syllabus. If this date is changed, instructors shall notify students a minimum of two weeks in advance. This would allow students to prepare their comments before the date of the teaching evaluation.
4. Numerical results of USRI must be made viewable to students in written and electronic format within 6 weeks of the end of a course.
5. Instructors are encouraged to solicit mid-course feedback from their students. This allows the instructor time to react to such feedback before the completion of the course and the subsequent formal assessment of the instructor's performance.
6. Teaching evaluations are an important component for determining promotion, tenure and rewards for faculty and the University should endeavour to ensure that they are considered as such by all University units

and personnel.

7. The University should encourage faculties to include additional USRI questions when the addition of these questions is appropriate to further the purpose of USRI.

2006-20/6b

POWER/HENRY MOVED THAT Students' Council adopt a Political Policy based on the following principle:

Attendance at the U of A should be based on academic merit alone, and not the financial status of a prospective student. Currently, the maximum allowable tuition increase is the annual average of Alberta July-June CPI – decision to increase tuition lies with the BoG. The Students' Union holds that the current level of tuition is too high and will advocate to the Board of Governors that tuition be rolled back to a level based on what students can earn, on average, in the summer months. Furthermore, the Students' Union holds that increases serve as ever mounting barriers to beginning and completing an education, and will not vote in favor of any increase in tuition.

2006-20/7

INFORMATION ITEMS

2006-20/7f

Amanda Henry, Vice President (Academic) – Report

Please see document LA 06-20.04

2006-20/7g

Students' Union Financial Statements

Please see document LA 06-20.05

2006-20/7h

Standing Orders: Part 10

Please see document LA 06-20.06

University of Alberta Students' Union
Report to Students' Council

2007-02-13

Audit Committee

We met on Feb 8 to conclude our review of the SU Audit. This was a three week process in which each member had the chance to go over the financial statements, ask questions, and discuss the process of the SU Audit. We have all done our due diligence, and now have the SU Financial Statements tabled in front of you for your information.

We've moved ever so closer to our review of FAs. Just a few eyes to dot and tees to cross. As far as FMFs are concerned, we are eagerly awaiting the report promised by the Faculty of Law (March 15), and I am actively following a thread with Engineering.

With regard to the Credit Card Statements, we've cleared up all the confusion.

Also to note: We've moved our meeting on March 1st to the 26th of Feb. We hope to accomplish two things:

- Give CJSR one last opportunity before March (when their funding should cease) to present their Audit Financial Statements and Budget.
- To accommodate for errors in our scheduling of meetings

On the latter point, we will be reviewing our Thursday meeting schedule and most likely changing them to accommodate all members of the committee.

Still in the pipeline, and hopefully coming soon:

- The first review of the Faculty Association Membership Fees for (ESS, Augustana, and AUFSJ)
- The review of CJSR's DFU
- A discussion regarding the budgets of WOW
- FMF Review process

Cheers

Prem

MINUTES

2007-02-12

Audit Committee

Monday, February 12, 2007

3:00 pm

420 SUB

Call to Order: Eruvbetine called the meeting to order at 3:19 p.m.

Attendance: Eruvbetine (Chair), Lewis, Chapman

1. Approval of the Agenda

LEWIS/CHAPMAN moved to approve the agenda.

3/0/0 CARRIED

2. Approval of the Minutes

LEWIS/CHAPMAN moved to approve the minutes of the last meeting.

Request to add why VP Henry was at the last meeting.

3/0/0 CARRIED

3. Announcements

- Chair will present to Council on the Audit.
- Chair requested AASC for FA bylaws.
- Continue to edit Standing Orders.

4. Old Business

5. New Business

Powerplant review:

What should AC say about PP?

6. Discussion Period

7. Confirmation of Next Meeting Date

Monday February 26, 2007 @ 3:30pm – Lower Level Meeting Room (010 SUB)?

ERUVBETINE/CHAPMAN moved to adjourn.

3/0/0 CARRIED

Meeting adjourned at 3:35pm.

University of Alberta Students' Union
Summary of Proceedings

2007-02-12

Audit Committee

Monday February 12, 2007

3:00 pm

420 SUB

Call to Order: ERUVBETINE called the meeting to order at 00:00 p.m.

