STUDENTS' COUNCIL
LATE ADDITIONS

Tuesday March 18th, 2014
Telus 134

LATE ADDITIONS (SC 2013-23)

2013-23/1 <u>SPEAKER'S BUSINESS</u>

2013-23/2 <u>PRESENTATIONS</u>

2013-23/3 <u>EXECUTIVE COMMITTEE REPORT</u>

2013-23/4 <u>BOARD AND COMMITTEE REPORTS</u>

2013-23/5 <u>QUESTION PERIOD</u>

2013-23/5d To Adam Woods, VP External from Councillor Mohamed

You have approved getting a legal opinion on the COSS fee. Why did you go this route?

2013-23/5e To Dustin Chelen, VP Academic from Councillor Speakman

For question period, Do you think the current hiring process for the DRO serves the election process well? How can the SU make both the CRO and DRO stronger and more streamlined positions?

2013-23/5b William Lau, VP Student Life Response to item 2013-23/5b

The concerns lie around the Henday Hall Council (HHC) performing a dance which was a parody of the sexuality of modern dancing, which could have made someone who watched it uncomfortable. The HHC also had a video of a spoof of a horror movie in which a mad scientist gave them "drugged" drinks, which also could have made people uncomfortable. Lastly, there was a traditional chant that was performed by the HHC that mentions sex and alcohol (albeit consensual sex). The HHC reinforced that no participants were coerced into performing - the hazing charges are being laid because students that saw the dance or video could have been made uncomfortable. As soon as these concerns were brought to Sam Wright, the LHSA President, Skulk was cancelled and VP Henday was fired.

2013-23/5a *Question to President Kusmu from Councillor Mohamed*
In light of the LHSA suspension, has the SU been approached to assist the LSHA in its appeal and have we been asked to provide financial assistance?

All student representitve-bodies on campus, from the Residence Hall Association

to Collective Body of Arts Students, play an important role on campus in representing their constituents. As a result, when the University suspends a representative association, the SU will surely assist that association in ensuring that they a fair, transparent, and just appeal process.

This is the case with the Lister Hall Students Association (LHSA). Currently, the SU is in talks with the LHSA on how they can pursue an appeals process. In spite of us providing expertise and advice to the LHSA, there has not been a formal request made for any financial assistance to the LHSA for their appeal.

2013-23/5f   To Josh Le, VP Operations and Finance from Councillor Mohamed

will the coke contract be made open to the student body to campaign against/for? If so, when

2013-23/5g   To President Kusmu from Councillor Mohamed

Have we gotten a legal opinion on the differential fee yet? Have we gotten other legal opinions?

Response:

We have yet to hear back from the lawyers on international differential fees and other pending legal opinions, from my understanding. I will follow-up with them soon on the matter. Thank you for the notice.

2013-23/5h   To Josh Le, VP Operations and Finance from Councillor Mohamed

17% of the 2013-2014 University budget is made up of tuition. What was this percentage in 2012-2013, 2011-2012, 2010-2011, 2009-10?

2013-23/5i   Question to all execs from Councillor Mohamed

I received this question from a student. I understand the committe has already been struct but here it goes, "Can the deadline to apply for the committee that selects the president be extended? There were a number of people interested, but the deadline has passed without it being advertised.

William Lau Response:

Thanks Councillor Mohamed for the question.

Unfortunately, the membership to the Presidential Search Committee was affirmed in yesterday's initial meeting. However, I can understand the frustration especially since the opportunity was not as visible as it could have been. Hopefully with the SUB renovations and the new front desk that will be constructed, opportunities as such will be better advertised.

2013-23/6   **BOARD AND COMMITTEE BUSINESS**

2013-23/6d   **CHELEN/GREHAN MOVES THAT**, upon the recommendation of Bylaw Committee, Students' Council approve Bill #7 in first reading based on the following principles:

Bylaw 8100
1. The bylaw shall respect "Student Representative Associations", a definable and enumerable constituency of students which SU Council has delegated its representative authority on student issues to.
2. Language in the bylaw will be amended to be more inclusive of the broader definition of student representative association.
3. A Student Representative Association is not required to be a "student group", but loss of student group status will initiate an investigation into probation.
4. Residence Associations will be defined as the representative of undergraduate student issues for students living in residence, and have similar rights and responsibilities of representation as FAs and CAs.
5. The Residence Hall Association will be defined, governed by the RHA constitution, and will have a mandate similar to COFA, but for Residence Associations.
6. Any other Student Representative Association will have its definition for membership voted on by Council.
7. The VPA is required to consult with the VPSL, Residence Services, and the Dean of Students on all matters pertaining to Residence Associations, and Students Council on all matters pertaining to Student Representative Associations which are not RAs, FAs, or CAs.
8. Discover Governance will maintain the schedule of SRAs and any sub-groups it recognizes as being representative in nature, which they will report.
9. The SU can derecognize an SRA if it violates its fiduciary duty to its membership.
10. SRA legislation must include requirements for transition.
11. SRAs would not submit annual updates of organizational and fiscal goals to the SU.
12. Editorial changes, including grammar and updating terms, will be made.

2013-23/6e   **CHELEN/GREHAN MOVES THAT**, upon the recommendation of Bylaw Committee, Students' Council approve Bill #8 in first reading based on the following principles:

Bylaw 8200
1. Language in the bylaw will be amended to be more inclusive of the broader definition of student representative association.
2. The VPA will be responsible for academic associations, the VPSL for residence associations, and Council for any other SRAs.
3. DG will maintain a schedule of mandatory fees.
4. Mandatory fees can be collected only if they have been passed by a referendum.
5. Financial irregularities will be reported to Discover Governance, not Audit Committee.
6. Mandatory fee or transfer payment funds not given to an FA can be distributed by the SU per the original intent of the fee. Funds not disbursed will be held in trust until the Association has demonstrated financial accountability.
7. The administrative responsibility of the SU when collecting fees will be moved to SU Operating Policy.
8. Audit Committee can recommend to Council that collection of SRA fees cease if they are not satisfied that the association has met the requirements of SU bylaw.
9. Editorial changes, including grammar and updating terms, will be made.

2013-23/6f   *CHELEN/BATAL* **MOVE THAT**, upon the recommendation of the Policy Committee, Student' Council approve the amendments to the Tuition Policy based on the following principles: (see attached documents for background

information)

- The statement regarding the Students' Union's non-support of the BoG increasing tuition will be eliminated.
- The Students' Union shall not support tuition increases above the consumer price index (CPI).
- The Students' Union shall not support increasing program differential fees or market modifiers.

Please see documents LA 2013-23.01

2013-23/7	**GENERAL ORDERS**
2013-23/8	**INFORMATION ITEMS**
2013-23/8b	Policy Committee Summary Reports

Please see documents LA 2013-23.02

2013-23/8c   Optimizing Student Financial Support and Student Services at the University of Alberta

Please see document LA 2013-23.03

2013-23/8d   Executive Election Results

Please see document LA 2013-23.04

2013-23/8e   GAC Summary Report

Please see document LA 2013-23.05

2013-23/8f   Brent Kelly, BoG Rep- Report

Please see document LA 2013-23.06

2013-23/8g   William Lau, VP Student Life- Report

Please see document LA 2013-23.07

2013-23/8h   Students' Council Standing Orders

Please see document LA 2013-23.08

2013-23/8i   Adam Woods, VP External- Report

Please see document LA 2013-23.09

Dear Council,

We all acknowledge that tuition is an issue that affects all students on our campus; present and prospective. For many years, the Students' Union's stance on tuition increase has been one of non-support regardless of the circumstances as outlined in our current Tuition Policy (attached). The current clause in our Tuition Policy (highlighted) regarding the Students' Union's non-support of the University of Alberta Board of Governors (BoG) increasing tuition has recently become a barrier to open conversation with the University's Administration around Mandatory Non-Instructional Fees (MNIFs).

Our current Executive committee has been working extremely hard to open up opportunities to discuss MNIFs, especially the CoSSS fee, for months. A recent correspondence between Vice President Woods and President Kusmu, and the University of Alberta Vice-President Finance and Administration, Phyllis Clark (attached) which has been brought to the Policy Committee's attention, has very explicit demands to re-negotiate our political stance on tuition increase in order to secure an opportunity to discuss MNIFs. Our current Tuition Policy is viewed as a barrier to communication by the University's Administration which can hinder the progress we have made to build relationships and have an opportunity to discuss a very important aspect of Tuition.

In light of this recent communication, the Policy Committee is recommending a change to the current Tuition Policy. The spirit of this change is captured in the following proposed principles:

- **The statement regarding the Students' Union's non-support of the BoG increasing tuition will be eliminated;**
- **The Students' Union shall not support tuition increases above the Consumer Price Index; and**
- **The Students' Union shall not support increasing program differential fees or market modifiers.**

This document has been written in order to give you the background information surrounding these proposed changes and the justification behind it.

Notice that the Policy Committee has not completely eliminated our non-support for tuition increase. We do, however, want to show the University's Administration a sign of good faith in order to further our discussions on MNIFs. Students should not have to keep suffering from tuition increases, especially those related to International students as we have seen over the past year. Instead, we have modified our non-support for ANY tuition increases, to non-support for tuition increases above CPI. Since the Government regulates tuition increases and restricts increases above the CPI, we have decided to limit non-support to any increase above CPI. Some of the concerns raised around the Policy table:

1. **Students' Union political policies exist to provide fundamental guidance and direction to the Executives and other SU-affiliated student representatives. If we eliminate this clause, it is like giving our Executives and SU-affiliated student representatives a green light to vote in favor of tuition increases**. No. This is not a green light to vote in favor of a tuition increase on BoG. This is merely a language modification. The SU's President and the BoG's Student Representative – whether this policy is changed or not – can still vote in favor or against a tuition increases if they so choose. As a voting member on BoG, one has a fiduciary responsibility to act in a manner that does not conflict with the University's best interest. As student representatives, the President and BoG Student Representative work to advocate on BoG for students' interests. This language replacement will not lead to a different decision at the University Of Alberta Board Of Governors, but will allow the discussion around fees and tuition to be opened between the Students' Union and the University Administration.

2. **If we do not support tuition increases above CPI, does that mean we will support tuition increases less or equal to the CPI**? No. The student representatives on BoG can still vote either way. The reason why we included CPI as a market is because tuition is already regulated to that cap. It provides a safe zone for us to be able to negotiate MNIFs while still showing the University that we will no longer *not support* tuition increases. Rather than inscribing in policy that all tuition increases are voted against, it seemed reasonable to us that tuition increases should be capped at Consumer Price Index, just as the Government of Alberta currently supports. Writing our policy as such would align our policy with our provincial lobby group, the Council of Alberta University Students (CAUS), whose tuition policy can be found here: **http://www.caus.net/docs/P-Tuition.pdf**

3. **If the possibility is open to us voting in favor or against a tuition increase below CPI, won't we face a problem with, say, the Law Students' Association wanting to increase tuition**? **They can request it and we can't stop them.** Well, yes and no. Yes, they will be able to support tuition increases below CPI. However, they will be restricted elsewhere where it actually counts. Bylaw 8100 holds Faculty Associations (FAs) responsible to Students' Union Political Policies. With the elimination of the statement regarding non-support

of tuition increases, a statement must be created to address faculty-specific fees as well, hence the introduction of the third principle. Tuition increases for programs like Law, Pharmacy, Medicine, and Dentistry are in the form of recalculating and increasing Market Modifiers and Program Differential Fees. If we can be sure through the aforementioned principles that FAs cannot support an increase in tuition above CPI, or an increase in Market Modifiers and Program Differential Fees, then we can ensure that our stance is still unified.

