

STUDENTS' COUNCIL

Tuesday January 24, 2012
Council Chambers 2-1 University Hall

ORDER PAPER (SC 2011-18)

2011-18/1 **SPEAKER'S BUSINESS**

2011-18/1a Announcements – The next meeting of Students' Council will take place on Tuesday, February 7th, 2012

2011-18/2 **PRESENTATIONS**

2011-18/2a Food Policy Presentation- Presented by the Policy Committee. Sponsored by Councillor Kusmu/VP SL Yamagishi

Abstract:

This presentation is about the Policy Committee's work on creating a Food Policy. In this presentation, the various merits of the Food Policy will be explained to Council, such as, it's definition of organic and reasons for wanting to promote the sale of Fair Trade goods and expanding food preparation resources. This presentation is meant to give Council the insight that the Committee had when choosing the main components of the Policy, in order to further prepare Council for the Policy to appear in First Reading on Council's January 24th meeting. Despite the Food Policy not complete in its entirety, the following presentation is meant to present the main themes of the Food Policy that the Committee has agreed upon

2011-18/2b Sustainability Assessment- Presented by Rory Tighe, President. Sponsored by Rory Tighe, President.

Abstract:

This presentation will highlight the recommendations of the sustainability assessment and the next steps that the Students' Union is taking to ensure that sustainability remains a priority of the organization.

Please see document SC 11-18.01

2011-18/2c Nursing Undergraduate Association- Presented by Rachel World, President. Sponsored by Councillor Bellinger.

Abstract:

The Nursing Undergraduate Association (NUA) is the official faculty association representing undergraduate nurses at all University of Alberta campuses. With its current FAMF, the NUA supports student social activities, academic conferences, and covers the cost of each student's Canadian Nursing Student Association (CNSA) membership fee. This presentation will provide an overview of the NUA, its work, and its current finances.

2011-18/2d

SUB Renovation Feasibility Study- Presented by Andy Cheema, VP Operations and Finance and Marc Dumouchel, General Manager. Sponsored by Andy Cheema.

Abstract:

The presentation will deliver the results of the SUB Renovation Feasibility Study. Architectural concepts are proposed along with relevant structural, mechanical and electrical analysis. These data inform an estimated project cost, which provides a reference point to discuss the financial implications and options of a renovation. The feasibility of a renovation to the Students' Union Building will be discussed in light of these factors.

2011-18/3

EXECUTIVE COMMITTEE REPORT

2011-18/3a

Executive Committee Report

Please see document SC 11-18.02

2011-18/4

BOARD AND COMMITTEE REPORTS

2011-18/5

QUESTION PERIOD

2011-18/6

BOARD AND COMMITTEE BUSINESS

2011-18/7

GENERAL ORDERS

2011-18/7a

KARUVELIL/CSORBA MOVE TO approve the Interdepartmental Science Students' Society proposal to create a Faculty Association Membership Fee.

Please see document SC 11-18.03

2011-18/7b

SUMAR/KARUVELIL MOVE that upon the recommendation of the Bylaw Committee Students' Council approve the referendum question Spring/Summer Universal Bus Pass (U-Pass).

Please see document SC 11-18.04

2011-18/7c

SUMAR/ESLINGER MOVE that upon the recommendation of the Bylaw Committee Students' Council approve the referendum question Student Union Facilities Renovations.

Please see document SC 11-18.05

2011-18/8

INFORMATION ITEMS

2011-18/8a

Avinash Karuvelil – Resignation from the Policy Committee and the Audit Committee

Please see document SC 11-18.06

2011-18/8b Farid Iskandar, VP External- Report

Please see document SC 11-18.07

2011-18/8c Emerson Csorba, VP Academic- Report

Please see document SC 11-18.08

2011-18/8d Bylaw Committee- Summary Report to Council

Please see document SC 11-18.09

2011-18/8e Colten Yamagishi, VP Students Life- Report

Please see document SC 11-18.10

2011-18/8f Votes and Proceedings

Please see document SC 11-18.11

Action on Values

Improving Sustainability in the Students' Union

Prepared by Marc Dumouchel, General Manager
4 January 2012

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Overview

Sustainability is a core strategic value of the Students' Union.

As a part of our efforts to ensure that we manifest the values we profess, the Students' Union has developed this document to guide our efforts to improve our sustainability for the 2012 to 2013 time-frame. The ideas and approaches in this document are based on internal discussions and on the recommendations of the 2010-11 Sustainability Audit.

Our Strategic Approach

Sustainability is best supported not through top-down directives, but rather by empowering individuals at all levels in the organization to make more sustainable choices in how they conduct their business.

With that in mind, we believe the most important step is to identify a set of key, overarching goals that specific initiatives and objectives can connect with. This provides a framework for new sustainability ideas to be integrated into our overall sustainability efforts, and it provides a way to assess competing ideas. It provides us with a general conceptual understanding of how our sustainability efforts fit together.

We have identified four key goals for our sustainability activities:

1. Promote: Promote good sustainability practices to staff and students.
2. Track: Develop better systems for tracking sustainability-related metrics.
3. Train: Provide staff with improved training and support surrounding sustainability issues.
4. Policy: Develop appropriate operating policies and procedures to enhance sustainability.

Our Action Plan categorizes each action as contributing to one or more of these key goals.

Notes on the Action Plan

In drafting this program, all of the recommendations in the Sustainability Audit were reviewed and considered.

The Audit lays out over 100 recommendations, both large and small. As an organization of limited size and resources, it is not practical for us to fully implement all of them, but we have adopted a great number.

Adaptations

The Action Plan outlines a set of actions we plan to take over the next two years, all of which were drawn from or based on the Audit recommendations. We have adapted the recommendations to better reflect what we feel is practical and achievable in 2012 and 2013.

We also feel some recommendations lack required context or clarity. For example, recommendations to cut paper usage by a specific percentage do not account for the reduction in paper usage we have already implemented for administrative operations, and do not account

for the fact that paper usage in a public building is often a product of building usage. If our building becomes more successful, drawing more students, then paper usage (paper towels, toilet paper, napkins) is likely to increase.

Order and Headings

We have, in general, kept with the ordering and headings used in the Audit Executive Summary, but we have made some changes to heading titles for readability and consistency. The ordering may thus appear somewhat random, but it will allow the reader to more easily find corresponding parts of the Audit.

Duplication

We have also endeavored to remove some of the duplication of recommendations in the original audit, though we have retained some. We have also consolidated or broken up recommendations where appropriate for readability.

Blanket Omissions

One particular type of recommendation has been omitted entirely – those recommendations that involve advocacy to other organizations or entities. Management strongly feels these recommendations are a matter for Students' Council; it is inappropriate for management to be involved in political policy.

General Management Comments

Some elements of our thinking about sustainability bear special note here.

The Role of the University in Building Operations

Many of the most significant contributors to sustainability is basic building operations – heat, water, power, other utilities, and structure. Our scope of direct action in these areas is quite limited, as building envelope and systems are contractually an area of University domain. Thus, you will not see any recommendations on these areas here.

That said, we would like to note that the University has been very active in this area over the past few years. Their efforts have included re-lamping public spaces to eliminate incandescents, coating two sun-facing sides of the tower with a film designed to reduce thermal loading, and installing an air curtain at the south entrance. We have also worked with the University to obtain BOMABest certification. Currently, the University is examining replacing one of our air handling systems with a newer, more-efficient unit. Finally, as the University operates on a district-based heating and cooling system, our overall efficiency is quite decent, especially for 44 year old building.

We greatly appreciate the University's efforts and contribution in these areas.

Food Court and Food Operations

The single largest impact on sustainability that the Students' Union can have surrounds how we manage our food court and our food operations.

In recent years, we have made significant behind-the-scenes progress in these areas. From ECOS' reusable dish program to using local sources to our vendor composting program, we have made many small steps in the right direction. In addition, we are in the process of adopting

more user-friendly, socially sustainable policies and processes in our food operations, from expanding choices for those with restricted diets to improving how we label our food.

The biggest potential win, and the biggest challenge, however, is reducing the waste from the food court. Again, we are moving in the right direction with our own operations. For example, L'express is phasing out styro and plastic, and replacing it with compostable disposables (and we are working through sourcing and product performance issues as we encounter them). But we also believe we have a long way to go, and are continuing to examine options and understand the problem.

We view the waste issue as four-dimensional:

1. Product - styro v. compostable, for example. This is not always obvious, as there is a lot of product marketed as 'compostable' that, for practical use cases, is not.
2. Model - disposable v. re-usable. We currently operate on a disposable model with a minor customer-dependent re-usable component. A full re-usable model would be preferable, but has serious space, capital, and logistical implications.
3. Cost - how much will reducing waste cost, and how does that affect pricing for students? Simply running lower margins isn't practical without new funding, as it could lead to actual program cuts to our service and governance program.
4. Usability - no compost-based strategy, for example, will really work unless we remove the obstacles users face, such as difficulty in determining what is and is not compostable. For a compostable strategy to really work, we need to remove those obstacles - everything in the food court needs to be compostable or recyclable. Even condiment packaging is important!