1. LEWIS/CHAPMAN moved to approve the agenda.
3/0/0 CARRIED
2. LEWIS/CHAPMAN moved to approve the minutes of the last meeting.
3/0/0 CARRIED
3. ERUVBETINE/CHAPMAN moved to adjourned at 3:35pm.
3/0/0 CARRIED

Next Meeting: Monday February 26, 2007 @ 3:30pm – Lower Level Meeting Room
(010 SUB)?

Summary of Proceedings

UPC 2006-15

University Policy Committee

Friday February 9, 2007

1. CALL TO ORDER
The meeting was called to order by LA at 4:45 pm.
2. APPROVAL OF AGENDA
YUSUF/SUMAR moved that the agenda be approved
4/0/0 CARRIED
3. APPROVAL OF MINUTES
DOLLANSKY/SUMAR moved to approve the minutes as presented.
4/0/0 CARRIED
4. EXECUTIVE COMMITTEE REPORTS
 - a. Amanda Henry, Vice President (Academic)
 - b. Omer Yusuf, Vice President (Student Life)
5. OLD BUSINESS
 - a. Teaching Evaluations (Blais)
Tabled until Councillor Blais is present to discuss
4/0/0 CARRIED
6. DISCUSSION PERIOD
7. ADJOURNMENT
LA/YUSUF moved to adjourn
4/0/0 CARRIED
8. NEXT MEETING
TBA

Report to Student' Council

2006-15

University Policy Committee

The University Policy Committee met for the fifteenth time on Friday, February 9, 2007. Councillor La was elected as Interim Chair in Councillor Kehoe's absence. La called the meeting to order at 4:45 pm with Councillors Dollansky, La, Sumar (Janz absent) and Vice Presidents Henry and Yusuf present.

In Executive Committee Reports, Yusuf outlined the details of the Health Services Advisory Group meeting. Henry then reported that the Arts Students' Association has requested to revoke their Student Group status, therefore no longer being an official Faculty Association. Questions arose as to whether there will be a new Faculty Association and Henry explained that it was too early to comment.

Councillor Blais had submitted to the Committee a proposed political policy on Teaching Evaluations. The item was tabled until Councillor Blais was able to attend the meeting and present on his ideas.

The meeting was adjourned at 5:10 pm and the next meeting of University Policy Committee will be announced at a later date. Quorum issues during the Elections have caused the Committee to deviate from its regular meeting schedule, but feel free to contact the Chair if you are interested in attending.

Minutes

1 Feb 2007

Chapman, Cunningham, Blais, Cook, Gamble, Dollansky(proxy for Kehoe)

1. Call to order
 2. Approval of Minutes
 - 2.1. See attached
 3. Approval or Agenda
 4. Old Business
 - 4.1. Budget Principles
 - 4.1.1. Do not mention increase in fees
 - 4.1.2. Chapman/Blais 6/0/0
 5. New Business
 - 5.1. BFC Report to council on Budget Principles
 - 5.2. BFC Recommends that Bill X be read:
 - 5.2.1. Councillors and BOG rep will not be remunerated financially
 - 5.2.2. Chapman/Dollansky 6/0/0
 6. Next Meeting
 - 6.1. To be discussed
 7. Adjourn Chapman/Gamble
-

Report

Greeting Council!

Well, its that time of year. I am not talking about the Valentines holiday, the upcoming reading week starting Friday nor the excitement of Election nominations in two days. I am talking about Budget time. The time of year when Council has the power to make change (or maintain the status quo). It is the time when decisions that affect the next year (and sometimes years thereafter) are made. In fact, this is the only area in which non-bylaw/policy decisions of Council have effect after the end of our terms.

Attached for your information is the first reading of the budget (named "Budget Principles"). The Budget Principles accompanying this report are included as an information item for the 13 February 2007 meeting and will be included as an item of business at the next Council meeting.

Below are some "Theresa's Notes" on the Budget Principals included and the process by which Council deals with them. Also attached will be the relevant section or Standing Orders of Students' Council.

Thank you,

Theresa Chapman

FAQ:

1. How many readings are there?

Two.