Control over our stance and unity in our voice are essential. Ultimately, we do need to have some confidence in our Executives and student representatives. This change is a leap of faith but must also be calculated. Policy Committee believes that the three principles we presented to you will allow for the best of both worlds. We must emphasize that an open discussion around fees and tuition is quite time-sensitive. Our President, Petros Kusmu has built a strong trusting relationship with our University Provost, Carl Amrhein, which will allow them to start an unorthodox and highly stigmatized conversation on a positive note.

We hope that this introduction gives you enough background to understand why current principles are being proposed, and hope that you have enough time to prepare your opinions for our Council meeting on Tuesday.

End of document.

TUITION

WHEREAS the Government of Alberta has shown an increased awareness of the importance of post-secondary education in our province;

WHEREAS the Government of Alberta has the duty to fund the cost of a postsecondary education system that has the capacity for all eligible individuals to participate given the increased importance of an educated populace and the growing demands of an emerging knowledge economy;

WHEREAS the current tuition levels and costs of obtaining a post-secondary education are contrary to the values of a public post-secondary education system;

WHEREAS it is essential that the Government of Alberta craft a policy recognizing the need to alleviate the financial burdens borne by Alberta's students in accessing the post-secondary education system;

BE IT RESOLVED THAT the Students' Union advocates for a tuition policy that:
a. Provides long-term, sustained base operating funding for our universities that will be protected from negative changes in our government's financial situation;
b. Protects tuition from increasing due to fluctuations in funding grants to the university from the government;
c. Ensures tuition levels are predictable;
d. Has as its primary indicator of affordability the ability of students to pay without having to accrue the burden of debt;
e. Provides for the fact that tuition is only one of the costs of pursuing a post-secondary education; and
f. Ensures that no student will ever be denied the opportunity to pursue post-secondary education because of their inability to pay;

BE IT FURTHER RESOLVED THAT the Students' Union advocates that the Government of Alberta legislate a policy on tuition fees that:
a. Provides strict guidance to an institution's ability to set tuition, including annual and ultimate limits on the maximum amount of tuition fees that can be levied on students;
b. Requires post-secondary institutions to provide to the Board of Governors of the institution, the Auditor General of Alberta and the Minister of Advanced; and
c. Education & Technology a detailed and verifiably transparent public plan on how additional tuition revenues will be spent; and

BE IT FURTHER RESOLVED THAT the Students' Union will not support the Board of Governors of the University of Alberta increasing tuition.

UNIVERSITY OF ALBERTA

OFFICE OF THE VICE-PRESIDENT
FINANCE AND ADMINISTRATION

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10 March 2014

Mr. Adam Woods
Vice President (External)
Students' Union
University of Alberta
Edmonton, AB *(Via Email)*

Dear Adam,

RE: COSSS FEE

I have been asked by Mr. Doug Goss, Chair of the Board of Governors, to respond to your letter of February 6, 2014 regarding questions associated with the CoSSS fee.

You first asked about the Chair's comment regarding the CoSSS fee being "on the table for discussion and will go to committee".

The committee that the Chair was referring to was the Mandatory Non-Instructional Fee Budget Advisory Committee (M-BAC), the duly constituted body that brings administration and the student representatives together to consult on MNIFs. As has been the university's practice, there may be representatives from both the university administration and the student associations who work outside M-BAC to address any outstanding issues associated with the CoSSS fee and bring recommendations back to M-BAC. The Provost has committed to such discussions specifically regarding the CoSSS fee. Any substantive discussions or issues coming out of M-BAC that would have direct impact on the institutional budget would then be brought to the BFPC and the Board for information.

We are pleased that the Students' Union is committed to an open discussion regarding the CoSSS fee. As confirmed by the Provost at the last M-BAC meeting, an open discussion could only occur if the Students' Union was to be unencumbered by its legislative restriction of voting against any increase in student fees. We were encouraged by the SU President's willingness to have this discussion in the absence of that restriction.

The CoSSS fee currently generates approximately $11.5 million per year. It was introduced in response to budget pressures faced by the university and a loss of revenue. The elimination of the CoSSS fee would result in a 2 per cent cut across the university. The university is currently planning to implement 7 and 8 per cent cuts to

the Faculties and administrative units, respectively, in 2014-15. The cuts are being implemented while generating the revenue from the CoSSS fee. In the absence of the CoSSS fee these cuts would be 9 and 10 percent respectively.   Given current revenue assumptions, and in an effort to avoid further impacts to the academy, the university has forecast a continuation of the CoSSS fee.

In your letter, you refer to the CoSSS fee as supporting instructional services. As you know, this statement is incorrect. The CoSSS fee, like other MNIFs, supports non-instructional services for students. None of the services supported by the CoSSS fee facilitate instruction as defined in the Tuition Fee Regulation.

University administration remains committed to working through the concerns in the CoSSS process tied to MBAC.

Yours sincerely,

Phyllis Clark
Vice President (Finance and Administration)

cc.   Doug Goss, Chair, Board of Governors
        Indira V. Samarasekera, President and Vice-Chancellor
        Carl G. Amrhrein, Provost and Vice-President (Academic)

POLICY COMMITTEE MEETING
SUMMARY REPORT TO COUNCIL

Date: **March 11, 2014** *Time:* **7:00 pm**	2013 – 2014 **MEETING #16**

Motions		
1.	*CHAMPAGNE/BINCZYK* moved that the ***March 11th, 2014 agenda be approved as amended.***	*CARRIED 6/0/0*
2.	***BATAL/CHELEN moved*** that the ***January 28th, 2014 minutes be approved as amended.***	*CARRIED 6/0/0*
3.	***CHELEN/MOHAMED*** moved that ***to approve the Merit Based Awards and Needs Based Awards Policies as amended.***	*CARRIED 6/0/0*
4.	***CHELEN/BATAL moved*** that ***the Policy Committee recommends the Merit Based Awards and Needs Based Awards Policies to Students' Council in second reading.***	*CARRIED 6/0/0*
5.	***BATAL/CHAMPAGEN moved*** to ***approve the Internationalization Policy first reading principles as amended.***	*CARRIED 6/0/0*
6.	***BATAL/CHELEN*** moved that ***the Policy Committee recommends the Internationalization Policy to Students' Council in first reading.***	*CARRIED 6/0/0*
7.	***CHELEN/BATAL*** moved that ***the meeting be moved in-camera.***	*CARRIED 6/0/0*
8.	***CHELEN/BATAL moved*** that ***the meeting be moved ex-camera.***	*CARRIED 6/0/0*
9.	***CHELEN/BATAL*** moved that ***the meeting be moved in-camera.***	*CARRIED 6/0/0*
10.	***BINCZYK/CHELEN*** moved that ***the meeting be moved ex-camera.***	*CARRIED 6/0/0*
11.	***BATAL/CHELEN*** moved to ***approve the Transit Policy first reading principles as tabled.***	*CARRIED 6/0/0*
12.	***BINCZYK/BATAL*** moved that ***the Policy Committee recommends the Transit Policy to Students 'Council in first reading.***	*CARRIED 6/0/0*
13.	***MALIK/BATAL*** moved that ***the meeting be adjourned.***	*CARRIED 6/0/0*

POLICY COMMITTEE MEETING
SUMMARY REPORT TO COUNCIL

	Motions	
1.	*CHELEN/BATAL* move that *the Policy Committee approve the amendments to the tuition policy in first readings based on the following principles*: • The statement regarding the Students' Union's non-support of the BoG increasing tuition will be eliminated. • The Students' Union shall not support tuition increases above the consumer price index (CPI). • The Students' Union shall not support increasing program differential fees or market modifiers.	*CARRIED 8/1/0*
2.	*CHELEN/BATAL* move that *the Policy Committee recommend to Student' Council the amendments to the Tuition Policy in first reading based on the following principles:* • The statement regarding the Students' Union's non-support of the BoG increasing tuition will be eliminated. • The Students' Union shall not support tuition increases above the consumer price index (CPI). • The Students' Union shall not support increasing program differential fees or market modifiers.	*CARRIED 8/1/0*

Item No. 10a

OUTLINE OF ISSUE

Agenda Title: ***Optimizing Student Financial Support and Student Service at the University of Alberta***

Item

Action Requested	☐Approval ☐Recommendation ☐Discussion/Advice ☒Information
Proposed by	Dr Carl G Amrhein, Provost and Vice-President Academic
Presenter	Dr Carl G Amrhein, Provost and Vice-President Academic Lisa M Collins, Vice-Provost and University Registrar Dr Frank Robinson, Vice-Provost and Dean of Students Britta Baron, Vice-Provost and Associate Vice-President (International) Dr Mazi Shirvani, Vice-Provost and Dean of Faculty of Graduate Studies and Research
Subject	Report to the Board of Governors on *Optimizing Student Financial Support and Student Service at the University of Alberta.*

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To present a report for information to the Board of Governors on *Optimizing Student Financial Support and Student Service at the University of Alberta.*
The Impact of the Proposal is	The report documents the findings of a working group convened by Acting Provost Dr Martin Ferguson-Pell comprised of vice-provosts holding responsibility for service provision in the area of merit-and/or need-based student financial support.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	N/A
Estimated Cost	N/A
Sources of Funding	N/A
Notes	The establishment of the working group and creation of the report occurred as a result of the December 13, 2013 Board of Governors debate on the increase to the international differential fee. President Indira Samarasekera promised that administration would return to the March Board meeting with 'a plan regarding accessing support – assurance that students will be fully informed and that a fair, transparent and efficient program will be in place before September.' Members of the working group included: Ms Britta Baron, Vice-Provost and AVP (International), Ms Lisa M Collins, Vice-Provost & University Registrar (lead), Dr Frank Robinson, Vice-Provost & Dean of Students, and Dr Mazi Shirvani, Vice-Provost & Dean of the Faculty of Graduate Studies and Research.

Alignment/Compliance

Alignment with Guiding Documents	***Dare to Discover- Talented People***: "1. Attract outstanding students from Alberta, Canada, and the world[.]"
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section	Post-Secondary Learning Act Section 60(1)(b) states: The board of a public post-secondary institution shall … (b) develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta[.] […]

numbers)	

Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Tuition Budget Advisory Committee - February 20, 2014 Vice-Provosts' Council – February 24, 2014 Board Learning and Development Committee – February 24, 2014
Approval Route (Governance) (including meeting dates)	
Final Approver	

Attachments

1. Report on *Optimizing Student Financial Support and Student Service at the University of Alberta.*

Prepared by: Ada Ness, Associate Registrar, Enrolment Services, Office of the Registrar, ada.ness@ualberta.ca

Revised: 3/10/2014

Optimizing Student Financial Support & Student Service at the University of Alberta

Report to the Board Learning Discovery Committee and the Board of Governors
Submitted by Dr Carl G. Amrhein, Provost & Vice-President (Academic)
Board of Governors March 14, 2014

Background and Context

During the December 13, 2013 Board of Governors debate on a proposed increase to the International Differential Fee (subsequently approved), student representatives expressed concern about the general impact of the proposed five percent increase on international students. Students also reported difficulties for international students in accessing sufficient levels of student financial support. In response, President Indira Samarasekera promised that administration would bring to the March Board meeting "a plan regarding accessing support - assurance that students will be fully informed and that a fair, transparent and efficient program will be in place before September."

To support the fulfillment of this commitment, then-Acting Provost Martin Ferguson-Pell convened a working group comprised of vice-provosts holding responsibility for service provision in the area of merit- and/or need-based student financial support, namely:

Ms Britta Baron, Vice-Provost and AVP (International);

Ms Lisa M. Collins, Vice-Provost & University Registrar (lead);

Dr Frank Robinson, Vice-Provost & Dean of Students; and

Dr Mazi Shirvani, Vice-Provost & Dean of the Faculty of Graduate Studies & Research.