We are continuing to actively work on these issues.

Other Operations

In terms of our other operations, we continue, in planning and implementing our programs, to seek ways to reduce our footprint.

Many of the policy recommendations in the Audit are already followed informally. Facilities staff use natural cleaners, carefully dispose of hazardous items, track mileage on vehicles, and rarely throw anything away (we have quite a collection of old doors and millwork!). Over the last two years, new printer purchases are generally for double-sided models (unless there is a unique use case). Paper usage is tracked, but not in a consolidated fashion. All paper products we use for operations are recycled or FSC-certified; we would use more recycled FSC paper, and have worked hard at finding recycled paper with a low enough static charge to prevent machine jams. We also purchase energy-use certified equipment and try to keep our equipment – computers, printers, refrigerators, etc. – as long as possible, both to reduce cost and reduce footprint.

This is not to say that there isn't a lot of room for continued improvement – there is. Providing more information and training to staff about sustainability issues can do nothing but help. That, along with better systems for tracking performance, are likely to be the elements most significant to our ability to improve our sustainability footprint.

Action Plan

1 Buildings

- 1.1 Continue to participate in the BOMABest sustainability assessment program. We will pursue the BOMABest Level 3 certification, if achievable within the operating constraints of the Students' Union, in time for our BOMA assessment in 2014.
 - 1.1.1 Major Goal(s) Addressed: Promote, Track, Train
 - 1.1.2 Timeframe: Ongoing, with a target of Level 3 certification by 2014.
 - 1.1.3 Notes: SUB has recently been certified as BOMABest Level 2. BOMABest incorporates measures for tracking metrics and for tracking staff understanding and implementation of sustainability practices.
- 1.2 For all renovation and construction projects exceeding \$250,000 in value, we will consult an environmental design professional for advice on sustainable renovation practices. Where reasonable and cost-efficient, we will also do so for projects below the \$250,000 value.
 - 1.2.1 Major Goal(s) Addressed: Policy
 - 1.2.2 Timeframe: Add to Operating Policies in 2012.
- 1.3 Where practical, strive to achieve LEED Silver or better performance on renovation and construction projects. Alternative certifications may also be considered if LEED is impractical.
 - 1.3.1 Major Goal(s) Addressed: Promote, Policy
 - 1.3.2 Timeframe: Add to Operating Policies in 2012.
- 1.4 When renovating, consider building designs that allow for fresh air intake and operable windows.
 - 1.4.1 Major Goal(s) Addressed: Policy
 - 1.4.2 Timeframe: Not Applicable
- 1.5 Improve signage in building regarding sustainability-related items. This can include leak and air-quality reporting, menu and dietary information, and waste-reduction efforts such as the own-plate discount programs.
 - 1.5.1 Major Goal(s) Addressed: Promote
 - 1.5.2 Timeframe: Leak signage by April 2012, menu information by September 2012, improved discount program signage by January 2012.

2 Paper

- 2.1 Post notices on all office copiers and printers urging that printing be minimized where possible.
 - 2.1.1 Major Goal(s) Addressed: Promote
 - 2.1.2 Timeframe: January 2012
- 2.2 Implement an operating recommendation that new printers that are purchased should be capable of double-sided printing, except where use cases dictate otherwise. (For example, plotter purchases.)
 - 2.2.1 Major Goal(s) Addressed: Policy
 - 2.2.2 Timeframe: Implemented – current practice
- 2.3 Implement a paper-usage tracking system through our accounting systems.
 - 2.3.1 Major Goal(s) Addressed: Track
 - 2.3.2 Timeframe: This is implemented in some departments already, but to achieve a consistent and complete assessment, this responsibility will move to accounting, as per 7.2, below.

3 Solid Waste

- 3.1 Review our waste bin placements and composition, with a goal of encouraging more recycling.
 - 3.1.1 Major Goal(s) Addressed: Promote
 - 3.1.2 Timeframe: Update waste bins in summer 2012
 - 3.1.3 Notes: May require a non-trivial capital budget allocation in the next budget year, and may affect staffing/service levels in Facilities.
- 3.2 Work toward a waste-free food court.
 - 3.2.1 Major Goal(s) Addressed: Promote, Policy
 - 3.2.2 Timeframe: This is an ongoing project, with many components and options. For this fiscal year, the goal is extreme reduction (ideally, elimination) of non-degradable products in SU operations.
 - 3.2.3 Notes: We have already implemented vendor composting for all tenants, and are moving our operations to compostable disposables. Significant movement on our operations will occur over the next year, but leased operations may take longer. Sustainability will be made part of the evaluation criteria in the next round of food court lease renewals, and that process will provide an opportunity to advance this goal. We will also be examining other options, such as a full-scale, universal re-usable dish program, and often-overlooked details (condiment packaging), with an emphasis on making any program as user-friendly as possible.
- 3.3 Recommend development of an operating policy recognizing source reduction as an important component of procurement. (Goal 4)
 - 3.3.1 Major Goal(s) Addressed: Policy

3.3.2 Timeframe: Add to Operating Policies by December 2012.

4 Hazardous Materials

4.1 Track hazardous material purchases.

4.1.1 Major Goal(s) Addressed: Track

4.1.2 Timeframe: Though some tracking is already done, full implementation along with accounting department tracking systems – December 2012

4.2 Wherever possible, use eco-labeled chemical, cleaning, and paint products. (Major Goal(s)1 and 4)

4.2.1 Major Goal(s) Addressed: Promote, Track, Policy

4.2.2 Timeframe: Informally implemented already. Should be added to Operating Policy by December 2012.

4.3 Provide information and/or training to employees on how to dispose of electronic and hazardous waste. (Goal 3)

4.3.1 Major Goal(s) Addressed: Train

4.3.2 Timeframe: Begin by April 2012

5 Food and Food Services

5.1 We will continue to make efforts to reduce waste in the food court, through improving promotion of re-usable dish programs and discounts and encouraging the use of compostable disposable products. (See item 3.2, above.)

5.2 Internal catering should utilize reusable plates, cutlery, and associated materials wherever possible.

5.2.1 Major Goal(s) Addressed: Promote, Policy

5.2.2 Timeframe: Implement as a management directive in January 2012.

5.2.3 Notes: We do this in some cases, but are very inconsistent. Certain catering elements will need to remain disposable until we develop appropriate cleaning and sanitation capabilities.

5.3 Where costs are comparable (within 10%), use locally-sourced food when available. Local sourcing should be tracked through accounting systems for reporting purposes.

5.3.1 Major Goal(s) Addressed: Promote, Track

5.3.2 Timeframe: Already implemented; accounting tracking being worked on for 2012.

5.4 Work with campus partners to make Farmer's Markets a regular occurrence on campus.

5.4.1 Major Goal(s) Addressed: Promote

- 5.4.2 Timeframe: Make Farmer's Market self-sustaining and a regular occurrence by fall 2012. In January, a group of CSL students will be developing a business plan for the Farmer's Market.
- 5.4.3 Notes: The October 2011 Farmer's Market was very successful for both vendors and consumers.
- 5.5 Offer vegetarian and vegan options on all food venue menus, with a goal of making at least 30% of menu options vegetarian or vegan.
 - 5.5.1 Major Goal(s) Addressed: Promote
 - 5.5.2 Timeframe: Vegetarian and vegan options exist on all menus currently. Working to ramp up the proportion of items to 30% by the end of 2013.
- 5.6 Make nutritional breakdowns of all menu items easily accessible to customers.
 - 5.6.1 Major Goal(s) Addressed: Promote
 - 5.6.2 Timeframe: April 2012
 - 5.6.3 Notes: Software to assess nutritional content arriving in December; it will take some time to run through all existing menu items and develop consumer materials.
- 5.7 Improve food labeling to allow customers to select diet-appropriate choices.
 - 5.7.1 Major Goal(s) Addressed: Promote
 - 5.7.2 Timeframe: Develop food labeling system by April 2012, deploy by August 2012.
 - 5.7.3 Notes: This is on deck as a CSL project for the Winter 2012 term. If no CSL students take up the project, we will work on it as an internal project sometime between February and July 2012.

6 Human Resources and Diversity

- 6.1 Adopt as an operating guideline that at least one member of all hiring committees be trained in employment equity and human rights issues.
 - 6.1.1 Major Goal(s) Addressed: Train, Policy
 - 6.1.2 Timeframe: All hiring committees by January 2013. This already occurs in many cases already – making it universal will require additional identification and training of select staff throughout 2012.
- 6.2 Establish a set of central interview and evaluation guidelines for hiring processes.
 - 6.2.1 Major Goal(s) Addressed: Train, Policy
 - 6.2.2 Timeframe: January 2013 (set to align with 6.1 for efficiency reasons).
 - 6.2.3 Notes: Individual departments may augment or deviate from these guidelines where necessary to meet their operational requirements.
- 6.3 Add a statement to all job descriptions recognizing the importance of considering sustainability issues in the performance of work.