2. Why don't I see any numbers?

The first reading is meant to be the time when Council discusses the direction in which the Students' Union Budget will take. The intent is for the discussion to be around "what do we want to do?" and not "what will it cost?".

Budget Principles outline the guiding principles by which the numerical budget will be created. Much the same way that grammar is not discussed in the first reading of a Bill, numerical values are not discussed in the first reading of the Budget.

3. I have an idea...how can I make it part of the Budget?

Move an amendment. If you want to do this, use the time between now and the next Council meeting to email the VPOF, Chris Cunningham, at vp.operations@su.ualberta.ca and ask questions about the impact of and feasibility of the amendment that you want to make. You can also email the Budget and Finance Chair (that's me), Theresa Chapman, at tchapman@ualberta.ca if you want help, information, or have questions about how to do this. Essentially, we use the same process as to amend a Bill for Budget Principles.

4. What are the main effects of the Budget Principles as submitted and recommended by the Budget and Finance Committee?

- i. Most Businesses and services will continue as they currently do with minimal increases (such as standard pay raises)
- ii. Myer Horwitz and Dinwoodie will be considered units of "Entertainment and Programming" instead of "Business"
- iii. ECOS (Environmental Coordination Office of Students) will cease to be a student service funded by the Students' Union Operating Budget
- iv. The Consumer Price Index shall be calculated as 3.3% and Tuition increases will be calculated as 3.3% when calculating increase in Operating, Dedicated and Capital Fees.
- v. Councillors will not be paid
- vi. The clause disallowing revenue from tobacco sales has been removed.

5. What are we able to debate in first reading?

The rules are not explicit on this but in general debate should be, in my opinion, confined to whether the principles have merit and not on the numerical aspects of the budget.

6. What is the deadline for Council making a decision on Budget Principles?

March 15, 2007

7. Where is the Budget Process legislated?

In Standing Orders of Council

8. What if the Students' Union cannot afford to budget for the set of principles approved by Council?

The Budget and Finance Committee can recommend that the first reading of the Budget be reconsidered when it submits the budget for a second reading. Council may decide to read the budget a first time again (look at principles again and amend them) or can decide to go ahead with the second reading and keep principles the way they are. This is not a mechanism that will necessarily be utilized by the Committee but does exist 'just in case'.

9. You didn't answer my question!

Well then I invite you to ask it in question period. IF YOU HAVE A QUESTION THAT HASN'T BEEN ANSWERED, THE REST OF COUNCIL PROBABLY IS WONDERING THE SAME THING AS WELL. Or, you can email me at tchapman@ualberta.ca.

I hope you have read to this point. If you have, I'll take it to mean that you have some idea about your role in the budget process.

BUDGET PRIORITIES OF STUDENTS' COUNCIL, UNIVERSITY OF ALBERTA STUDENTS' UNION
FOR THE FISCAL YEAR BEGINNING MAY 1, 2007 AND ENDING APRIL 30, 2008.

This document is intended to serve as an outline of the fiscal priorities of the Students' Union.

1. General

The four key focuses of the Students' Union are

- Undergraduate Student Representation (Advocacy)
- Providing Student Services
- Operating the Students' Union Building
- Operating businesses for the purpose of funding Students' Union activities

Total operating and capital expenditures will not exceed the amount of total operating and fee revenues.

All departments must work within the mandate of the Students' Union.

External entities such as dedicated fee units shall be managed as per existing Students' Union bylaw and any applicable contracts.

Capital expenditures shall be incurred based upon the following criteria:

- Replacement due to wear and tear
- To ensure continued operations of a particular unit
- To enhance the security or functionality of a particular unit

In the event that one section of this document conflicts with any other section, BFC shall identify such a conflict and propose any necessary changes in the presentation of the final budget.

Unless otherwise noted:

- Operating and fixed costs increase at a rate, relative to the previous fiscal year, commensurate with inflation.
- Activity of the Students' Union will continue in a manner consistent with the precedent set in previous fiscal years.

2. Staff

Staff costs shall increase as specified in the CUPE collective agreement. Managerial staff are entitled to a merit increase of *up to* 4%. Unionized staff are eligible for a merit increase of up to 4%.