The working group undertook cross-portfolio fact-finding to better understand specific issues related to the access of student financial support. The working group placed particular emphasis on international undergraduate students as the group for whom the increased five percent International Differential Fee will be applied beginning for the 2014/15 academic year. Fact-finding included discussion of several student case studies as examples, with the goal of understanding how students interact with the offices that collectively provide student financial support services.

The working group initially struggled to distinguish between several separate but related student concerns. Was the primary concern that the total amount of financial support from all sources was inadequate? Or perhaps that the criteria to receive support were too restrictive, even where funding was adequate? Or that students seeking advisory and other support services in these areas were unable to navigate the service system, particularly where several different offices can become involved?

Summary of Working Group Discussions

The working group concluded that the primary student concern in this area is a perceived shortfall in the total amount of available funding. Students also feel that eligibility criteria, timelines for application, and maximum funding limits established by the University and its donors to manage the distribution of limited funds should be re-examined to maximize support and ensure fairness.

The University's challenge in addressing these student concerns is one of appropriate balancing of spending and fund-raising priorities within a revenue-constrained public institution. As the survey data below suggest, both national and international students feel under pressure about how to pay for their post-secondary education. Their expectations regarding adequate student financial support also exceed currently allocated government and institutional resources.

The case of an undergraduate "visa student" at any Canadian institution is of particular interest, because the applicant for a Study Permit must, before beginning studies, provide proof to Citizenship and Immigration Canada of access to sufficient funds to cover tuition, living expenses, and transportation costs. Students are required to submit proof for the first year of study, and the guideline for financial sufficiency in use by visa officers is tuition + fees + $10,000 for the first year. Even with this strong governmental expectation of sufficient resources in place, there are situations where a study-permit holder faces unexpected financial need. Examples include students who hold major undergraduate

renewable scholarships, i.e., the Distinction Scholarship, when academic performance falls below the minimum standard to retain their scholarships from one year to the next, as well as situations where unexpected political or family issues in the home country temporarily or permanently disrupt funding availability. Options for bursary funding, including emergency loans and bursaries, are already available to these students who are able to demonstrate financial need, and a recent increase in the amount of $125,000 (first available in 2014/15) will extend the reach of these support services even further.

Students have asked questions about barriers for students in need when accessing student financial support. In disbursing the various types of need-based student financial support, the University has established application deadlines, eligibility criteria, and funding maxima (known as "caps"). The optimal balance will ensure equitable distribution of all available funds among all students demonstrating need throughout an academic year, while never overspending and creating a deficit. This is a difficult balance to achieve, as applicant numbers and levels of assessed need vary within and between academic years, in ways that are beyond the University's control. Urgent need can materialize for a student at any time during the year. Under the current system, it is possible that projected applicant numbers and need levels established at the beginning of a given year will be too conservative, leaving some funds unspent. Service providers will continue to refine the timing of need-based application deadlines as well as explore the possibility of either raising caps or establishing additional discretionary measures on a case-by-case basis. See the section entitled "Improving Response to Urgent Financial Need for International Undergraduate Students" for one recent example of extension of the maximum allowable funding period under the Emergency Bursary program from one month to one term.

Student governments remain consistently interested in the quality of all student services, and that student financial support is no exception. The University shares this interest in creating the best possible student experience, as positive correlations are well recognized between student service, the student experience, student retention, student success, and overall student satisfaction.

Consultation with Student Government

Following informal conversations with elected student representatives, the Dean of Students convened a formal consultation meeting with the Students Union (SU) and Graduate Student Association (GSA) on January 27, 2014. Discussion was framed around the following consultation questions:

1. *What are the top three priorities of each of the SU and the GSA to address concerns raised by student representatives during the above-mentioned Board of Governors meeting (particularly in the area of student financial support)?*
2. *What ideas do you have for enhancing student service delivery, e.g., filling of gaps in response to student need, improving access, increasing awareness of service provision, single versus multiple access points, etc.?*

SU priorities were summarized as follows:

1. *Advocating for sufficient financial support for students, and understanding financial barriers for international students in particular.*
2. *Advocating for additional services for international students to justify the higher tuition they will now be paying. Suggestion: student focus groups to better understand what international students want.*
3. *Ensuring predictability of costs for international students over the course of their program.*

GSA priorities were summarized as follows:

1. *Increase funding opportunities for international graduate students, to be administered through FGSR, to remain competitive in the international market. Dedicated funds to help "level the playing field" between international and national graduate students would be helpful.*
2. *Providing assistance to graduate students preparing applications for Canadian Permanent Residency. Suggestion: could the University offer this as a new service on a cost-recovery or even partially subsidized basis?*
3. *Securing prayer and meditation space for students.*

Themes emerging from a wide-ranging discussion included the idea that services do not need to be located all in one place, but that multiple access points be integrated with and connected to each other. The SU expressed a preference for multiple points of service at different locations on campus, with students able to receive correct answers to their questions at any of these points. Human interaction to help students navigate their programs was considered important, as was placing higher priority on the development of more online self-service. The GSA expressed a desire for continued availability for services dedicated to graduate students, as is currently the case in Triffo Hall.

Selected Student Survey Data

Information gathered through the above SU and GSA consultation is consistent with results of the 2012 International Student Barometer (ISB) survey by i-graduate International Insight. Over 161,000 international students from all over the world responded to the survey. The University of Alberta is one of 193 participating institutions in 15 countries, and one of 26 participating Canadian institutions.

When asked about their satisfaction with "the availability of financial support/bursaries, etc.", 61.7% of U of A respondents reported feeling "satisfied" or "very satisfied." This percentage is benchmarked against 61.2 % for all ISB institutional participants, and 55.4% for Canadian universities. This suggests that available student financial support has fallen short of international student expectations everywhere. Note that even at the relatively low 61.7%, the University of Alberta ranks second highest on satisfaction in this area within the Canadian university benchmark cluster. This phenomenon should be further examined and monitored over time.

This is particularly important for the University of Alberta, where 85% of respondents to the 2012 ISB reported that the availability of scholarship, bursary, or fee waivers was an important reason for their decision to attend the U of A. This compares to 80% of respondents at Canadian institutions and 70% internationally who reported scholarships as an important reason for selecting the institution where they currently study.

U of A results for the 2011 National Survey of Student Engagement (NSSE) show a pattern of relative dissatisfaction with financial aid among all undergraduate students (international and national). Only 34% of first-year students and 19% of fourth-year students rated the availability of financial aid (from all sources) as "good" or "very good." Meanwhile, 26% of first-years and 31% of fourth-years cite "financial obligations or work pressures" as major obstacles to success. These U of A frequencies are quite close to those for NSSE Canadian benchmark clusters.

International student satisfaction is reported as markedly better when it comes to service provision. 2012 ISB respondents were asked about their satisfaction with various types of support services. The following support services have been selected as relevant to student financial support:

- *Student Financial Aid and Information Centre/University Bursaries and Emergency Funding: 87% satisfied / very satisfied*
- *Student Awards Office (undergrads only): 84% satisfied / very satisfied*
- *Registrar / Administration Office: 96% satisfied / very satisfied*
- *International Centre / International Student Services: 92% satisfied / very satisfied*
- *Faculty of Graduate Studies & Research: 94% satisfied / very satisfied*

While the discussion that led to the current report focused on international students, access and affordability issues also resonate for Albertan students and these concerns must also be factored into decision-making on the distribution of scarce resources. In a recent summary of key findings from student consultation, *Ignite: Ideas for Postsecondary Education,* (http://digitalmedia.su.ualberta.ca/ignite/student-consultation-report.pdf) an Alberta student-led initiative, reported that:

- *83% of students indicated a high level of agreement with the statement that "In order to reduce the average debt-load of current students, more non-repayable student financial aid (grants and bursaries that do not need to be paid back) is needed."*
- *81% of students surveyed indicated a high level of agreement with the statement that "In order to increase the proportion of Albertans who attain post-secondary education, more non-repayable student financial aid is needed for students."*
- *76% of students indicated a high level of agreement with the statement that "In order to increase the proportion of Albertans who attain post-secondary education, access to student financial aid needs to be increased."*

Current Investments in International Student Financial Support

Internal sources of financial support available to international undergraduate students at the University of Alberta include:

- *Entrance Awards*
- *Scholarships*
- *International Undergraduate Student Bursaries (IUSB)*
- *Emergency Bursaries*
- *Emergency Loans*
- *Access Fund through the Students' Union*

This does not include external merit- or need-based support students may receive, typically from their home country.

Table 1: Scholarships and Awards

Table 1 describes the total entrance and total continuing dollars disbursed for scholarships and awards over the past five years. The total amount for international undergraduate students has steadily increased since 2009.

Awards Amount Paid to International Undergraduate Students					
	2013*	**2012***	**2011**	**2010**	**2009**
Entrance	$2,886,156	$2,793,900	$2,128,600	$1,782,313	$957,875
Continuing	$1,038,464	$1,249,029	$1,398,926	$1,414,876	$1,303,380
	$3,924,620	**$4,042,929**	**$3,527,526**	**$3,197,189**	**$2,261,255**

∗ **The updated numbers for 2012 and 2013 reflect three dynamics:**
   a. We have not processed (offered) Continuing Awards for any students due to the change in award timing,
   b. We had an increase in international award renewals, and
   c. These numbers also now reflect all awards provided to international students, not just those paid out of the international differential fund.

Table 2: Distribution of Entrance Award Funding

Table 2 shows the distribution of entrance award funding by Academic Year for all undergraduate students. These are average dollars per enrolled student.

Distribution of Entrance Award Funding by Academic Year				
Average Dollars Paid Per Enrolled Student				
	2012	**2011**	**2010**	**2009**
Total Entrance $	$6,060,423	$5,531,950	$5,129,022	$5,319,280
# Students New to U	5475	5502	5311	5050
Average $ per Student (Domestic & International)	$1,107	$1,005	$966	$1,053
Average $ per Student (Domestic)	$935	$814	$883	$1,011
Average $ per Student (International)	$2,454	$2,966	$1,915	$1,578

Table 3: Emergency Loans and Bursaries: UBEF

Table 3 shows Bursaries and Emergency Loans handled by UBEF. This includes the supplementary bursary program, the GSA emergency bursaries, the FGSR Graduate Bursary, and the emergency student loans. The number of applicants for supplementary bursaries varies year to year, which affects the overall spending. The criteria used to determine if a student is eligible for a bursary and the cap on the dollar amount also affect the amount each student would receive and therefore the total amount of dollars disbursed in any one year. Emergency Loans will fluctuate year over year, but up to 2012 the table shows a steady increase in the number of students receiving loan support, as well as increases in the amount awarded. 2013 is lower at this point in time due to point-in-time data capture part way through the year.