- 6.3.1 Major Goal(s) Addressed: Promote
- 6.3.2 Timeframe: August 2012
- 6.4 Provide training on sustainable procurement to individuals with purchase responsibilities.
 - 6.4.1 Major Goal(s) Addressed: Train
 - 6.4.2 Timeframe: Begin offering training opportunities to staff on an annual basis, coinciding with transition related training, in April/May/June 2012.

7 Tracking and Reporting

- 7.1 Select and adopt a consistent method of reporting on sustainability efforts and metrics, and include sustainability reporting in the SU's Annual Report.
 - 7.1.1 Major Goal(s) Addressed: Promote, Track
 - 7.1.2 Timeframe: Inclusion of a sustainability component, without metrics, in 2011 Annual Report; with metrics, in the 2012 Annual Report.
- 7.2 Wherever possible, the accounting systems of the Students' Union should be utilized to generate actionable metrics and data regarding items of interest for assessing and managing sustainability impacts.
 - 7.2.1 Major Goal(s) Addressed: Promote, Track
 - 7.2.2 Timeframe: Identification of metrics to track by August 2012; implementation of tracking practices by December 2012.
- 7.3 Transition to use of STARS reporting system, appropriately adapted, to become the Students' Union's primary sustainability program guidance.
 - 7.3.1 Major Goal(s) Addressed: Track
 - 7.3.2 Timeframe: January 2014.

8 Events and Recreation

- 8.1 Seek to expand the space available for recreational and social activities.
 - 8.1.1 Major Goal(s) Addressed: Policy
 - 8.1.2 Timeframe: Not Applicable/Unknown
- 8.2 Where practical, work with the Office of Sustainability to improve the sustainability footprint of Students' Union events.
 - 8.2.1 Major Goal(s) Addressed: Promote
 - 8.2.2 Timeframe: Ongoing/as appropriate

9 Energy

- 9.1 Continue policy of purchasing only equipment with appropriate EnergyStar, EnerGuide, Ecologo, or EPEAT certification.

- 9.1.1 Major Goal(s) Addressed: Policy
- 9.1.2 Timeframe: Already current practice. Add to Policy Manual by December 2012.
- 9.2 Pursue installation of vending misers on vending and refrigeration units, where feasible.
 - 9.2.1 Major Goal(s) Addressed: Promote
 - 9.2.2 Timeframe: September 2012.
 - 9.2.3 Notes: Will depend on cooperation of Coke and Edmonton Vending; we are limited to persuasion until contracts expire. Coke has demonstrated a willingness, however, having already installed several high-efficiency units in SUB. Not all units have usage patterns amenable to vending misers because of operating delays.
- 9.3 Work the University to track building energy usage.
 - 9.3.1 Major Goal(s) Addressed: Track
 - 9.3.2 Timeframe: Secure records from the University by April 2012 and annually thereafter.
- 9.4 Pilot participation in the ETS@Work program to promote use of public transit by employees not covered under the UPass.
 - 9.4.1 Major Goal(s) Addressed: Promote
 - 9.4.2 Timeframe: Implementation in progress on a 6-month pilot program, expected to begin in January 2012.
- 9.5 Monitor fuel consumption of fleet vehicles and provide annual report on distance traveled and fuel usage.
 - 9.5.1 Major Goal(s) Addressed: Track
 - 9.5.2 Timeframe: Data is already collected. We only need to determine where reporting should occur.

10 Water

- 10.1 Improve fixtures: Install low-flow showerheads, aerators on faucets, and consider water usage when replacing damaged plumbing or installing new fixtures.
 - 10.1.1 Major Goal(s) Addressed: Policy
 - 10.1.2 Timeframe: Summer 2012 for installations; December 2012 for policy.
 - 10.1.3 Notes: The University is responsible for fixtures, but we can make some changes during renovations, and will advise the University that replacements need to be low-water usage.
- 10.2 Install a water-bottle refilling station.
 - 10.2.1 Major Goal(s) Addressed: Promote
 - 10.2.2 Timeframe: Implemented

Appendix A: Action Summary Table

Action	Goal 1: Promote	Goal 2: Track	Goal 3: Train	Goal 4: Policy	Status or Timeline
1 Building					
1.1 Participate in BOMA Best	✓	✓	✓		Implemented/ Ongoing
1.2 Policy: Consult on renovations				✓	Dec 2012
1.3 Aim for LEED Silver on capital projects	✓			✓	Dec 2012
1.4 Operable windows/fresh air				✓	N/A
1.5 Improve sustainability-related signage	✓				Leaks: Apr 2012 Menu: Sep 2012 Plate: Jan 2012
2 Paper					
2.1 Copier and printer signage	✓				Jan 2012
2.2 Purchase only DS printers				✓	Current practice
2.3 Paper usage tracking		✓			See 7.3
3 Solid Waste					
3.1 Review/upgrade waste bins	✓				Summer 2012
3.2 Waste-free food court	✓			✓	Ongoing, complex - multiple targets
3.3 Policy: Source reduction				✓	Dec 2012
4 Hazardous Materials					
4.1 Track hazardous material purchases		✓			See 7.3
4.2 Eco-friendly cleaning, paint products		✓			Current practice
4.3 Hazardous material disposal			✓		Apr 2012

5 Food and Food Services					
5.1 Reduce food court waste	✓			✓	See 3.1
5.2 Internal catering guidelines	✓			✓	Jan 2012
5.3 Local sourcing	✓	✓			Implemented
5.4 Self-sustaining Farmer's Market	✓				Fall 2012
5.5 Vegetarian/vegan options	✓				Current practice; expand during 2012 & 2013.
5.6 Nutritional information	✓				Apr 2012
5.7 Food labelling	✓				Aug 2012
6 Human Resources and Diversity					
6.1 Hiring committees to include a person trained in equity issues			✓	✓	Jan 2013
6.2 Common interview standards			✓	✓	Jan 2013
6.3 Add sustainability note to job descriptions				✓	Aug 2012
6.4 Sustainable procurement training			✓		Begin Apr 2012
7 Tracking and Reporting					
7.1 Add sustainability to Annual Report	✓	✓			Start 2011; expand 2012
7.2 Accounting to add sustainability tracking services		✓			Plan: Aug 2012 Implement: Dec 2012
8 Events and Recreation					
8.1 Expand rec and social space				✓	N/A
8.2 Improve sustainability of events	✓				Ongoing
9 Energy					
9.1 Purchase certified equipment				✓	Current practice

9.2 Install vending misers	✓				Sep 2012
9.3 Track energy usage		✓			Apr 2012
9.4 Pilot ETS@Work program	✓				Jan 2012
9.5 Monitor fleet fuel consumption		✓			Ongoing
10 Water					
10.1 Improve fixtures				✓	Dec 2012
10.2 Install water-bottle filling station	✓				Completed

December 9

YAMAGISHI/CSORBA MOVED THAT the Executive Committee approve the amended job specifications for the Assistant Manager at SFAIC.

4/0/0 CARRIED

January 5

TIGHE/CSORBA MOVED THAT the Executive Committee approve the new bright green Infolink logo.

5/0/0 CARRIED

January 6, 2012

Students' Council
University of Alberta Students' Union
2-900 Students' Union Building (SUB)
8900 - 114 Street
Edmonton AB T6G 2J7

Re: ISSS Faculty Association Membership Fee Creation Proposal

Dear Speaker Ross:

On behalf of the Interdepartmental Science Students' Society, please accept the attached document as the Creation Proposal for the ISSS Faculty Association Membership Fee, to be presented at the January 10, 2012 meeting of the Students' Union Students' Council.

Sincerely,



Cian Hackett
President 2011-2012
The Interdepartmental Science Students' Society

I. Purpose

The Interdepartmental Science Students' Society is an inclusive and transparent science faculty association existing to offer useful services, to connect its diverse membership, and to advocate so that Science students may enjoy an enriching and valuable undergraduate experience.

A Faculty Association Membership Fee will allow the Interdepartmental Science Students' Society to fulfill better its mandate, above. The purpose of this proposal is to offer undergraduate Science students the opportunity to pay a membership fee for improved events, services and advocacy.

II. Definitions

- The Interdepartmental Science Students' Society (ISSS, pronounced 'ice') is the Faculty Association for the Faculty of Science at the University of Alberta.
- The ISSS Faculty Association Membership Fee (FAMF) is the money received from a student levy applied to all full-time on-campus and part-time on-campus undergraduate Science students at the University of Alberta.
- The Council of Science Student Associations (COSSA) is a body of the ISSS currently comprised of 23 science student groups, including Departmental Associations and Program Associations.

III. Referendum Question

Do you support the levy of a \$6.00 per semester Faculty Association Membership Fee for the Interdepartmental Science Students' Society to allocate to the following initiatives? A detailed breakdown of the allocations can be found on www.famf.iss.ca.