3. Fees

Operating, dedicated and capital fees shall increase in accordance with Students' Union Bylaw 3000. The consumer price index will be calculated as 3.3%. Tuition increases will be calculated as 3.3%

Operating and capital fees shall account for between 15%-25% of overall revenues.

4. Advocacy and Representation

The Advocacy and Representation units of the Students' Union are:

- The Executive Committee and each individual executive member
- Students' Council
- Advocacy department
- Elections
- Awards night

5. Services

The service units of the Students' Union are:

- Information Services
- Orientation and Transition Programs
- Ombudservice
- Student Financial Aid and Information Center and Access Fund
- Student Group Services
- Safewalk
- Student Distress Center
- Handbook

Information Services shall include a Job Posting Registry. This Registry is intended to provide a central access point to a Part-Time Job Database.

6. Business

The business units of the Students' Union are:

- SUBmart
- SUBtitles
- Print Center
- Cue
- Cramdunk
- Postal Outlet
- Room at the Top
- Powerplant
- L'Express and L'Express Catering
- Juicy
- SUB Rental Operations

All reasonable attempts to maximize the profitability of these business units, consistent with the mandate of the Students' Union as a service provider, shall be made.

The Powerplant will operate as a multi purpose space, encompassing a coffee shop, buffet and bar portion, and study space.

7. Entertainment and Programming

The Entertainment and Programming units of the Students' Union are:

- Week of Welcome
- Myer Horowitz Theatre
- Dinwoodie Lounge
- Antifreeze
- High School Leadership Conference
- SU Kid's Christmas Party
- SUB Programming
- Other Entertainment and Programming

For the purpose of the budget principles discussion, programming that takes place in an SU venue that is not specifically mentioned in the above list shall be considered as separate from the entertainment and programming units.

Where possible, all entertainment and programming units should plan to recoup all costs. Either admission sales or sponsorship are acceptable sources of revenue. Exceptions shall be made clear in the presentation of the final budget.

All entertainment and programming units will confine their operations to main campus.

8. Administration, Operations and Support

The administrative, operational and support units of the Students' Union are:

- Marketing
- Sponsorship
- Facilities
- Administration

Any expenditure relating to marketing will be outlined in each individual unit's marketing plan, to be submitted to the executive committee or designate for approval.

Call to order 5:02 pm

Attendance: Dolanski (proxy for Kehoe), Cunningham, Chapman, Cook, Gamble, Blais,
(Kehoe Arrives at 6:16)

Motion to go in camera
Gamble/Cook 5/0/0

Motion to go ex camera
Cunningham/Dolanski 5/0/0

Discussion items:

- Cut ECOS?
- reduce costs somewhere in resource allocation
- future uses of space occupied by CUE.
 - print center
 - source of revenue
 - student space
 - offices
- Minimal fee increase is a LAST resort
- Remove Council Pay (36,000)
- Tobacco sales

Cook/Dolanski motion to adjourn 5/0/0

Amanda Henry, Vice President (Academic)
Report to Students' Council
February 12th, 2007

ANNOUNCEMENTS

GFC Nominating Committee

- There was an ad in today's (that is, the 13th's) *Gateway* advertising for open committees on the General Faculties Council standing committees.
- The GFC is the highest academic body at the University. Its standing committees are charged with carrying out the vast majority of business that the GFC is expected to undertake.
- More info, including the application form for standing committee seats, is available here (<http://www.uofaweb.ualberta.ca/secretariat/>).

GFC Elections

- Seats on the General Faculties Council proper are also available to be contested in the SU General Elections. Feel free to get in touch with either me or the CRO (cro@su.ualberta.ca) for details.

SU Nominating Committee & Jobs

- There are all kinds available, with more information available on the SU site or in *the Gateway*.¹

Awards!

- Professor of the Week is wrapping up in the near future. There will be a wine and cheese in March to celebrate the program
- SALUTE – Winners have been announced,² with letters in the mail as we speak.
- SU Involvement/Excellence – See SALUTE
- Coca-Cola and Gold Key – Announcements will be made shortly

Teaching and Learning Enhancement Fund

- Funding was approved for our formative feedback pilot project.³

WORK, ETC.