Bursaries & Emergency Loans For International Students 2008 - 2013

Supplementary Bursary Program

	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08
GRAD INTL applicants	165	135	183	–	176	129
Total funding issued to GRAD applicants	$436,903	$350,107	$451,973	–	$281,560	$221,366
UGRD INTL applicants	33	37	57	–	71	48
Total funding issue to UGRD applicants	$78,729	$100,275	$143,942	–	$123,813	$85,984
Total UGRD and GRAD fund amount paid out	$515,632	$450,382	$595,915	–	$405,373	$307,350
Total number of INTL applicants	198	172	240	–	247	177

GSA Emergency Bursaries

	2013	2012	2011	2010	2009	2008	2007
GRAD INTL applicants	30	38	50	42	27	23	2
Total funding issued to GRAD INTL applicants	$45,249	$57,585	$61,604	$48,809	$33,860	$25,838	$2,000
GRAD Permanent Resident applicants	3	5	13	18	9	16	–
Total funding issued to GRAD Permanent Resident applicants	$4,500	$7,500	$15,500	$23,200	$13,231	$15,210	–
GRAD Canadian Citizen applicants	16	9	19	19	26	34	5
Total funding issued to GRAD Canadian Citizen applicants	$25,310	$13,500	$21,734	$12,886	$29,120	$37,263	$5,000
Total number of GRAD applicants	49	52	82	79	62	73	7
Total GRAD fund amount paid out	$75,059	$78,585	$98,838	$91,895	$76,211	$78,311	$7,000

Emergency Student Loans

	2013	2012	2011	2010	2009	2008	2007
Grad INTL applicants	66	115	99	95	62	66	20
Total funding issued to grad applicants	$99,914	$198,079	$151,174	$160,198	$112,888	$98,853	$26,716
Undergrad INTL applicants	3	4	13	13	14	6	5
Total funding issue to UGRD applicants	$3,540	$3,540	$17,604	$19,054	$20,179	$6,867	$10,050
Total UGRD and GRAD fund amount paid out	$103,454	$201,619	$168,778	$179,252	$133,067	$105,720	$36,766
Total number of INTL applicants	69	119	112	108	76	72	25

MBA Differential Bursaries						
	2012-13	**2011-12**	**2010-11**	**2009-10**	**2008-09**	**2007-08**
GRAD INTL applicants	109	88	79	70	53	51
Total funding issued to GRAD applicants	$175,100	$206,700	$253,450	$191,750	$131,500	$119,000

Table 4: Emergency Loans and Bursaries: ISS

Table 4 shows Emergency Loans and Bursaries handled by the International Student Services (UAI). This includes the emergency bursaries and loans and the international undergraduate supplementary bursary. ISS emergency loans for international students have steadily increased to 2012 with 2013 data collected early in the cycle for awarding loans. ISS Emergency Bursaries and the Supplementary Bursaries have criteria similar to UBEF and therefore the amounts fluctuate year to year based on the number of students who apply and the number of students who meet eligibility criteria.

ISS Emergency Loans for International Students 2008 - 2013 (Nov)							
	2013	**2012**	**2011**	**2010**	**2009**	**2008**	**Totals**
UGRD loans total	$8,840	$8,950	$10,860	$8,847	$2,000	–	$39,497
GRAD loans total	$24,510	$37,870	$32,980	$31,997	$25,211	$11,260	$163,828

ISS Emergency Bursaries for International Students 2008 - 2013 (Nov)							
	2013	**2012**	**2011**	**2010**	**2009**	**2008**	**Totals**
UGRD loans total	$6,500	$5,250	$27,440	$14,005	$9,910	$6,160	$68,198
GRAD loans total	$18,880	$14,810	$33,095	$10,920	$14,005	$4,800	$96,510

International Undergraduate Student Bursary - Students 2009-2013					
IUSB year	**2013**	**2012**	**2011**	**2010**	**2009**
Total bursary recommended amount	$134,000	$157,218	$185,600	$125,508	$126,000
Number of IUSB bursaries awarded	18	21	25	23	28
Total bursary amount paid out	$88,400	$141,719	$161,600	$130,741	$145,200

Improving Response to Urgent Financial Need for International Undergraduate Students

At the December 2013 meeting of the Board of Governors, the University administration committed to allocating an additional amount up to $125,000 as need-based financial support for international undergraduate students. Following are the priority areas for allocation:

- *International Student Emergency Bursary: $40,000*
- *International Undergraduate Student Bursary: $85,000*

International Student Emergency Bursary (EB)

First priority is to increase funding to emergency bursaries administered through International Student Services. Emergencies funded by bursaries are generally short term in nature. In the case of an unexpected emergency that creates an on-going financial need, emergency funding of one month's living expenses has been provided to assist students in meeting immediate needs as they seek alternate long term funding. In such situations one month is not a sufficient period for students to secure employment or alternate funding and students in such situations often compromise their academic performance as they seek to meet their financial needs. Increasing emergency funding to provide students with living expenses to end of term would require an estimated $40,000 per year.

International Undergraduate Student Bursary (IUSB)

The balance of $85,000 will be allocated to IUSB, which are awarded in September each year, to undergraduate students who are in financial need due to extenuating circumstances. Each year all international undergraduate students are advised of this bursary program and application deadlines through a direct email. Funding priority has gone to third and fourth year students who have a shortfall in meeting academic and living expenses. Assessment is based on student's application, an interview establishing the reason for which the initial financial plan has not been sufficient, and current plan including student employment and family contributions. Over the past five years, the average number of students qualifying for the program is 35, demonstrating an annual assessed need of $250,000. Current funds and granting criteria have resulted in a total annual average of $130,000 disbursed each year for an annual average shortfall of $120,000. An increase of $85,000 will fund an additional 15 to 20 students.

Current Practice in Student Service Provision

In response to concerns raised by students about their ability to access student financial support, the working group was asked to consider current student-service models across all offices to determine whether changes were necessary. Through fact-finding and conversations with student government, the working group observed that the University of Alberta offers an impressively broad range of services for all students. Services are delivered at many different points and through different physical and virtual communication channels. An illustration of all student services is attached as Appendix 1. Appendix 2 illustrates the network of support available to an international undergraduate student seeking need-based student financial support.

Members of the working group, together with the Provost and President, share a common vision for providing "concierge service" to all of our students on all of our campuses. This does not mean creating unwieldy service hubs on our campuses. The focus instead is on best-in-class student service at every point, with a particular emphasis on the referrals between points of service so that students do not fall between the cracks. Referral and follow-through mechanisms are acknowledged as needing to be strengthened overall, through persistent investment in staff selection, training, and development.

Student Service Innovation: The Example of Student Connect

Student Connect, a new welcome centre and access point for all student services in the Office of the Registrar, has been in operation since July 2013.

Supported by a "student first" vision, creating this new student service centre helps the Office of the Registrar focus on the idea of "one":

- *One service counter for one point-of-contact;*
- *One continuous interaction with the student for the Registrar's Office service required;*
- *One request that gets results, eliminating the need for repeated explanations or requests; and*
- *One recording of the interaction and information. New technology creates an environment and knowledge base from which staff can work and learn.*

These changes help reduce the run-around and ensure an improved experience for the student. UAlberta Student Ambassadors provide greeting and triage services in the centre, allowing students to help their peers and putting students at the centre of the business.

Student Connect focuses on cross-campus partnerships to further improve student experience. InfoLink (Students Union) and Alumni Relations, and Peer Support all have space within the new centre. Letters of agreement with Parking Services and Libraries has streamlined and improved processes. There are also two advisory committees, one for students and one representing faculties and units across campus. A Student Services Working Group has been established to continue to collaborate on student service delivery across campus.

Service areas include student records and registration, admissions questions, enrolment verification, awards and scholarships, convocation, campus visits, forms and updates, fee inquiries, and referrals to other services on campus.

Student Connect By the Numbers

- *Between July 15 and Feb. 14, 2014 we served 25,087 students in person.*
- *Peak volume: 6,156 in September 2013, or 410-440 students daily.*
- *Current daily volume: 150-200 students in-person, 150-200 email inquiries.*
- *Average interaction time: 6.56 minutes to serve a student through any channel.*
- *The Office of the Registrar logged more than 46,000 tickets from July – December 2013 (this covers phone, email and in-person.)*
- *According to our Student Experience Survey, 95% of students who use our services rate us as "efficient" or "very efficient" and 97% rate us as "helpful" or "very helpful."*
- *2,828 students were consulted in development of Student Connect and we continue to engage students through our feedback survey and our Student Advisory Committee (25 members representing most faculties, grad students, undergrads and international students).*
- *Since the launch of Student Connect, current students have contributed over 5000 hours to the RO through the Student Advisory Committee, greeting, tours, and other volunteer work.*
- *65 UAlberta Ambassadors providing greeting services every week.*

Upcoming Transformations in Student Service

Innovative excellence in student service requires a commitment to continuous improvement. Two major improvements to student financial support service are currently underway.

Undergraduate Student Financial Support Amalgamation

Vice-Provost & University Registrar Lisa Collins made the following announcement on the University's Colloquy blog on January 16, 2014.

Amalgamation of Student Financial Support Services within the Office of the Registrar

Earlier this year [2013 at time of writing], Acting Provost Martin Ferguson-Pell established a financial aid task force in order to examine all functions related to undergraduate financial services. The acting provost wanted to reduce student confusion and eliminate duplication of efforts within student financial support services. The task force reviewed the university's delivery of student financial support services as well as researched other post-secondary delivery models.

Following research and consultation, the task force recommended amalgamating services in the areas of undergraduate scholarships, loans and bursaries. Going forward, Student Awards within the Registrar's Office, the Student Financial Aid Information Centre (SFAIC) and University Bursaries and Emergency Funding (UBEF) will be a single unit in the Office of the Registrar. This new centralized student-focused unit will provide a seamless delivery of all undergraduate financial support services.

To ensure these changes happen as effectively as possible, I have assigned a project manager and business analyst to the project. They will help ensure that we meet our objectives of effectively managing enrollment and student needs, as well as provide a critical review of our processes.

Over the next six months, we will prepare for the transition of Student Awards within the Registrar's Office, SFAIC and UBEF into the new service unit. By June 2014, the new unit will be up and running in the Administration Building. The student service centre, Student Connect, will deliver most of our student-facing services and be the first point of contact for the majority of students.

Like our colleagues across the university, on-going improvements to the student experience are at the forefront of our service delivery model. I'm excited about this opportunity to improve the U of A student experience by creating one central point-of-contact for students to receive financial assistance, information and support.

NOTE: As part of this amalgamation, the University has proposed assuming responsibility (including financial responsibility) for offering need-based student financial support services currently delivered by SFAIC, part of the SU. Annual operating costs for the SU to maintain this service have been approximately $308,000.

University of Alberta International Service Model – TELUS

University of Alberta International (UAI) is in the program-fit stage of planning that would accommodate all UAI staff, services and programs in the TELUS Centre. A proposal to accommodate all staff on the second floor and student services functions on the main floor will be presented to the Facilities Development Committee in April 2014.

International Student "Concierge" Services in the TELUS Centre

International students are knowledgeable about the services available on campus and in particular access the services and programs of International Student Services (ISS). In the 2012 i-graduate survey 65% of international students reported using ISS and an additional 26% reported knowing about the

service. The satisfaction rate of students who accessed the service was 92%. (In 2011 survey reported use of ISS was 70% and satisfaction 94%)

While students access ISS they also benefit from the diverse and well-regarded campus services such as those provided by the Registrar, University Student Service (Office of the Dean of Students), Faculty offices and student associations. In addition to providing direct services, ISS refers international students to the campus service provider that can best assist the student achieve their academic and personal goals. Leveraging international students' high use, knowledge and satisfaction of International Student Services as an entry point for accessing other campus services is an intentional strategy and one that can be enhanced by a high profile international space at the TELUS Centre.

In addition to accessing services in person, students seek information on-line and ensuring that relevant services meet students on-line search criteria is an on-going project for campus service providers. UAI is undertaking a review of critical service information to optimize students' success in searching for this information on-line.

The plans for TELUS will bring the programming and services of UAI for incoming international students, outgoing education abroad students and those seeking to enhance their global citizenship under one roof. This will enhance the opportunities for building interaction among international and Canadian students.