- \$1.17 to granting to science student groups (e.g. Departmental Associations).
- \$1.04 to organizational capacity improvements (e.g. office technology).
- \$0.17 to academic representation and advocacy (e.g. science-wide student survey).
- \$0.56 to outreach and marketing (e.g. public relations team).
- \$2.48 to community-building and science identification (e.g. pancake breakfast giveaways exclusively for science students).
- \$0.59 to services for science students (e.g. career fair).

IV. Amount

Each full-time on-campus student and part-time on-campus student enrolled in the Faculty of Science, including Visiting Students and Special Students, shall pay \$6.00 per term. Students in a work term as part of the Faculty of Science's Industrial Internship Program

and off-campus students are exempt from the FAMF. The FAMF shall only be levied in the Fall Term and Winter Term.

V. Lifetime

The FAMF will be collected starting in Fall Term 2012, and will cease after collection in Winter Term 2016. The FAMF will be collected for four years, expiring on August 31, 2016. In extenuating circumstances, such as the cessation of the ISSS as a Faculty Association, a successful opposing referendum, and/or a clear misuse of funds as determined by the Students' Union and/or the ISSS, collection of the FAMF will cease immediately.

VI. Reimbursement Mechanism

The FAMF may be refunded upon individual student request. Refunds will be given to students who have paid the FAMF and who have completed the attached Reimbursement Form, or an equivalent online form.

Reimbursement Forms must be submitted before the withdrawal (Grade of W) deadline for the semester for which reimbursement is sought, as defined by the University of Alberta Academic Schedule. Refunds will be available for collection within two weeks of this deadline, after a students' eligibility to be reimbursed is verified. Refunds may only be disbursed with the signed approval of two Executive members on the ISSS with financial signing authority.

VII. Allocation

The disbursement of the FAMF will be allocated for the following purposes, based on 6000 students paying the FAMF per semester. Further breakdowns of the estimated amounts can be found at www.famf.iss.ca.

Allocation	Description	Amount
Granting to Science Student Groups		\$1.17
COSSA granting	Allocated through existing granting process	\$1.17
Organizational Capacity Improvements		\$1.04
Elections	Promotion, fora, candidate expenses, management	\$0.13
Transition	Executive and Council retreat, Director transition	\$0.20
Semi-Annual General Meetings	Refreshments	\$0.03
Recognition	Thanking stakeholders and supporters	\$0.01

Administration	Office technology and printing	\$0.24
Website	Dedicated hosting	\$0.10
Volunteers	Recognition and appreciation	\$0.10
New projects	Support for continued organizational growth	\$0.22
Academic Representation and Advocacy		\$0.17
Research	Publication of researched reports on strategies to solve student issues	\$0.01
Representation	Lobby training, meetings of all science student representatives	\$0.02
Open House	Refreshments to facilitate interactions between the ISSS and other student representatives	\$0.02
Instructor Appreciation Night	Student-nominated recognition of excellent instructors	\$0.06
Survey	Prizes and Scantron sheets to collect student data	\$0.03
Academic Consultation Team	Clipboards and effective listening training to collect student data	\$0.00
I am a Science Student	Prizes for submissions to an online collection of stories of science student experiences	\$0.01
Advocacy	Reports on student priorities	\$0.01
Professor of the Month	Awards to outstanding professors	\$0.01
Outreach and Marketing		\$0.56
Strategic Plan	Publication of short- and long-term ISSS goals	\$0.01
Marketing	Posters, handbills, lawn signs, banners, trifold	\$0.27
Public Relations Team	Candy giveaways, hallway displays, Clubs Fairs	\$0.04
Photography	Photo editing software	\$0.02
Design	Design tablet, craft supplies	\$0.01
Newsletter	Monthly printing and news stands	\$0.21
Letterhead	Printing	\$0.00
Community-Building and Science Identification		\$2.48
COSSA	Meeting refreshments, paid posters, communal projector and screen	\$0.19
ONEcard Stickers	Stickers to identify science students	\$0.02
Orientation	Food and entertainment for the faculty reception barbecue	\$0.27
Science Week	Week-long science competition	\$0.42
Pancake Breakfast and Hot Chocolate Giveaways	Materials for science-exclusive giveaways	\$0.06
Merchandise	Start-up expense for at-cost shirts and jackets	\$0.08
Science-Specific	Rulers and handbook printing	\$1.45

Handbook		
Services for Science Students		\$0.59
Career Fair	Booth materials, refreshments and promotion to companies	\$0.07
advISSS	Advertisement to incoming students for an online course commenting platform	\$0.03
Mini Study Groups	Mentor support for weekly, free, first-year study groups, and refreshments for study-a-thons	\$0.08
Spring Thaw	A week of stress relief services and giveaways	\$0.02
Professional Development Workshops	Series of seminars on transferable skills such as public speaking and time management	\$0.12
Pre-loaded USB	Start-up expense for at-cost USBs pre-loaded with academic information	\$0.02
Student Printing	At-cost science student printing offered from the ISSS office	\$0.00
Athletics	Pinnies and refreshments for science intramural teams	\$0.03
Locker Rentals	Locks to reduce unpaid occupancy and enhance security	\$0.09
Science Tours	Map of study, relaxation and interest areas around science buildings, given on a tour	\$0.13
TOTAL:		\$6.00

VIII. Surplus Management

All funds collected from the FAMF must be first allocated to the completion of the initiatives outlined in the Allocations section. In the event of a surplus on funds as previously allocated, surplus funds will be allocated to an account reserved for improvements to current projects or new initiatives in accordance with the mandate of the ISSS. Funds will only be drawn from the account after going through the proposal process outlined in the ISSS Procedures Manual, including a review by the ISSS Finance Committee and final approval by the ISSS Council. The surplus funds may be allocated in years outside their collection.

Please see Appendix II for the relevant sections of the ISSS Constitution and ISSS Procedures Manual.

IX. Financial Oversight

The ISSS reports annually to the Students' Union Audit Committee. This report will include annual financial statements, including a comparison of the FAMF allocations with actual

spending and an appendix with evidence of compliance with Students' Union bylaws governing Faculty Association Membership Fees. This report will be made publicly available to the ISSS's membership online.

Please see Appendix II for the relevant sections of the ISSS Constitution and ISSS Procedures Manual.

X. Consultation

The following table outlines the ISSS's consultation process with its constituents leading up to the Creation Proposal:

Date	Consultation	Stakeholder
May to August	First individual meetings	COSSA members
August to September	Individual meetings	Science SU and GFC Councillors
August 23	Meeting with Dean of Science	Faculty of Science
September to December	Discussions at COSSA group Executive meetings	COSSA members
September 26	ISSS Semi-Annual General Meeting	Undergraduate Science students
November 1	ISSS volunteer meeting	ISSS Volunteers
November 23	Gateway article	Undergraduate Science students
October 31 to November 4	Student survey	Undergraduate Science students
November	Coffee outreach	Undergraduate Science students
November 30	Town hall	Undergraduate Science students
December	Individual meetings	Students' Union Executives

XI. Appendix I – FAMF Reimbursement Form

In order to receive an ISSS FAMF reimbursement, you must:

1. Be registered in the Faculty of Science as an undergraduate student in the current academic term.
2. You must have paid the FAMF as part of your tuition fees, as collected by the Office of the Registrar and the Students' Union.
3. Currently be studying in the academic term that you wish to receive reimbursement.

Reimbursements will not be granted after the withdrawal (Grade of W) deadline of the term for which the fee was paid, as defined by the University of Alberta Academic Schedule.

I, _____, request to be refunded the ISSS FAMF for the _____ semester. The reason that I would like the ISSS to reimburse me is:

- I cannot afford the FAMF.
 I do not support the FAMF because:

I give the ISSS permission to retain a record of my information for the purposes of confirming my registration with the Faculty of Science.

Signature: _____ Date: _____

ID Number: _____ Email address: _____@ualberta.ca

FOR OFFICE USE ONLY	
Received by:	
Date:	

XII. Appendix II – Relevant Sections of the ISSS Constitution and ISSS Procedures Manual

Changes may be made to the ISSS's Constitution and Procedures Manual before the FAMF referendum. To reference the current text of our governing documents, please refer to the ISSS website at www.issss.ca.

The ISSS's Constitution lays the foundations for the organization, defining its mandate, its governing bodies and their powers, and broad organizational principles. The ISSS's Procedures Manual is analogous to Students' Union Bylaw, and details the rules and processes within which the ISSS operates.

Excerpts of the ISSS Constitution:

5 COUNCIL

5.1 Preamble

5.1.1 Each Councillor is responsible for guiding the organization in a way that reflects the mandate of the ISSS. Their duties are to link Members to the services and opportunities provided by the ISSS, to guide the financial resources of the ISSS, and to hold the Executive accountable to Members.