Upcomings and Goings

- IT Plan – the University is on draft 1.6 of its Information Technology Plan. There's a special meeting next week to talk about it.⁴
- TLAT Council – The Teaching, Learning and Technology Council. I honestly am not sure what this body is up to, as it hasn't met since November. Bet it'll be interesting.
- AAS:UA TLC – met last week and will reconvene in the spring

¹ With no inherent bias whatsoever, I recommend checking out the listings for AVPA, UPIO, and positions on ARG.

² If someone asks me who won, I am going to make so much fun of him/her for not reading his/her agenda package... it'll be great.

³ And there was much rejoicing.

⁴ I daresay that the discussion will be positively riveting.

- GFCs of various shapes and sizes – the main body, the Executive, ASC, CLE, ASCSOS and FDC all meet in the near future. Unlike January, there are many agenda packages to read.⁵
- Political Policy Blitz – its coming... mwahahaha.
- Mwahahaha – I mean...
- FAs – Sam & I have been meeting with faculty associations (previous to a certain Day of Action) to get in touch and such.⁶ I've also been working closely with a couple of FAs specifically to tidy up some administrative-type things of varying magnitudes.
- Other various meetings. As usual. There's a reasonably complete list of these in the annals of my reports, and I don't think anything particularly new or exciting is happening at the moment.
- Projects, etc. – working on amendments to the infor exchange agreement, work continues with Bearscat, awards, STLHE, the consolidated exams pilot project follow-up, etc.

WIRELESS...

I have spoken to our tech support again, in response to questions from last week. Here's the deal:

To date, we have done the following:

- AICT has run some diagnostic tests on the network, helping up pinpoint potential trouble spots.
- We increased the number of computers the router can handle from 128 to 512
- We've approached AICT about getting quotes for running Ethernet cables and installing new access points (this is the solution that will probably carry us into the summer to implement, and is waiting on the decision regarding funding for the proposed University wireless network).
- Run tests on the availability of wireless in the SUB lower level
- Begun working with AICT on an escalation protocol for SU technical difficulties on shared or shared support services (I have to follow up on this in the near future).
- We're in the process of investigating a network outage on the weekend before the last Council meeting.
- We've asked for anyone with complaints to PLEASE get in touch with us somehow – email me, phone us, email tech.support@su.ualberta.ca, post on web board, use the question form on www.su.ualberta.ca/about. Please, please get in touch with us somehow if you encounter problems. Knowing exactly what's wrong will greatly speed the process.
- To my knowledge, neither myself nor tech support has received any sort of complaint regarding the network since January 31st other than "it exists... fixit fix it fix it."

⁵ Again with the much rejoicing.

⁶ Sorry. I was going to write an acronym sonnet, but I decided to subject you to intermittent rhyming instead. Comfort yourself with the thought that it could have been much worse.

Excerpt from Standing Orders:

PART 10: LEGISLATIVE PROCESS FOR BUDGET

Vice-President (Operations & Finance) Recommends Principles

16(1) The Vice-President shall submit or cause to be submitted a proposed set of budget principles to the Budget and Finance Committee no later than January 15.

Budget and Finance Committee Amends and Recommends Principles

16(2) The Budget and Finance Committee shall recommend a set of budget principles to Students' Council no later than February 15.

First Reading of Budget in Council

16(3) Students' Council shall approve a set of budget principles no later than March 15.

Executive Committee to Recommend Final Budget

16(4) The Executive Committee shall submit a final Operating and Capital Budget reflecting the set of budget principles approved by Council to the Budget and Finance Committee no later than March 31.

Budget and Finance Committee to Amend and Recommend Final Budget

16(5) The Budget and Finance Committee shall recommend a final Operating and Capital Budget to Students' Council.

Second Reading of Budget in Council

16(6) When the budget is being read a second time:

- (a) Students' Council shall approve a final Operating and Capital Budget.
- (b) The budget will be presented in a three part document consisting of:
 - (i) the principles passed on 1st reading,
 - (ii) the estimates (numerical breakdown of the budget), and
 - (iii) additional written instruction providing further instruction on how money within budget categories is to be spent.

Debate is confined to technical merits and whether the committee properly interpreted the principles passed in First Reading.