Further Discussion and Future Action

1. *Students, including international students, are calling for more investment in student financial support, including more flexible award eligibility and renewal criteria. More investigation is necessary to optimize the use of scholarship funding, as well as best practice in administration.*

2. *The University of Alberta is currently offering a complete suite of services to meet student needs. Due to the institution's size, there is sometimes pressure put on students to navigate their way through these services and it can be quite complex. The relative ease or difficulty for a student is tied to the nature of their individual problem.*

3. *Orientation Services - There are multiple orientations occurring independently of one another at the University of Alberta. Some students are invited to participate in several different orientation/transition programs. Orientation programming across all portfolios should be reviewed from the student's point of view and adjusted accordingly*

4. *The University of Alberta has made significant investments in providing identifiable services for specialized populations when there may be distinct and particular needs, e.g., Aboriginal, students with disabilities, international students, residence students and graduate students.*

5. *A dedicated effort to improve communication between service providers should be undertaken to ensure that current, relevant and helpful information is available about all services, by all service providers.*

6. *The University of Alberta lacks an enterprise-wide referral and communication management system. This impedes the smooth transition of students and their concerns between services; while at the same time limiting data, which could be used to develop processes and solutions.*

7. *An optimal student-facing website design for the university would organize information on services to allow students to find help based on their area of concern or question. Students place a very high degree of reliance on the web for information. Currently, in order to understand where to begin searching, a student must understand the organizational structure of the institution (Dean of Students, Office of the Registrar, departments, faculties) as well as*

associated groups such as the Students' Union and GSA. Particular attention should be paid to improving searchability, i.e., maximizing the prominence of available student services in search results when students search by keyword in popular search engines, such as Google.
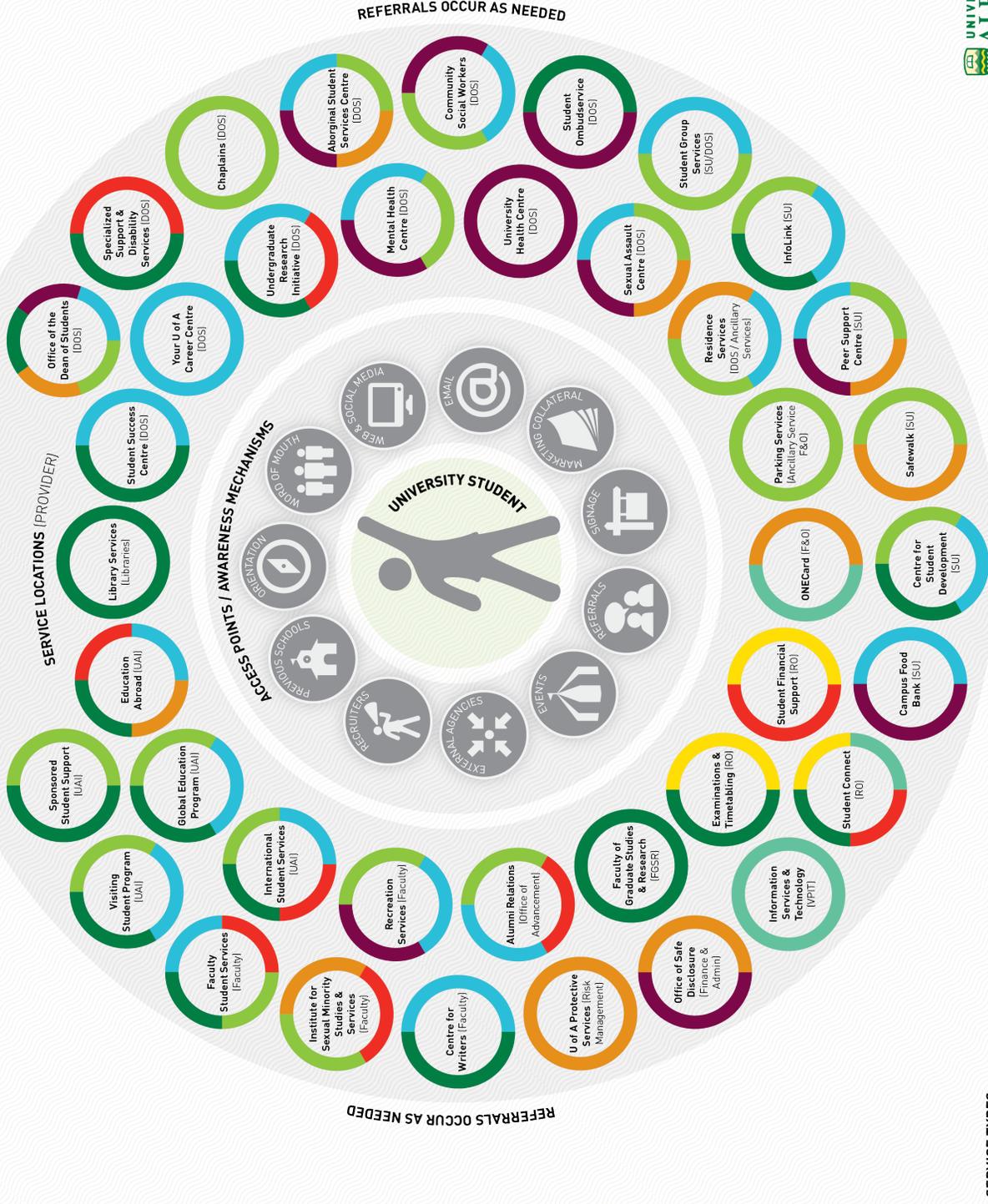
8. *The University lacks a comprehensive catalogue of services and service providers that both students and staff can access. A mobile app for students in crisis has been proposed to support this particular critically important group.*

9. *As referral is a key feature of our student service model, training for staff is a constant requirement in order to meet student needs.*

10. *Wayfinding on campus is reported as a challenge for all students, but particularly problematic for newly arriving international students. Signage should be improved.*

Appendix 1: Undergraduate Student Services Current State Diagram

Appendix 2: Undergraduate Student in Financial Need Diagram

JANUARY 2014
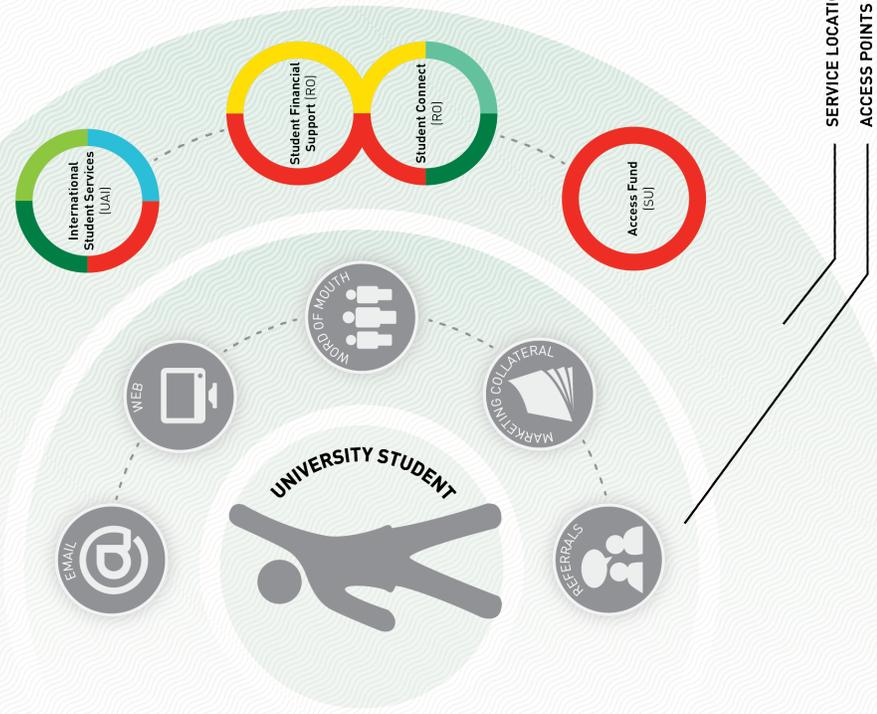
APPENDIX 1: UNDERGRADUATE STUDENT SERVICES CURRENT STATE

SERVICE LOCATIONS (PROVIDER)

REFERRALS OCCUR AS NEEDED

REFERRALS OCCUR AS NEEDED

ACCESS POINTS / AWARENESS MECHANISMS

- WEB & SOCIAL MEDIA
- EMAIL
- MARKETING COLLATERAL
- WORD OF MOUTH
- SIGNAGE
- ORIENTATION
- UNIVERSITY STUDENT
- REFERRALS
- PREVIOUS SCHOOLS
- EVENTS
- RECRUITERS
- EXTERNAL AGENCIES

Service circles

- Chaplains (DOS)
- Aboriginal Student Services Centre (DOS)
- Community Social Workers (DOS)
- Student Ombudservice (DOS)
- Student Group Services (SU/DOS)
- Specialized Support & Disability Services (DOS)
- Undergraduate Research Initiative (DOS)
- Mental Health Centre (DOS)
- University Health Centre (DOS)
- Sexual Assault Centre (DOS)
- InfoLink (SU)
- Office of the Dean of Students (DOS)
- Your U of A Career Centre (DOS)
- Residence Services (DOS / Ancillary Services)
- Peer Support Centre (SU)
- Student Success Centre (DOS)
- Parking Services (Ancillary Service F&O)
- Safewalk (SU)
- Library Services (Libraries)
- ONECard (F&O)
- Centre for Student Development (SU)
- Education Abroad (UAI)
- Student Financial Support (RO)
- Campus Food Bank (SU)
- Sponsored Student Support (UAI)
- Global Education Program (UAI)
- Examinations & Timetabling (RO)
- Student Connect (RO)
- Visiting Student Program (UAI)
- International Student Services (UAI)
- Recreation Services (Faculty)
- Alumni Relations (Office of Advancement)
- Faculty of Graduate Studies & Research (FGSR)
- Information Services & Technology (VPIT)
- Faculty Student Services (Faculty)
- Institute for Sexual Minority Studies & Services (Faculty)
- Centre for Writers (Faculty)
- U of A Protective Services (Risk Management)
- Office of Safe Disclosure (Finance & Admin)

SERVICE TYPES

- SOCIAL / COMMUNITY
- ACADEMIC SUPPORT
- CAREER / LIFE DEVELOPMENT
- HEALTH / WELLNESS
- SAFETY
- FINANCIAL SERVICES
- TECH SUPPORT
- REGISTRARIAL

UNIVERSITY OF ALBERTA

LEGEND:

SERVICE TYPES:	DEFINITION
Academic Support	Services that help encourage or enhance the student's academic sucess and activies.
Social / Community	Services that contribute to the social development and community engagement that enhance the quality of the student experience and assist in the development of engaged citizenship
Health / Wellness	Services that contribute to the physical and mental health and wellness of students
Career / Life development	Services that contribute to helping student develop their career and life skills
Safety	Services that work to support a safe community on and off campus
Financial services	Services that support the financial requirement of attending University
Registrarial	Services that support the student record and student life cycle from recruitment to convocation
Technology support	Services that support the ability for a student to effectively interact with technology

FEBRUARY 2014

APPENDIX 2: INTERNATIONAL UNDERGRADUATE STUDENT IN FINANCIAL NEED

International Student Services [UAI]

Student Financial Support [RO]

Student Connect [RO]

Access Fund [SU]

WORD OF MOUTH

WEB

MARKETING COLLATERAL

EMAIL

UNIVERSITY STUDENT

REFERRALS

SERVICE LOCATIONS [PROVIDER]

ACCESS POINTS / AWARENESS MECHANISMS

Students' Union Elections Office **Phone: (780) 492-7102 Email: cro@su.ualberta.ca**	
To:	➢ Mr. Craig Turner Speaker, Students' Council ➢ Mr. Petros Kusmu President, Students' Union
From:	➢ Wayne DeFehr Chief Returning Officer
Subject:	2014 Students' Union Executive and Board of Governors Election Results
Date:	March 17, 2014

In accordance with Students' Union Election Bylaws, I am pleased to announce the results of the March 2014 Students' Union Executive and Board of Governors Representative Election.