5.2 Membership

5.2.1 Council consists of eight members:

5.2.1.1 Two first year representatives.

5.2.1.2 Two second year representatives.

5.2.1.3 Two third year representatives.

5.2.1.4 Two fourth or later year representatives.

5.3 Powers and Responsibilities

5.3.1 Each Councillor must:

5.3.1.1 Dedicate a minimum of 2 hours per week during the Fall and Winter semesters to office hours.

5.3.1.2 Serve as a Director, following the process outlined in the Procedures Manual.

5.3.1.3 Record minutes at an Executive meeting, on a rotating basis.

5.3.1.4 Attend SAGMs.

5.3.2 Council

5.3.2.1 Ensures that the Executive fulfills their constitutional duties.

5.3.2.2 Approves, in advance, all expenditures of the ISSS in excess of \$100.00.

5.3.2.3 Approves the ISSS annual base budget.

5.3.2.4 Approves plans for any projects proposed by the Executive.

7 COUNCIL OF SCIENCE STUDENT ASSOCIATIONS

7.1 Preamble

7.1.1 The Council of Science Student Associations serves as a link between the ISSS, ISSS members, the Faculty and science groups. COSSA meetings are an opportunity to strengthen student groups affiliated with the Faculty of Science by encouraging intra-faculty cooperation and by providing resources to science groups on campus.

7.2 Membership

7.2.1 Eligibility

7.2.1.1 The group must be recognized as a Student Group.

7.2.1.2 At least two-thirds of the members of the group must be Members of the ISSS.

7.2.1.3 The mandate of the student group must closely reflect the mandate of the ISSS.

7.2.2 Process

7.2.2.1 The group must submit a written request of membership to the Vice President Community.

7.2.2.2 A response shall be provided within one week.

7.2.2.3 A previously recognized COSSA member shall be assumed to continue being a member, given that the criteria in §7.2.1 of the Constitution are met.

7.2.3 Resignation or Removal

7.2.3.1 A COSSA Member can resign for any reason by submitting a written notice of resignation to the Vice President Community.

7.2.3.2 A COSSA Member shall only be removed if it violates the section regarding COSSA Granting in the Procedures Manual.

7.2.3.3 A group may re-apply for membership no earlier than one year after removal.

7.3 Powers and Responsibilities

7.3.1 Allocates grants to members as outlined in the Procedures Manual.

7.3.2 Shares best practices among science student groups.

7.3.3 Acts as a two-way forum of communication between students connected to member groups and the ISSS.

7.4 Meetings

7.4.1 Meetings will be held at least once each Fall and Winter semester.

7.4.2 Motions require a Two-Thirds Majority of groups in attendance in order to pass.

7.4.2.1 One vote is allocated per group.

7.4.3 The Vice President Community will chair meetings.

7.4.4 The President must be in attendance, and shall provide an update on the role and activities of the ISSS.

7.4.5 The Vice President Academic shall provide an update on Faculty of Science issues affecting COSSA Members, and collect feedback on current academic priorities of COSSA Members.

Excerpts of the ISSS Procedures Manual:

5 COMMITTEES

5.1 Finance Committee

5.1.1 Preamble

5.1.1.1 A subcommittee of Council, the Finance Committee is responsible for reviewing the use of funds of the ISSS.

5.1.2 Membership

5.1.2.1 The VPAF shall be an ex officio member of the Finance Committee.

5.1.2.2 At least 1 Councillor shall be a member of the Finance Committee, as nominated and appointed by Council.

5.1.2.3 The VPAF shall solicit written applications from:

5.1.2.3.1 Members who wish to be members of the Finance Committee.

5.1.2.4 Council shall review all applications and appoint 3 Members that satisfy §5.1.5.1. to be members of the Finance Committee.

5.1.2.5 The VPAF may appoint 2 Directors with portfolios related to the finances of the ISSS, who will act as non-voting members of the Finance Committee.

5.1.2.6 A Finance Committee Member's term will last until April 30.

5.1.3 Powers and Responsibilities

5.1.3.1 The Finance Committee shall:

5.1.3.1.1 Build and maintain relationships with sponsor organizations of the ISSS.

5.1.3.1.2 Compile a report on any new events or services before they are proposed to Council.

5.1.3.1.3 This report must be completed no later than 2 weeks after the proposed project is presented to the Finance Committee.

5.1.3.1.4 Council must take this report into consideration before approving any expenses.

5.1.3.1.5 The report must evaluate the adherence to the following principles:

5.1.3.1.5.1 Expenses must be used efficiently, and for purposes closely aligned with the ISSS Mandate.

5.1.3.1.5.2 The proposed usage for the expense has maximized potential profits.

5.1.3.1.5.3 Expenses are accurately estimated.

5.1.3.1.5.4 Thought has been given to ensuring resource sustainability for the proposed expense.

5.1.4 Meetings

5.1.4.1 The VPAF will determine a regular meeting schedule for the Finance Committee.

5.1.4.2 Finance Committee meetings are open to all Members.

5.1.4.3 The Finance Committee must report on a proposed expense within 14 days of the notice of the proposed expense being received by the VPAF.

5.1.5 Resignation or Removal

5.1.5.1 A member of the Finance Committee who is not the VPAF can resign for any reason by submitting a written notice of resignation to the VPAF.

5.1.5.2 A member of the Finance Committee who is not the VPAF can be removed for any reason by a Two-thirds Majority vote of a quorate Council meeting. Dismissal is immediate.

6 COSSA GRANTING

11.1 Preamble

11.1.1 The VPC shall propose an amount to be allocated to COSSA granting that shall be approved by Council before September 1.

11.1.2 No extra funding shall be allocated to COSSA until after May 1.

11.2 Eligibility

11.2.1 Only members of COSSA are eligible to apply for a COSSA grant.

11.2.2 To support sustainable financial practices, COSSA will only grant a total of 50% of the total cost for the item(s) or event.

11.2.3 If the group has obtained grants from other sources at the University of Alberta up to 50% of their expenses for any particular event, the ISSS will maximally grant the difference until the group has obtained funding for 50% of its total expenses.

11.3 Process:

11.3.1 In order to apply for a grant, a COSSA Member must submit all of the necessary components of the application package as outlined by the VPC each year.

11.3.2 The applicant must include a breakdown of all costs for the event, or prices for the item(s) requested.

11.3.3 The applicant must include both the current and immediately preceding year's operating budgets.

11.3.4 The COSSA Granting Committee shall assign funding to COSSA Members based on the following principles:

11.3.4.1 Purposes that are more closely aligned with the ISSS mandate are more likely to receive a grant.

11.3.4.2 Members that have sought out additional sources of funding are more likely to receive a grant.

11.3.4.3 Purposes that impact more ISSS Members are more likely to receive a grant.

- 11.3.4.4 Purposes that encourage interdepartmental collaboration or collaboration between multiple COSSA Members are more likely to receive a grant.
- 11.3.4.5 Purposes with detailed and concrete planning are more likely to receive a grant.
- 11.3.4.6 Purposes making a strong effort to manage costs and a clear reporting of the budget are more likely to receive a grant.
- 11.3.5 Within one month of completing the activity, the COSSA Member will be required to submit to the VPC a report following the grant. This report shall outline:
 - 11.3.5.1 The costs associated with the item(s) or event, including receipts or invoices that were not available at the time the application was filled out.
 - 11.3.5.2 An analysis on how effective the item(s) or event was based on conditions outlined in the application and expanding to other considerations if necessary.
 - 11.3.5.3 Any other pertinent information.
- 11.3.6 Violation of the rules pertaining to COSSA Granting, including falsified or incomplete reports, may impair a Member's ability to obtain funding in the future from COSSA.
- 11.3.7 Absence from both COSSA Meetings in one academic term will be grounds for complete restriction of funding until the COSSA Member submits a report on steps taken to ensure attendance in the future.
- 11.3.8 Any funding that is not utilized at the termination of the activity shall be returned to the ISSS within one (1) month of the activity date.

11.4 Committee

- 11.4.1 Granting decisions shall be carried out by a granting committee, to be created each year by the Vice President Community. Membership on the committee shall be comprised of:
 - 11.4.1.1 Two (2) executives of COSSA Members;
 - 11.4.1.1.1 In the event of a conflict of interest, the executive shall step out during discussion and voting.
 - 11.4.1.2 Two (2) Members of the ISSS who are not executives of COSSA Members.
 - 11.4.1.2.1 In the event of a conflict of interest, the member shall step out during discussion and voting.
 - 11.4.1.3 One (1) Faculty of Science staff member
 - 11.4.1.4 Vice President Administration and Finance.
 - 11.4.1.4.1 In the event of a conflict of interest, the member shall step out during discussion and voting.
 - 11.4.1.5 The Director or designate of Student Group Services
 - 11.4.1.5.1 This position is non-voting.

- 11.4.1.6 The Vice President Community
 - 11.4.1.6.1 This position is non-voting.
- 11.4.2 Quorum for meetings of the granting committee shall be reached at four (4) out of six (6) members.
- 11.4.3 Approval of a grant requires a Two-Thirds Majority.
- 11.4.4 The granting committee shall meet three times a year.
- 11.4.5 Members of COSSA will receive a response within three weeks of the application deadline
- 11.4.6 If funding is denied, a written explanation must be given to the applicant groups by the Vice President Community.