The Executive and Board of Governors Representative General Elections were held on March 5th and 6th, 2014. Our election was held in compliance with Bylaws 1500, 2200, 2400, and I am satisfied that they were fair and that the results reflect the will of the electorate. All appeals of my decisions and rulings have been resolved and no recounts have been requested.

The Students' Union Executive for the 2014–15 academic year is as follows:

President: William Lau
Vice President Academic: Kathryn Orydzuk
Vice President External: Navneet Khinda
Vice President Operations and Finance: Cory Hodgson
Vice President Student Life: Nicholas Diaz
Undergraduate Board of Governors Representative: Sangram Hansra

The referendum result from the election was as follows:

Athletics and Recreation Fee: Did Not Pass

LSA FAMF Referendum: Pass

The Elections Office also had the pleasure of simultaneously conducting balloting for the Augustana Students' Council representative, the Augustana Students' Association, the Law Students' Association FAMF Referendum, the University of Alberta Athletics ARF Plebiscite, and APIRG

Attached to this report please find the detailed breakdown of voter results and voter turnout statistics. Please note that the CRO intends to submit a full report as well as make an oral presentation to the Elections Review Committee at the next available opportunity about the SU elections process.

The C.R.O. would like to thank Kadidia Diallo for her fantastic work as the D.R.O. I would also like to thank the Students' Union Marketing Department, and the Student Governance Advisor Office for their support throughout the election. Finally I would like to extend my gratitude to my predecessors: Farid Iskander, and Craig Turner for their timely advice and wisdom.

Congratulations to all candidates and sides for their hard work!

Timestamp
2014-03-11 11:33:01

Votes Over Time

day_time	count
05 08	13
05 09	512
05 10	659
05 11	596
05 12	496
05 13	371
05 14	291
05 15	233
05 16	169
05 17	166
05 18	154
05 19	113
05 20	97
05 21	91
05 22	107
05 23	75
06 00	56
06 01	23
06 02	5
06 03	5
06 04	2
06 06	9
06 07	26
06 08	53
06 09	122
06 10	143
06 11	152
06 12	181
06 13	181
06 14	142
06 15	180
06 16	180
06 17	108
06 18	108
06 19	4

Off Campus Non Station
Totalish
2401

Polling Station Counts

vote_location	votes
non-station	5785
UASUVOTE-101	8
UASUVOTE-104	30

General Percentage

```
voted total percent
5823   29247 19.9097

2013 General Total
voted total percent
6552   29695 22.0643

APIRG Percentage
voted total percent
1045   29248 3.5729

2013 APIRG Total
voted total percent
849    29695 2.8591

Turnout by Faculty
faculty      voted percent
AH     291   18.6538
AR     1213  21.3707
AU     344   34.3656
BC     415   22.5666
ED     260   9.4925
EN     782   19.2658
LA     148   28.4069
MH     69    6.7581
NS     24    18.6047
NU     108   7.4948
OS     96    8.6721
PE     274   29.8475
PH     83    16.2109
RM     0     0.0000
SA     132   24.5353
SC     1584  25.6726

Turnout by Ballot
ballot       voted percent
ASA    147   34.9169
ASA1   92    33.0935
ASA1F  15    33.3333
ASA2   72    32.5792
ASA2F  9     52.9412
ASAF   9     47.3684
LA     148   28.4069
REG    5331  19.2281

**************************************************
 Processing votes for referendum:
 ARF Plebiscite Question Total
 ballots: 5823
 Spoiled or Unmarked ballots: 156 3%
 Yes votes: 2415 41%
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No votes: 3252 56%

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 *************************************
LSA FAMF Referendum
 Eligiable Ballots: 148
 Yes: 122 (82.432432%)
 No: 22 (14.864865%)
 Blank: 4 (2.702703%)
 Total Blank: 5679  (This includes ballots that did not have this race on
them.)
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Date: **March 13th 2014**	Time: **5.03 pm**	2013 – 2014 **MEETING 20**

Motions		
1.	***NGUYEN/LAM*** moved to ***approve the agenda for March 13, 2014 as tabled.***	*CARRIED* 5/0/0
2.	***NGUYEN/HWANG*** moved to ***approve the minutes for February 27, 2014 as tabled.***	*CARRIED* 5/0/0

3.	***NGUYEN/HWANG*** moved to ***approve the updated version of Standing Orders as attached.***
	
	 58 a) Allowable expenses will equal the Canada Student Loans limits plus 33%.
	 78 b) i) A personal essay not more than 1 page.
	 68 g) For awards that require GPA;
	      i) GPAs will be determined based on the last 24 credits, not including those obtained in spring/summer courses. If a term has a greater number of credits than what is being considered for the GPA calculation: the credits that have the highest grade will be considered.
	      ii) For students in MD/DDS programs the awards administrator will be required to contact the Faculty of Dentistry and Medicine to request internal GPAs.
	 78 h) Students must be enrolled in both Fall and Winter terms to be considered for an award.
		CARRIED 4/0/1

4.	***NGUYEN/HWANG*** moved to ***adjourn the meeting.***	*CARRIED* 4/0/0

To: Students' Council

Re: Report to Council

Hey Council,

I'm feeling under the weather so I won't be attending Council in person this evening. In any case, I attended a meeting of the Board of Governors last Friday which I will discuss here.

March 14th Board of Governors Meeting

A number of important items were discussed and voted on at the March 14th meeting, including the University's Comprehensive Institutional Plan, Mandatory Student Instructional Support Fees, and the Guidelines and Procedures for the Presidential Review Committee.

Comprehensive Institutional Plan

The CIP is a document the University of Alberta is obliged to submit to the Province every year. It is comparable to how some non-profit organizations are required to submit financial statements for auditing every year. This year's CIP presented a more optimistic financial outlook for the University. The Province has kicked in additional bits of revenue here and there for Alberta PSE, and so the budget crisis is not as urgent as it once was. As many other board members noted, however, the University is still in need of serious institutional change; we shouldn't let the somewhat brighter financial prospects detract from the need for change. As Vice-President Phyllis Clark noted, the recently announced provincial budget was very close to what was predicted and as a result the CIP did not need to be significantly amended before submitting to the Minister of Innovation and Advanced Education. This greatly streamlined the approval process through university governance as there was no need to re-visit

various consultative avenues in light of provincial PSE grant revenues varying greatly from expectations, as has been the case in previous years.

Mandatory Student Instructional Fees

Also discussed at the meeting was proposed increases to various Mandatory Student Instructional Fees. While I fundamentally believe that post-secondary education should ultimately be free, I do understand that currently a huge portion of University revenues do come from tuition and this is crucial for the continuing operation of a great deal of University courses and services. Nevertheless, we should be moving towards a system that is not dependent on burdening students with ever-higher mountains of debt. Post-secondary education needs to be respected as the public good that it is. Let us not forget, for example, that some countries will actually *pay* their young people to go to university – see the case of Sweden. We need to move away from our narrow-minded conception of PSE as a business and towards a longer-term vision of PSE as a public good for the uplifting and enriching of the whole people, not just those who can afford it.

Presidential Review Committee

The Board also approved the guidelines for the Presidential Review Committee. Of note was the inclusion of a clause stipulating the need for the Committee to discuss 'balance' at its first meeting. As Board Human Resources Committee Chair Bob Teskey explained, the inclusion of this clause was to ensure appropriate gender representation on the Search Committee. I was happy to see the inclusion of this clause, but also somewhat concerned. When I asked about it, Teskey explained that the clause would also allow for the discussion of issues besides gender, which is good. On the other hand, why aren't clauses like this included as a default in all such hiring committees? I suggested that this was a practice that the Board and Governance may want

to consider making standard.

I'm looking forward to a meeting of the General Faculties Council next week where Fall Reading Week should be discussed. Momentum has been building around Fall Reading Week, and I'm glad to see that progress continues to be made. In the meantime, should you have any questions about the BoG please don't hesitate to be in touch.

In Solidarity,

Brent Kelly
Undergraduate Board of Governors Representative 2013-2014 | University of Alberta Students' Union
P: (780) 999-8867 | **F:** (780) 492-4643 | **E:** bog@su.ualberta.ca

March 18th, 2014

To: University of Alberta Students' Council 2013/2014

Re: Council Report of the Student Life Portfolio

Dear Council,

It's been a long month! Unfortunately, I don't have as many updates for you all as I wish I had, especially because our terms are coming to an end pretty quickly! Nonetheless, I'm sure many of us are glad to see the executive elections over with – good luck to those of you participating in Council/GFC elections!

Before I start – huge thanks to Vice-President Chelen for picking up so much of my work when I took my leave of absence. It is greatly appreciated.

International Students' Association (ISA)
- Five proposals were received for an ISA;
- VP Chelen and myself will have a meeting with groups to test the appetite for collaboration; and
- Town Hall to finalize the structure will be on March 28th in Telus 134 at 5PM.

Break the Record (BTR)
- Prior to my leave of absence, the proposed date was March 28th, 2014;
- Through communications with the Faculty of Physical Education and Recreation, the opportunity of aligning BTR with the opening of the PAW Centre came up; and
- Aligning BTR with the opening of the PAW Centre is likely to engage more students, and will also open up funding opportunities for a larger spectacle.

Year End Party
- Several venues of the year-end party are still left unprogrammed – any suggestions are welcomed
  o SUBstage
  o Alumni Room
- Next steps:
  o Secure board games for food court
  o Seek permission to move furniture by SUBstage
  o Confirm SUBphoto's level of involvement
  o Confirm U of A Compliments' alignment of PositiviDAY
  o Determine movie playlist in Myer Horowitz

Presidential Search Committee
- Dr. Indira Samarasekera's term ends in roughly 15 months;
- Your incoming Vice-President Academic and myself will be sitting on the advisory board; and
- Students' Council should expect a presentation from the search consultants in the Spring months.

Health and Dental Plan
- The mobile app is currently only available for the iPhone, and allows you to securely submit claims, check your coverage, use your Pay Direct Card, and access your Travel Health Passport;
- Claims submitted through the app are guaranteed to be processed within 5 business days and your reimbursement by direct deposit will follow soon after;
- Our service provider has recently completed their internal analysis of our claims data, and premiums are expected to increase for 2014;
- A Health and Dental Plan Committee meeting will be held this Thursday to determine how the following options will be balanced:
  - Reduce benefits to maintain the same premium
  - Use the Reserve Fund to subsidize the cost and maintain the same Plan Fee
  - Increase the Plan Fee to cover the required premium for 2014-15
  - Combination of the above

ONEcard Printing Service
- The current ONEcard printing service extends primarily to University-owned desktop computers in labs and libraries;
- By Fall 2014, the following features should be in place:
  - Accessibility from any personal device;
  - Convenient walk-up service from any subscribed printer on campus;
  - Security;
  - Photocopying; and
  - Scan to email.

Campus Saint Jean (CSJ) VidCast
- The incoming SU executives were invited out to CSJ by Councillor Champagne to have a recorded conversation around elections and the Students' Union;
- The event was thoroughly enjoyed by both the incoming SU executives as well as the Association des Universitaires de la Faculté Saint-Jean (AUFSJ). The potential for using such means to connect to the larger student body will be explored over the summer months; and
- The video should be available for viewing by the end of April.

All the best,

William Lau
[Electronically submitted]

Standing Orders of Students' Council

PART 1: RULES OF ORDER

Roberts' Rules of Order
1(1) *Robert's Rules of Order* will be observed at all meetings of Students' Council except where they are inconsistent with the Bylaws or Standing Orders of Students' Council.

Speaker to Decide where Rules are Silent
1(2) Where the Bylaws, Standing Orders and *Robert's Rules of Order* fail to provide direction with respect to procedure, the Speaker will decide.

PART 2: STRUCTURE OF SESSIONS

Order of Business
2(1) The Order of Business for Students' Council will be:
   (a) Speaker's Business,
   (b) Presentations,
   (c) Executive Committee Report,
   (d) Board and Committee Report,
   (e) Question Period,
   (f) Board and Committee Business, and
   (g) General Orders.

Start-Up Meeting Order of Business
2(2) The Order of Business for the start-up meeting of the incoming Students' Council will be:
   (a) Election of a Speaker,
   (b) Approval of Annual Meeting Schedule, and
   (c) Nomination to Standing Committees.

First Meeting after Start-Up Meeting Additional Orders of Business
2(3) The Order of Business for the first meeting of the year after the start up meeting will have the following orders of the day added to Speaker's Business:
   (a) Installation Ceremony,
   (b) Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative, and
   (c) Approval of Standing Orders.

Last Meeting Additional Orders of Business
2(4) The Order of Business for the last meeting of the year will have the following orders of the day added to Speaker's Business:
   (a) President's Farewell Address.

Oath of Office and Treaty Territory Acknowledgment
2(5) At the first meeting of each trimester:
   (a) The Oath of Office shall be taken by all members of Students' Council, and
   (b) The Full Treaty Territory Acknowledgment will be read by the Speaker.

Additional Meetings
3(1) Additional meetings of Students' Council may be called by the:
   (a) Speaker,
   (b) Council Administration Committee,
   (c) Executive Committee, and
   (d) Students' Council.

3(2) Members of Students' Council must be notified of additional meetings of council no later than 97 hours prior to the meeting time.

Craig Turner 2/12/14 8:12 AM
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Cancelled Meetings
3(3) Meetings of Students' Council may be cancelled, no later than 97 hours in advance of the meeting intended to be cancelled, by the:
  (a) Speaker,
  (b) Council Administration Committee, and
  (c) Students' Council.

PART 3: ORDERS OF THE DAY

Right of Submission by Students' Council Members
4(1) Any voting member or Board/Committee of Students' Council may submit Orders of the Day to be considered by Students' Council

Right of Submission by Students' Union Members
4(2) Any Students' Union Member may submit an information item for inclusion in the agenda package provided that it is related to the proceedings.

Order of Orders of the Day
4(3) Orders of the Day shall appear on the Order Paper in the order they were submitted.

Deadline for Submission
4(4) Orders of the Day must be submitted to the Speaker and the Administrative Assistant to Students' Council by 8:00 a.m. on the 2nd business day prior to a Students' Council meeting.

Late Additions
4(5) Late additions to the Order Paper may, at the discretion of Students' Council, be added at the meeting if the items of business cannot be postponed to a future meeting of Students' Council for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.

Deadline for Publishing
5(1) The agenda package will be published in the following manner:
  (a) paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and
  (b) an electronic version will be placed on the Students' Union web page.

Deadline for Publishing
5(2) The agenda package will be published no later than 5:00 p.m. on the 2nd business day prior to a Students' Council meeting.

Deadline Exemption
5(3) For meetings called under the authority of Standing Order 3(1), there will be no submission or publishing deadline.

Special Orders
6(1) Motions making specific Orders of the Day Special Orders are privileged motions.

Speaker made Special Orders
6(2) The Order of Business notwithstanding, the Speaker may designate any Order of the Day a Special Order.

Council made Special Orders
6(3) The Order of Business notwithstanding, Students' Council may designate any Order of the Day a Special Order if it cannot be postponed to a future meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union.

Treaty Territory Acknowledgment to be Included
6(4) The Full Treaty Territory Acknowledgment will be included in writing at the beginning of every agenda package in a manner consistent with sustainable usage of paper.

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PART 4: SPEAKER'S BUSINESS

Speaker's Business
7(1) At the start of Speaker's Business, the Speaker will make the following oral announcement:

> *Before we begin, may I remind you all of the Oath you have taken. The Students' Union would also like to honour the nation-to-nation treaty relationship by acknowledging that this meeting is taking place on Treaty 6 territory.*

7(2) During Speaker's Business, the Speaker will address all day-to-day regulatory concerns of Students' Council, including but not limited to:

    (a) resignations,
    (b) any process by which a member is permanently removed from Students' Council,
    (c) reports of the Chief Returning Officer,
    (d) announcements, and
    (e) motions making Orders of the Day Special Orders.

PART 5: PRESENTATIONS

Presentation Abstracts
8(1) All presentations must be accompanied in the Order Paper by a 100-word abstract. Presentations that substantially deviate from the abstract are out of order.

Length of Presentations
8(2) Presentations will not exceed thirty (30) minutes in duration, including questions and discussion.

Presentations Exclude Enacting Motions on Same Topic
8(3) Motions related to the subject matter of a presentation at the same meeting are out of order.

Initiation of Presentations
8(4) In order for Students' Council to receive a presentation, a motion to accept the presentation must first be considered by Students' Council.

Tools for Presentations
8(5) A computer and projector shall be available whenever a presentation appears on the Order Paper.

PART 6: NOMINATIONS

Motions to Nominate Considered Special Orders
9(1) A motion to nominate will be a Special Order upon completion of Presentations.

Motions to Nominate Considered Approved
9(2) A motion to nominate will be considered approved, and the floor open to nominations, unless a member requests a vote on the motion.

PART 7: REPORTS

Style of Executive Officer Reports
10(1) Executive Officer reports will be presented in written form and listed in the main agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

Executive Officer Reports on Conferences
10(2) Executive Officers will submit reports to Students' Council no later than two meetings of Students' Council after any conferences attended.

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Style of the Undergraduate Board of Governors Representative's Report
10(3) The Undergraduate Board of Governors Representative's reports will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

Frequency of Undergraduate Board of Governors Representative's Reports
10(4) The Undergraduate Board of Governors Representative will report to Students' Council, at minimum, following each Board meeting.

Executive Committee Reports
11(1) The President (or designate) will compile a report on the actions of the Executive Committee listing, at minimum, formal motions approved by the Committee.

Style of Board and Committee Reports
12(1) Board and Committee reports will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed (2) minutes.

PART 8: QUESTION PERIOD

Length of Question Period
13(1) Question period will be fifteen (15) minutes in duration.

Extension of Question Period
13(2) Question period will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.

Written Questions
14(1) Written questions may be submitted for inclusion with the Orders of the Day.

Priority of Written Questions
14(2) Written questions may be responded to in writing or orally, and will have priority over questions posed orally.

PART 9: LEGISLATIVE PROCESS FOR BY-LAWS

First Reading of Bylaws
15(1) When a bylaw is being read a first time:
    (a) the motion is placed on the Order Paper;
    (b) the motion is presented in the following format:
        (i) the principle and/or objectives are listed, and
        (ii) specific wording of legislation is not permitted;
    (c) debate is limited to general principles and objectives; and
    (d) if approved, the motion is referred to the Bylaw Committee.

Committee Stage (for Bylaws)
15(2) When a bylaw is in the Committee stage:
    (a) the Committee identifies the relevant legislation that requires amendment and/or drafts new legislation on the basis of the principles passed in first reading;
    (b) the Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading; and
    (c) as part of its report, the Committee may recommend that Students' Council reconsider the motion that "The bill be read a first time" if there are principles relevant to the bill that were not considered on first reading that:
        (i) if omitted, would defeat or impair the purpose of the bill, and/or
        (ii) will detrimentally impact the Students' Union.

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Second Reading of Bylaws