To be added to the ISSS Procedures Manual before March 7 and 8:

3. MEMBERSHIP FEES

3.1. Creation

- 3.1.1. The ISSS may pursue a Faculty Association Membership Fee through a referendum, as governed in Students' Union Bylaw 8200.
- 3.1.2. Before such a referendum is proposed to its membership, the ISSS must, at minimum, consult with:
 - 3.1.2.1. COSSA members and
 - 3.1.2.2. Members at a Semi-Annual General Meeting.

3.2. Collection

- 3.2.1. The amount and lifetime of the Faculty Association Membership Fee must be defined in the creation referendum defined in §3.1.1.
- 3.2.2. Any Faculty Association Membership Fee will be collected each Fall Semester and Winter Semester from each full-time on-campus and part-time on-campus student enrolled in the Faculty of Science, including Visiting Students and Special Students.
- 3.2.3. Faculty Association Membership Fees shall not be collected from students in a work term as part of the Faculty of Science's Industrial Internship Program, nor from off-campus students.

3.3. Reimbursement

- 3.3.1. A student who has paid the Faculty Association Membership Fee and is philosophically opposed to the fee or unable to pay the fee may choose to be reimbursed.
- 3.3.2. A student wishing to be reimbursed shall only be reimbursed after completing a reimbursement form, which the ISSS will use to verify payment of the fee.
- 3.3.3. Reimbursements will not be granted after the withdrawal (Grade of W)

deadline of the term for which the fee was collected, as defined by the University of Alberta Academic Schedule.

3.3.4. The reimbursement option must be advertised, at minimum, on the ISSS website, in the ISSS newsletter, and using ISSS social media.

3.4. Allocation

3.4.1. Precise allocations of money collected from a Faculty Association Membership Fee must be defined in the creation referendum defined in §3.1.1. The entirety of the anticipated fee must be allocated.

3.4.2. Allocations must be included in the annual base budget governed by §12.2.

3.4.3. Every reasonable attempt must be made to complete the initiatives described within the allocated budgets.

3.4.4. Money collected from a Faculty Association Membership Fee cannot be reallocated, unless through the process in §3.5. This includes increases to budgeted Faculty Association Membership Fee allocations.

3.5. Surplus Management

3.5.1. Any allocated amount remaining after completion of an initiative will be put in an account reserved for improvements to current projects or new initiatives.

3.5.2. Funds may only be drawn from the account after review of a detailed proposal by the Finance Committee, and final approval by Council.

3.5.3. Surplus funds may be allocated in years outside the years of their collection.

3.6. Financial Reporting

3.6.1. If a Faculty Association Membership Fee has been collected during the fiscal year, the following must be appended to the ISSS's annual financial statements and made publicly available:

3.6.1.1. A comparison of Faculty Association Membership Fee allocations with actual expenses, and

3.6.1.2. An appendix with evidence of compliance with Students' Union Bylaw 8200.

3.7. Changes to §3, Membership Fees

3.7.1. Procedures governing Faculty Association Membership Fees, as outlined in §3, may only be changed by joint resolution of Council and the Students' Union, as governed by Students' Union Bylaw 8200.

4 PROJECT PROPOSALS

4.1 Requirements

4.1.1 Any new service or event must be approved by the Council before it is made accessible to Members.

4.1.1.1 A new service or event includes all projects that have not yet been attempted by the ISSS, as well as those undergoing fundamental changes.

4.2 Procedure

- 4.2.1 An Executive must oversee each project.
- 4.2.2 A proposal must be created that includes:
 - 4.2.2.1 A summary of the project,
 - 4.2.2.2 The needs of the target population to be addressed,
 - 4.2.2.3 The objectives of the project,
 - 4.2.2.4 A scheduled implementation plan and a breakdown of responsibilities,
 - 4.2.2.5 A complete budget, and
 - 4.2.2.6 Evaluation mechanisms.
- 4.2.3 The proposal must be sent to the Finance Committee, by the Executive overseeing the project.
- 4.2.4 After a Finance Committee report is received, the proposal shall be brought to the Council for approval.

Do you support the creation of a Spring/Summer Universal Bus Pass (U-Pass) subject to the following conditions?

- 1) The U-Pass would provide unlimited usage of regular transit service through Edmonton Transit System, St. Albert Transit and Strathcona County Transit only to undergraduate students enrolled in at least one course for credit during the Spring and Summer Terms within the participating municipalities' service area during the Spring or Summer Terms.
- 2) The cost of the U-Pass to each student would be mandatory to any student enrolled in at least one Spring or Summer course and would be equal to the cost of a Fall or Winter Term U-Pass.
- 3) The following Spring/Summer students may opt-out of the U-Pass:
 - a) Student enrolled in work-experience, co-op, or a practicum outside of the participating municipalities service area for a majority of a term;
 - b) Students unable to make use of ordinary transit services by reason of disability; and
 - c) Students employed by Edmonton Transit System, St. Albert Transit, or Strathcona County Transit.
- 4) Students enrolled at Augustana are exempt from the U-Pass
- 5) The Students' Union shall be authorized to enter into the necessary contractual agreements with participating municipalities and the University of Alberta, contingent upon the inclusion of acceptable transparency and accountability provisions.
- 6) The U-Pass would expire upon the passing of a referendum to that effect, or the Students' Union deciding that it can no longer adhere to any of (1) through (5).

Do you support the creation of a dedicated fee to fund renovations to Students' Union facilities, subject to the following provisions?

- 1) The goals of the renovations shall be to:
 - a. minimize the environmental footprint of SU operations;
 - b. increase and improve the student services and club space;
 - c. create more meeting rooms for student groups; and
 - d. increase study, relaxation, and social space.

- 2) The fee would be assessed in each term to undergraduate students enrolled in at least one course for credit, subject to the following conditions:
 - a. The fee shall be \$9 per term in Fall and Winter Terms;
 - b. The fee shall be \$4.50 per term in Spring and Summer Terms;
 - c. The fee shall be optional for students that are registered only in courses designated as off-campus and students that are registered only in courses at Augustana campus;
 - d. The fee shall not be assessed until a Design Development Report is approved by Students' Council; and
 - e. Undergraduate students would be unable to alter or rescind the fee as long as any debt incurred for renovations remains outstanding.

- 3) Upon the full repayment of all debt for renovations described in (1), Students' Council shall be empowered to cease collection of the fee. Should this not occur, fee revenues would be placed in a dedicated reserve to be spent only on major Students' Union renovations.

Mr. Speaker,

Due to my increased workload, I regret to inform you of my resignation from the Policy Committee. I am required to take 6 courses this semester in order to graduate and I do not think I can commit my time consistently. I have enjoyed my time and wish the committee all the best for the next term.

Avinash Karuvelil

Mr. Speaker,

Due to my increased workload (6 classes), I regret to announce my resignation from the Audit Committee. I believe this committee needs a councillor who can better commit their time than I can. I have enjoyed my time and wish the committee all the best for the next term.

Avinash Karuvelil

January 19th, 2012

To: Students' Council

Re: VPX Report to Council

Lobby Training

I spent a lot of time this week working on organizing Lobby Training Program. We have a tentative date of Saturday February 4th. Once the date is finalized we will be advertising for it on our website, where you will be able to register. Duncan Wojtaszek has already confirmed his attendance. We're hoping to invite Linda Duncan as well.

CASA Long Term Strategic Planning Committee

From Wednesday January 11th to Friday the 13th CASA's Long Term Strategic Planning Committee worked in Quebec (in a camp an 40 minutes north of Ottawa) on CASA's 2012 Strategic Plan. We have written a Draft of the Plan, and we will now be working on a rigorous consultation process to ensure the passage of the plan come CASA Annual General Meeting in March. If you would like to see the draft please send me an email and I will follow up with you.

GOTV update

On Friday January 20th, we will be having a volunteer training session for GOTV's volunteers. Next week we will be putting up the posters. Maura has also created a new Facebook page: <http://www.facebook.com/pages/Get-Out-The-Vote/219878228098242> Please "Like" it.

CAUS in conjunction with CASA and Apathy is Boring is working on finalizing a Research proposal to do a survey of students who participated in the GOTV. The research will focus on what kind of messaging works for students.

CASA update

Please check out the following Bulletin from CASA's home office: <http://casa-acae.us1.list-manage1.com/track/click?u=a95a4c222b2cfd77ff67c0209&id=3c2e8f5293&e=b51dbe1fdf>

The audience for this document is Students' Council. If you go to Pages 5 and 6, you will learn all about the age-old debate of Tax Credits vs. Grants. The UASU has historically been and continues to be on the Grants side of the debate. If you want to know why, ask.

Cheers,
Farid

VPA Council Report

By: Emerson Csorba

Date: January 18 2012

Hi everyone,

I hope that you are all starting off the week well. I cannot express how excited I am at the moment. Some incredible things are happening right now within the university, and I'm doing everything possible to make the most of the opportunities presented to us. Here is a quick recap of what is happening.

DEFERRED EXAMS

At the January 18 2012 GFC Academic Standards Committee, there was a discussion item regarding the rationale behind deferred exam fees existing. As it stands, students can have their fees waived for reasonable accommodation, but that is more for things like religious holidays. Something like falling very ill before an exam or having a family member pass away does not fall under reasonable accommodation. Along with the Associate Deans of Engineering and Business, I spoke in favour of completely waiving deferred exam fees across the university. The rest of the room spoke in favour as well, and now I'm working to make sure that this becomes official. The ALES representative declared on the floor that they are from that moment on, no longer having students pay deferred exam fees.

This is a gigantic development within the U of A. As it stands, a student that is unable to write exams can pay up to \$230 in deferred exam fees during one exam period. This should not be the case. Please ask me questions about this issue.

GRADUATE STUDENT ATTRIBUTES

The *Plan* is on pace to be done by January 31, as I outlined in my One-Hundred Days War Plan. For whoever is the next VPA, I expect them to continue on the work with graduate student attributes. We have made quite a bit of progress this year, and 2012-2013 is going to see even more done in this area.

STUDENT ENGAGEMENT

The VPSL Colten Yamagishi and I did another video blog, this time focusing on AntiFreeze 2012 and the upcoming World Record event. I cannot emphasize how important it is to me to see SU executives getting out of their offices to engage with students. Meeting new students and getting them more involved has a very positive effect on the U of A community, and it provides a lot of energy for me to work even harder as VPA. This is pretty much the reason why I ran for VPA in the first place, and I'll defend my stance against anyone that disagrees.

NATIVE STUDIES STUDENTS' ASSOCIATION

Along with the Student Governance Advisor, Amanda Henry, I met with the NSSA Executive. We agreed to extend their probation period by only one month, rather than three to four months. This is primarily because the NSSA needs to present at CoFA and Students' Council prior to coming off probation, which can happen in early February at the earliest. The NSSA has made tremendous progress this year, in numerous ways. I am very proud of their many accomplishments.

EXAM REGISTRY

I sent an e-mail out to the 9000+ professors at the U of A, asking them to add their exams to the SU Exam Registry. In December alone, 16 000 students went to the SU Exam Registry. Considering this, it's vital that the Exam Registry be current with its exam offerings.

DELIBERATIVE DEMOCRACY EVENT

Along with the General Manager Marc Dumouchel and the VPSL Colten Yamagishi, I attended this day-long event on deliberative engagement. It was a good learning experience, and I intend to incorporate the learnings into an upcoming SU Awareness Week. Think Malcolm Gladwell's *The Tipping Point* and his discussion about Hush Puppies. Only this time, we're applying this to the Students' Union.

COUNCIL OF FACULTY ASSOCIATIONS STRATEGIC PLAN

Quite a bit of progress was made this week on the CoFA Strategic Plan, as many FA leaders shared their thoughts on a SWOT analysis of CoFA. The Strategic Plan looks to be done by April 30 2012.

REPLACE YOURSELF

As a member of Students' Council, I offer this advice: replace yourself. Find one or two people to run for your seat in March 2012.

If you have any questions, please let me know. Feel free to contact me at 780.492.4236 whenever you have questions or would like to meet.

Cheers,

-Emerson

SPORTS REPORT

Following in VPSL Yamagishi's footsteps, I'm now adding a sports section to my VPA report. For my first report, I'm focusing not on the scores of the recent Pandas and Bears games, but their team performance in AntiFreeze. In the University Athletics Board (the

student representative group for Varsity athletes) opening season in AntiFreeze, they placed fourth overall and finished top three in several major events, including a first-place finish in Happy Feet II, the dance competition. A link to the dance can be found here:

<http://www.youtube.com/watch?v=TMhWXNhT3Sw&feature=plcp&context=C34b0c9cUDOEgsToPDskJKxKGeolnBwQ-crRGmbtuu>

Overall, it's great to see the UAB in AntiFreeze, and I highly encourage you all to attend their Legacy games in the near future. At the moment, our volleyball, hockey, basketball, wrestling, swimming and track and field teams are all ranked in the top 10 nationally. Make sure to go watch them play!



BYLAW SUMMARY REPORT TO COUNCIL

Date: **January 17, 2012**

Time: **5:22 pm**

2010 – 2011

Motions

1.	<i>ISKANDER</i> moved that the <i>January 17, 2012</i> agenda be approved as <i>amended</i> .	<i>CARRIED</i> 6/0/0
2.	<i>KARUVELIL</i> moved that the <i>November 31, 2011</i> minutes be approved as <i>amended</i> .	<i>CARRIED</i> 6/0/0
3.	<i>SUMAR</i> moved that upon the recommendation of the Bylaw Committee Students' Council approve the referendum question Spring/Summer Universal Bus Pass (U-Pass)	<i>CARRIED</i> 6/0/0
4.	<i>SUMAR</i> moved that upon the recommendation of the Bylaw Committee Students' Council approve the referendum question Student Union Facilities Renovations	<i>CARRIED</i> 6/0/0
5.	<i>WOODS</i> moved to approve changes to 2100 and 2300.	<i>CARRIED</i> 6/0/0
6.	<i>KARUVELIL</i> moved that the meeting be <i>adjourned</i> .	<i>CARRIED</i> 6/0/0

Prepared by: Colten Yamagishi, Vice President (Student Life)

To: Students' Council 2011/12

Greetings councilors! This week I will be providing a very concise report as requested by a few council members. I will be covering points by mentioning highlights only so please ask me questions if you have any areas of interest.

Programming

Antifreeze:

Antifreeze was a huge success! Congrats to Campus Ambassadors Dumbledore's Army, the Narwhals, and the Eviscerators on their top 3 finishes and to the Golden Bears and Pandas Athletics team for winning the spirit award. All teams gave it their best and kept things exciting and competitive throughout the week. A special thanks to all of the services staff who helped put teams together once again this year! You were great leaders for your peers and volunteers and I thank you for your consistent support of Antifreeze each year!

Break the Record:

We are starting our marketing campaign for Break the Record on Monday (it will have probably started by the time you read this). We will be doing class talks and an assortment of small stunts to help promote the event to students, staff and alumni. Please let me know if you are willing to volunteer in any way and please help us distribute our red promotional wrist-bands. They can be picked up in 2-900!

Services

Spirit Week:

Spirit Week (formerly known as Involvement Week) was held this past week all over campus. The week was run as a collaborative effort between Student Group Services and Infolink. An involvement fair was held in SUB Monday-Thursday and in Lister on Monday. We also had a student group showcase on SUBstage on Monday, a movie night on Tuesday and the Celebrate Community party at Dewey's on Thursday night. Fun was had by all and many groups from campus and the community had the chance to engage with students looking to get more involved. We gave away a lot of really cool prizes as well. Congratulations to all those involved!

SFAIC and Awards:

We made a few housekeeping changes to the SFAIC Access Fund Policy and had an update on the proceedings of the Awards program.

Free Store:

Unfortunately I was unable to run the Free Store this week due to a scheduling problem and some building changes. Hopefully I will find another opportunity to bring the Free Store back before the end of the year.

Advocacy

Health and Wellness Movement Fruit Stand:

I attended a meeting hosted by the Health and Wellness Movement and the Health and Wellness Team to discuss the implementation of the \$5000 award that the HWM won from the Heroes for Health Symposium to be put towards their Fruit Stand project. The biggest challenge that we are coming across is finding a permanent space for the stand to exist. The HWM provides excellent services for students at either low or no cost so I will definitely do what I can to support them.

RHCC Meeting:

I have been working with the Canadian Cancer Society to promote their Road Hockey to Cure Cancer event. The event is planned to happen next year in September and is a large charity street hockey tournament that will feature celebrity hockey players, a number of prominent community members, and a number of corporate teams. I am helping with University age recruitment so please let me know if you are interested in submitting a team. Last year a similar event was held by the CCS in Toronto and they raised well over a million dollars!

LGBTQ Consultation:

I have begun my 1on1 consultations with LGBTQ stakeholders on campus to discuss plans for the creation of my LGBTQ plan. The goal of the document is to find how our campus and more specifically the Students' Union can better support LGBTQ students at the UofA. After the completion of the 1on1 meetings I plan to organize a leadership team meeting and then a wider open consultation forum for interested parties. I am excited to see what this work will lead to!

Bylaw and Policy:

This week you will be seeing the long awaited presentation on the Food Policy as well as Bylaw Committee's draft of the Spring/Summer U-Pass referendum question, which I will be making a number of amendments to.

Deliberative Engagement Workshop:

On Wednesday I attended a full day deliberative engagement workshop with the General Manager and the VP Academic. We learned how to facilitate large-scale deliberations and consultation and did a planning exercise exploring how we can implement such practices on our current projects. The workshop was very interesting and I hope that the incoming executives have the opportunity to attend a similar learning event after they come into office. I think that deliberative democracy definitely has an important place in the Students' Union's future.