15(3) When a bylaw is being read a second time:
- (a) the motion will be presented in the following format:
  - (i) the entire bylaw(s) will be presented (may be waived by the Speaker),
  - (ii) deletions to the existing bylaw(s) will be shown by using a strike-through font,
  - (iii) additions to the existing bylaw(s) will be shown by using an underline font, and
  - (iv) a recommendation (if made) by the Committee to reconsider the motion that "The bill be read a first time" with the principles considered to make the reconsideration necessary; and
- (b) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading, except when debating a recommendation to reconsider the motion that "The bill be read a first time," where debate will be limited to the suggested principles put forward by the Committee to support a return to first reading and the propriety of adopting such a motion.

Coming Into Force

15(4) Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

PART 10: LEGISLATIVE PROCESS FOR BUDGET

Vice President (Operations & Finance) Recommends Principles

16(1) The Vice President (Operations & Finance) 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 Students' 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 Budget Principles passed on first 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; and
- (c) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

PART 11: LEGISLATIVE PROCESS FOR POLITICAL POLICIES

First Reading of Political Policy

17(1) The procedural requirements for passage of political policy on first reading are the same as those for the passage of bylaw on first reading except that the political policy will then be referred to the Policy Committee.

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Committee Stage (Political Policy)
17(2) When a political policy is in the Committee stage:
    (a) the Committee selects and assigns an Executive Officer to draft a new policy on the basis of the principles passed in first reading, with the assistance of the Department of Research and Political Affairs; and
    (b) the Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.

Second Reading of Political Policy
17(3) When a political policy is being read a second time:
    (a) the motion will be presented in the following format:
        (i) the entire political policy will be shown,
        (ii) deletions to existing political policy will be shown by using a strike-through font, and
        (iii) additions to existing policy will be shown by using an underline font; and
    (b) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

Expiration of Political Policy
17(4) Political Policies adopted within a particular session of Students' Council shall expire within three (3) years after the end of that session.

17(5) Upon expiration, a Political Policy shall be reviewed by the Policy Committee and can be forwarded to Students' Council as a recommendation to renew.

PART 12: MODIFIED RULES OF DEBATE

Length of Speeches
18(1) Members having obtained the floor to speak to a motion can speak no longer than six minutes.

Speaker may Limit Debate
19(1) The Speaker may limit debate at any time on any Order of the Day.

Moving the Previous Question
20(1) A member of Students' Council may not move the previous question at the same time as he/she speaks to the motion.

Speaker may Disallow Moving the Previous Question
20(2) The Speaker may disallow moving the previous question if, in the opinion of the Speaker, the motion has not been sufficiently debated.

Subsidiary Motions Limited
21(1) Subsidiary motions are not permitted to be applied to the main motion until the motion has been spoken to at least two times, one in favour and one opposed.

Points of Order
22(1) Where a member rises on a Point of Order citing the violation of a federal, provincial or municipal law, the member must provide a copy of that law to the Speaker at the time the Point of Order is raised.

Guests of Students' Council
23(1) Any person may become a Guest of Students' Council by writing his/her name on the Guest List provided by the Speaker at each meeting of Students' Council.

Guest of Students' Council Debate Privileges
23(2) The Speaker will only recognize guests if no member entitled to obtain the floor wishes to do so, except where a guest has information particularly pertinent to the debate, or where a Councillor having obtained the floor extends his/her speaking privileges to a guest.

Craig Turner 2/12/14 8:12 AM
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PART 13: VOTING

Division
24(1) A roll call vote will be taken if requested by a voting member of Students' Council and shall take precedence over any other method of voting.

Speaker may Refuse a Division
24(2) The Speaker may refuse a dilatory request for a division except on items of business disposing of main motions.

PART 14: RECESS/REASSEMBLY

Recess
25(1) Students' Council will recess for fifteen (15) minutes immediately after the first item of business is disposed of, at least ninety (90) minutes after the Call to Order.

Recess and Reassembly
25(2) Students' Council will recess for fifteen (15) minutes at 10:00 p.m. and reconvene at a location designated by the Speaker.

PART 15: ATTENDANCE REQUIREMENTS

Attendance
26(1) The Speaker will take attendance orally twice each meeting, once during Speaker's Business and once immediately prior to adjournment or at 10:00 p.m., whichever is earlier.

26(2) Any member of the Executive Committee (with the exception of the General Manager) that is absent from a meeting of Students' Council shall submit a written explanation to Students' Council outlining the reason for their absence.

26(3) Should a Councillor be absent for 3 meetings in a semester, CAC will notify that Councillor's Faculty Association. Missed meetings not subject to this section are those attended by proxies or attended through alternate means as approved by the Speaker.

PART 16: DISCIPLINE

Speaker may Discipline
27(1) The Speaker may discipline a member of Students' Council for breaches of Standing Orders.

Call for Decorum
27(2) Any member of Students' Council may call for decorum, which when called for will remain in effect for the duration of the motion under consideration and result in the Speaker removing first the speaking privileges for the duration of the motion, and secondly the right to attend the meeting from anyone in the chamber caught speaking without having properly obtained the floor.

Censure
27(3) Students' Council may rebuke the action or conduct of an individual through a motion to censure. A censure is an on-the-record rebuke that entails no additional actions or consequences.

PART 17: PROXIES

Appointment of Proxy
28(1) To appoint a proxy, a Councillor must provide a notice to that effect:
    (a) stating the name and e-mail address of the proxy member,
    (b) indicating the duration of the appointment, and
    (c) that, if provided as a paper copy, is signed by the appointing Councillor.

Craig Turner 2/12/14 7:44 AM
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Craig Turner 2/12/14 7:45 AM
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Craig Turner 2/12/14 7:46 AM
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Craig Turner 2/12/14 7:47 AM
Deleted: Assignment of Students' Council Proxies

Craig Turner 2/12/14 7:46 AM
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Craig Turner 2/12/14 7:46 AM
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Craig Turner 2/12/14 8:12 AM
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PART 18: RECORDS OF STUDENTS' COUNCIL

Audio Record of Students' Council
29(1) When feasible, an audio record of Students' Council proceedings will be recorded.

Approval of Audio Record
29(2) The audio record is considered approved as recorded.

Video Record of Students' Council
30(1) Anyone wishing to record or stream video at a meeting of Students' Council must provide written notice to the Speaker by noon on the business day prior to the meeting date.
30(2) The Speaker shall, in advance of the Students' Council meeting in question, notify all members of Students' Council and all scheduled presenters of any notices to record or stream video at the meeting.

Minutes of Students' Council
31(1) When an audio record is not possible, minutes of Students' Council proceedings will be recorded.

Approval of Minutes
31(2) The minutes are considered approved as transcribed.

Members may Clarify Comments in Minutes
31(3) Whenever minutes are transcribed, a member's comments may be amended in accordance with the member's wishes prior to a time limit set by the Speaker.

Record of Votes and Proceedings
32(1) A record styled "Votes and Proceedings" will be compiled from the audio record or minutes of Students' Council and will consist of:
    (a) all motions moved except joke motions,
    (b) any event having legal consequences extending beyond the adjournment of that meeting,
    (c) a record of all regulations and decisions approved by Students' Council Boards and Committees that are required by Bylaw to report such regulations and decisions to Students' Council, and
    (d) a record of attendance.

Publication of Votes and Proceedings
32(2) Votes and Proceedings shall be published electronically the third business day after a Students' Council meeting and in the next agenda package.

Approval of Votes and Proceedings
32(3) The record of Votes and Proceedings is considered approved as transcribed.

PART 19: MISCELLANEOUS

Confidentiality of Awards Business
33(1) Applications submitted for awards administered by the Grant Allocation Committee, and deliberations surrounding the selection of recipients of awards administered by the Grant Allocation Committee shall be designated as strictly confidential and shall only be available to:
    (a) members of the Awards Adjudication Committee;
    (b) members of the Executive Committee; and
    (c) SFAIC staff.

Craig Turner 2/12/14 7:46 AM
Deleted: <#>that, if sent by e-mail, is received no later than two (2) hours prior to the meeting. ... [1]

Craig Turner 2/12/14 8:12 AM
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Speaker to Vacate Chair
34(1) A motion that the Speaker vacate the chair:
(a) is always in order,
(b) takes precedence over any other motion, and
(c) is not debatable.

Public Meetings
35(1) Meetings of Students' Council are open to the public, unless Students' Council moves *in camera*.

Only Official Documents Allowed
36(1) Only official Students' Council documents may be distributed to members within the chamber.

Council Retreats
37(1) A summer retreat for Students' Council members will be held before July 31st of each year.
37(2) A fall retreat for Students' Council members will be held before October 31 of each year.
37(3) The Council Administration Committee shall be responsible for the planning and organization of all retreats, and may cancel a retreat due to low attendance.

Accessibility to Council
38(1) If a guest of Council or member of Council requests a translator or reasonable accessible aid, they are required to give the Council Administration Committee at least one week's notice. The Council Administration Committee will attempt to make the necessary accommodations with limited expense to the Students' Union.

Joke Motions
39(1) At the last meeting of the year, the mover of the motion or the Speaker may declare any motion to be a "joke motion," such a motion having no effect if carried.

APPENDIX 1: PROCEDURE FOR ELECTING A NEW SPEAKER

Council to be provided with cover letter and resume
1 Each member of Students' Council will be provided with a cover letter and resume of each candidate for Speaker.

Senior member to preside when outgoing speaker running for re-election
2 The longest-serving member of Students' Council not running for Speaker will preside over the election when the outgoing Speaker is running for re-election.

In Case of Tie, Elder Member to Preside
3 In the case of a tie between longest-serving members, the eldest of the tied members will preside.

Speeches
4 The presiding member will ask each candidate to give a brief speech not to exceed two minutes.

Questions
5 The presiding member will allow questions to be put to the candidates from the members of Students' Council.

Secret Ballot
6 The vote will be by secret ballot and will be in the style of the Executive Elections.

Recess
7 Students' Council will recess while the presiding officer counts the vote.

Announcement
8 The presiding officer will announce the results of the election to Students' Council.

APPENDIX 2: OATH OF OFFICE

I am not here for me.
I am here for the people that lent me their power in exchange for a promise.
I will keep that promise to make decisions with their interest in mind.
I will vote after knowing the facts, not before.
I will use Robert's Rules for their purpose, not my own.
I will oppose ideas, not people.
I will think before I speak, not speak just to think.
I will take the job seriously or not take the job at all.
I will represent my fellow students' interests, not my own.
I am not here for me.

APPENDIX 3: COUNCIL SCHOLARSHIP

Overview
1 Two Council Scholarships, to be administered by Students' Council, shall be offered each trimester. The value of each scholarship shall be $500.00.

Criteria
2 The criteria for each scholarship is:
(a) representative of his/her constituents' opinions and concerns in Students' Council matters;
(b) serves as an ambassador of Students' Council in the campus community and attempts to further empower students;
(c) excellent attendance; and
(d) activity on committees.

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Nomination

3 Members of Students' Council must be nominated by a fellow voting member of Students' Council, with the nomination containing at least two additional supporting signatures from other voting members of Students' Council. Nominators must submit a brief justification, no more than one page in length, as to why the member of Students' Council deserves to be nominated.

4 Nominations must be presented to the Speaker by the end of the second last Students' Council meeting of each trimester.

Eligibility

5 All current voting members of Students' Council shall be eligible to submit nominations. There shall be no limit to the number of nominations a member may submit throughout the year.

6 All current voting members of Students' Council shall be eligible to receive a scholarship, except for members of the Executive Committee. There shall be no limit to the number of times a member of Students' Council may be nominated and/or receive a scholarship throughout the year.

Selection

7 The Speaker shall provide to each member of Students' Council the names of each nominee and a copy of all nomination forms.

8 Selection of scholarship winners for the preceding trimester shall take place at the final meeting of Students' Council each trimester. There shall be no debate. At the meeting a secret ballot vote shall be held, open to all voting members of Students' Council. The vote shall take place by preferential ballot and shall follow the balloting procedures used in the selection of a committee chair.

APPENDIX 4: COUNCILLOR MENTORSHIP PROGRAM

Participation

1 Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.

2 Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.

3 Requests to participate in a given meeting of Students' Council must be received by the Thursday prior to the meeting.

Administration

4 The Council Administration Committee shall be responsible for the implementation of this program.

5 This program shall be advertised in the Fall and Winter term.

Processing Requests

6 First attempts shall be to pair mentees with mentors from the same faculty, but if this is not possible, then mentees shall be paired randomly with available mentors for the requested meeting of Students' Council.

7 A mentor may have only one mentee for any given Students' Council meeting.

Mentor Responsibilities

8 After being paired with a mentee, the mentor shall be responsible for:
> (i) establishing contact with the mentee prior to the scheduled Students' Council meeting,
> (ii) enlisting another eligible mentor as a replacement if unable to carry out the responsibilities to the mentee,
> (iii) attending the scheduled meeting of Students' Council with the mentee,
> (iv) familiarizing the mentee with the role and proceedings of Students' Council, and
> (v) debrief the mentee at a future time to discuss their experience.

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APPENDIX 5: PETITION FOR IMPEACHMENT DOCUMENT

Overview
1 As stated in Bylaw 100, s. 6, Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.

2 A petition is required for impeachment proceedings to occur, and requires signatures of at least one third of the voting members of Students' Council. This appendix shall dictate the petition documentation requirements.

Preamble
3 The petition shall contain the following filled out as applicable to the circumstances:
> This motion to petition indicates that we, the elected representatives of the student body serving on Students' Council, do not feel the current *[insert position name]* of the *[insert year]* Students' Union Executive is fit to remain occupying the position due to one or more of the following reasons:
>> 1) The individual has committed a significant breach or multiple breaches of Students' Union Bylaw, or Political Policy.
>> 2) There are charges levied against the individual for violation of the University of Alberta Code of Student Behavior, provincial law, or federal law.
>> 3) The individual is performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Additional Documentation
4 The submitted petition shall include a document agreed to by all signatories indicating why they as representatives feel that the Executive or Board of Governors Representative in question is in violation of one or more of the principles of Bylaw 100, s.6.

Addition to the Agenda
5 The once submitted and deemed to be valid according to Bylaw 100 s. 6, the following motion will be added to the agenda of the next meeting of Students' Council and filled out accordingly:
> [MOVER/SECONDER] move that the current *[insert position name]* of the *[insert year]* Students' Union Executive be impeached from the position of *[insert position name]* and post as an officer in first reading.

Parallel Legislation
6 This appendix is only deemed applicable when kept in congruence with the intent of impeachment proceedings as dictated by Students' Union Bylaw, as Bylaw 100, s. 6 dictates its current form.

APPENDIX 6: FULL TREATY TERRITORY ACKNOWLEDGMENT

We would like to acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge continuing colonial violence and respect Indigenous knowledges and traditions.

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March 18, 2014

To: Students' Council

Re: Report to Council (for March 18th meeting)
I
Introduction

Hello Council,

First off apologies for the late report and second off apologies for not really having a report. I flew to Prince Edward Island for the Canadian Alliance of Students' Associations Annual General Meeting very shortly after the election, so I haven't really had much opportunity to do work in the office other than catching up on emails and such. I do have quite a bit to report about the trip to P.E.I. however I need to leave for my flight in the next ten minutes. I will provide Council with a full update regarding CASA in my next report.

Once again my humble apologies for not providing Council with anything substantive. I will also not be in attendance at Students' Council tonight given that President Kusmu and I will be travelling at the time. I look forward to seeing you all soon. If you have any questions, please feel free to email to me. If they are extremely pressing, one of the other VP's may be able to answer it.

Thank you for your time,

Adam Woods
Vice President External 2013-2014 I University of Alberta Students' Union

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