Academic Appeals:

I have been working on a very complicated and thorough set of recommendations on changes to the Code of Student Behaviour and the Academic Appeals policy. This is not really the most exciting work so I will not elaborate but please let me know if you would like to know more.

Opportunities for you to get involved:

- Run for an exec position and talk to the current exec about their jobs
- Spread the news about Break the Record and sign up to volunteer!
- Go support your Golden Bears and Pandas

If you have any other questions ask during council, stop by the office, or send me an email at vp.studentlife@su.ualberta.ca.

STUDENTS' COUNCIL VOTES AND PROCEEDINGS

Tuesday January 10, 2012
Council Chambers 2-1 University Hall

VOTES AND PROCEEDINGS (SC 2011-17)

2011-17/1

SPEAKER'S BUSINESS

Meeting called to order at 6:10 pm

2011-17/1a

Announcements – The next meeting of Students' Council will take place on Tuesday, January 24, 2012

2011-17/2

PRESENTATIONS

CSORBA/BELLINGER MOVED TO Special Order item 2011-17/2d to be after item 2011-17/2a

Motion: CARRIED

2011-17/2a

ISSS Faculty Association Membership Fee- Presented by Cian Hackett, President. Sponsored by Councillor Karuvelil/ VP Csorba

Abstract: The Interdepartmental Science Students' Society (ISSS) is the official faculty association for all 6400 undergraduate students enrolled in the Faculty of Science. Despite limited financial resources compared to other large faculty associations, the ISSS has utilized the strength of its passionate 200-person volunteer base to further its mandate of providing useful services to, building community among, and advocating on behalf of its membership. This presentation will provide an overview of the ISSS, its finances and its referendum proposal to levy a Faculty Association Membership Fee starting in Fall 2012 for four years.

2011-17/2d

BSA FAMF Renewal - Presented by Kimberley Menard, President. Sponsored by Councillor Le.

Abstract:

The BSA has progressed as an FA to the point where the organization is currently offering significant academic support and growth opportunities for its members therefore, the fee will be used for two purposes. Firstly, the BSA sees the importance of the other business clubs and their ability to provide students with learning opportunities outside of the classroom and as a result, a large portion of the fee is used to support these clubs. Secondly, the BSA strives to help the SoB be represented in positive light to other business schools. As a result, the remainder of the fee is set up in the form of a conference fund that allows

students to access financial support to go on conferences and represent our school.

CSORBA/ISKANDAR MOVED TO Move in camera

Motion: CARRIED

TIGHE/ISKANDAR MOVED TO Move ex-camera

Motion: CARRIED

TIGHE/CSORBA MOVED TO Suspend the relevant standing orders to extend presentation time by 15 minutes.

2011-17/2b Executive Goals Update- Presented by the Executives. Sponsored by Rory Tighe, President/Charron.

This presentation will provide council with an update on the progress executive members have made on their goals since the summer.

2011-17/3 **EXECUTIVE COMMITTEE REPORT**

Raphael Lepage Fortin, BoG Rep- Oral Report

Farid Iskandar, VP External- Oral Report

Colten Yamagishi, VP Student Life- Oral Report

Emerson Csorba, VP Academic- Oral Report

Rory Tighe, President- Oral Report

2011-17/4 **BOARD AND COMMITTEE REPORTS**

Kim Ferguson, CAC Chair- Oral Report

Petros Kusmu, Policy Committee Chair- Oral Report

2011-17/5 **QUESTION PERIOD**

YAMAGISHI/SUMAR MOVED TO make items 2011-17/6a and 2011-17/6b special orders to be moved onto the main agenda.

Motion: CARRIED

2011-17/6 **BOARD AND COMMITTEE BUSINESS**

2011-17/6a **YAMAGISHI/CHEEMA MOVE** that Student's Council direct the Bylaw Committee to draft a referendum question based on the following:

Do you support the creation of a Spring/Summer Universal Bus Pass (U-Pass) subject to the following conditions?

1) The U-Pass would provide unlimited usage of regular transit service through Edmonton Transit System, St. Albert Transit and Strathcona County Transit during the Spring and Summer Terms only to undergraduate students enrolled in

at least one course for credit within the participating municipalities' service area during the Spring or Summer Terms.

2) The cost of the U-Pass to each student would be mandatory to any student enrolled in at least one Spring or Summer course and would be equal to the cost of a Fall or Winter Term U-Pass.

3) The following Spring/Summer students may opt-out of the U-Pass:

a) Student enrolled in work-experience, co-op, or a practicum outside of the participating municipalities service area for a majority of a term;

b) Students unable to make use of ordinary transit services by reason of disability; and

c) Students employed by Edmonton Transit System, St. Albert Transit, or Strathcona County Transit.

4) Students enrolled at Augustana are exempt from the U-Pass

5) The Students' Union shall be authorized to enter into the necessary contractual agreements with participating municipalities and the University of Alberta, contingent upon the inclusion of acceptable transparency and accountability provisions.

Speakers List: Yamagishi, Tighe

Motion: CARRIED

YAMAGISHI/ISKANDAR MOVED TO Suspend the relevant standing orders to not take a 15 minute recess

Motion: FAILED

Automatic recess at 8:25pm

Meeting called back to order at 8:40pm

2011-17/6b

CHEEMA/TIGHE MOVES THAT Students' Council direct the Bylaw Committee to draft a referendum question based on the following:

1) The referendum would create a dedicated fee to pay for renovations to Students' Union facilities that would at minimum: reduce the environmental footprint of SU operations, increase and improve the student services and club space, create more meeting rooms for student groups, and increase the study/relaxation/social space.

2) The fee would be assessed in each term to undergraduate students enrolled in at least one course for credit, subject to the following conditions:

a) The fee shall be \$X per term in Fall and Winter Terms;

b) The fee shall be \$X/2 per term in Spring and Summer Terms;

- c) The fee shall be optional for students that are registered only in courses designated as off-campus and students that are registered only in courses at Augustana campus;
 - d) The fee shall not be assessed until renovation plans are sufficiently complete, as determined by Students' Council;
 - e) Undergraduate students would be unable to alter or rescind the fee as long as any debt incurred for renovations remains outstanding.
- 3) Upon the full repayment of all debt for renovations described in (1), fee revenues would be placed in a dedicated reserve to be spent only on Students' Union capital projects.

Speakers List: Cheema, Kelly, Luimes, Dumouchel, Iskandar, Tighe, MacGillivray, Tighe, Cheema, Nicol, Le, Yamagishi

Motion: CARRIED

Meeting adjourned at 9:10pm

Councillor Attendance Records

2011-2012

Attendance

01/10/2012-11-11

Council Seats (40 total) Name

Ex-officio Members (6 voting seats)

Ex-officio Members (6 voting seats)

President	Rory Tighe	Y
VP Academic	Emerson Csorba	Y
VP External	Farid Iskander	Y
VP Operations & Finance	Andy Cheema	Y
VP Student Life	Colten Yamigishi	Y
Undergraduate Board of Governors Rep	Raphael Lepage Fortin	Y

Faculty Representation (32 voting seats)

ALES	Andrew Fehr	Y
Arts	Petros Kusmu	Y
Arts	Navneet Khinda	Y
Arts	Adam Woods	0.5(p)
Arts	Brent Kelly	Y
Arts	Chaka Zinyemba	N
Arts	Kelsey Mills	Y
Augustana (Faculty)	Nathan Sereda	Y
Business	Josh Le	Y
<i>Business</i>	vacant	
Education	Vanessa Johnson	Y
<i>Education</i>	Brit Luimes	Y
<i>Education</i>	Mallory McMurtrie	Y
Engineering	Aaron Eslinger	Y
Engineering	Lyndon Crone	Y
Engineering	Saadq Sumar	0.5
Engineering	Ahmed Elmallah	Y
Law	Scott Nicol	Y(p)
Medicine & Dentistry	Rebecca Gould	Y
Native Studies	Vacant	
Nursing	Eric Bellinger	Y
<i>Nursing</i>	vacant	
Open Studies	Vacant	
Pharmacy	Sarah Zhao	Y
Phys Ed & Rec	vacant	
Saint-Jean (Faculty)	Kinnar Power	Y
Science	Kim Ferguson	Y
Science	Amelie Roberto Charron	Y
Science	Avinash Karuvellil	0.5
<i>Science</i>	Peter West	0.5(p)
Science	Arun Thomas	Y
Science	Su Su Liang	Y
Science	Brett MacGillivray	Y

Ex-Officio Members (2 non-voting seats)

Speaker	Steven Dollansky	Y
General Manager	Marc Dumouchel	Y

Resigned:

Deep Brar- May 4, 2010

Doug Cheung- Sept 14, 2010

Nariman Saidane- Sept 28, 2010

Jenna Parsonage- Nov 30, 2010