

STUDENTS' COUNCIL

Tuesday February 15, 2011
Council Chambers 2-1 University Hall

ORDER PAPER (SC 2010-22)

2010-22/1 SPEAKER'S BUSINESS

2010-22/1a Announcements – The next meeting of Students' Council will take place on Tuesday, March 1, 2011

2010-22/2 PRESENTATIONS

2010-22/2a ISSS Update- Presented by Andy Cheema, ISSS VP Academic and Dustin Chelen, ISSS President. Sponsored by James Eastham, VP Academic.

Abstract-

The Interdepartmental Science Students' Society (ISSS) has been the probationary science Faculty Association since its inception on May 10, 2010. This presentation is a part of its bid to become formally recognized as a Faculty Association by the end of this term. After giving a brief history of science Faculty Associations, the presentation will demonstrate how the ISSS has met its terms of probation, how it has responded to challenges and how it is becoming a valuable part of the lives of science students. Finally the ISSS will present its strategic plan for moving forward.

2010-22/3 EXECUTIVE COMMITTEE REPORT

2010-22/4 BOARD AND COMMITTEE REPORTS

2010-22/5 QUESTION PERIOD

2010-22/6 BOARD AND COMMITTEE BUSINESS

2010-22/6a **MURPHY/LEPAGE FORTIN MOVE THAT** upon the recommendation of the Policy Committee, Students' Council approve Bill #28, that Students' Council adopt the political policy, Tuition, in first reading based on the following principles:

1.that the University of Alberta Students Union advocate 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 postsecondary education;
 f) ensures that no student will ever be denied the opportunity to pursue postsecondary education because of their inability to pay

2. that the University of Alberta Students' Union advocate 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 Education & Technology a detailed and verifiably transparent public plan on how additional tuition revenues will be spent; and

3. that the Students' Union shall not support the Board of Governors increasing tuition.

2010-22/6b **COX/ROSS MOVE THAT** upon the recommendation of the Elections Review Committee, Students' Council approve Bill #29, in first reading based on the following principle:

1. that Students' Council adopt the ballot counting mechanism, UASU-STV, as outlined in the November 2010 Elections Review Committee Report.

2010-22/6c **FENTIMAN/YAMAGISHI MOVE THAT**, upon the recommendation of the Budget and Finance Committee, Students' Council approve the proposed Budget Principles for the 2011-2012 fiscal year.

Please see document SC 10-22.01

2010-22/7 **GENERAL ORDERS**

2010-22/8 **INFORMATION ITEMS**

2010-22/8a GAC Summary Report to Council

Please see document SC 10-22.02

2010-22/8b Votes and Proceedings

Please see document SC 10-22.03

February 8, 2011

To: Budget and Finance Committee

Re: Proposed Budget Priorities of Students' Council, University of Alberta Students' Union
for the Fiscal Year Beginning May 1, 2011 and Ending April 30, 2012

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

1. General

The four key focuses of the Students' Union are the following:

- Governance, representation, and advocacy,
- Providing student services,
- Operating the Students' Union Building, and
- Operating businesses for the purpose of funding Students' Union activities.

Total operating and capital expenditures will not exceed the amount of total operating and fee revenues. The only exception to this would be council approved capital purchases that do not cause a deficit on an accrual basis.

All departments must work within the mandate of the Students' Union and activities or operations deemed to be beyond its scope shall be eliminated.

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

Capital expenditures shall be incurred based upon the following criteria:

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

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

Unless otherwise noted operating and fixed costs increase at a rate, relative to the previous fiscal year, not higher than inflation for the province of Alberta and activity of the Students' Union will continue in a manner consistent with the precedent set in previous fiscal years.

The Students' Union shall not budget for a deficit.

The Students' Union shall implement all necessary financial restraints and audits as required by the Post-Secondary Learning Act and its own bylaws.

2. Staff

Staff costs shall change as specified in the CUPE collective agreement. Most managerial and non-unionized staff are entitled to a merit increase of up to 4%.

3. Fees

Operating and dedicated fees shall increase in accordance with Students' Union Bylaw 3000. The consumer price index shall be calculated as 1.0%.

4. Advocacy and Representation

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

- The Executive Committee, along with each individual executive member,¹
- Students' Council,
- the Department of Research & Political Affairs,
- Governance,
- Elections,
- CAUS, and
- CASA.

The Students' Union shall allocate resources to provide sufficient staffing to support student governance objectives.

5. Services

The service units of the Students' Union are the following:

- Infolink,
- Orientation and Transition Programs (Centre for Student Development),
- Ombudservice,
- Student Financial Aid and Information Centre,
- Student Group Services,
- Safewalk,
- Peer Support Centre,
- Handbook, and
- Environmental Coordination Office of Students.

¹ Executive compensation for the 2011/2012 year was increased to \$33,000 per executive. See Nov 30/10 SC motion 6(a).

The Students' Union shall allocate resources to provide sufficient staffing to support the Awards program within the Student Financial Aid and Information Centre.

6. Business

The business units of the Students' Union are the following:

- SUBmart,
- SUBtitles,
- SUBprint,
- Cram Dunk,
- Canada Post (Postal Outlet),
- Room at the Top,
- Dewey's,
- L'Express and L'Express Catering,
- Juicy, and
- SUB Rental Operations.

The Students' Union shall allocate additional resources to enhance product development expertise in Food & Beverage units.

The Students' Union business units shall not budget for a deficit prior to cost apportionment allocations. All reasonable attempts to maximize the profitability of these business units, consistent with the mandate of the Students' Union as a service provider, shall be made.

An average margin increase to non-academic materials not resulting from decreasing costs shall not exceed 10%.

Where costs have increased in academic material areas, there shall be a margin increase to compensate.

7. Entertainment and Programming

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

- Week of Welcome,
- Myer Horowitz Theatre,
- Dinwoodie Lounge,
- Antifreeze,
- SUB Programming, and
- Alternative Entertainment and Programming.

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

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

8. Administration, Operations, and Support

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

- Marketing,
- Sponsorship,
- Facilities, and
- Administration.

Administration, operations, and support costs shall be apportioned to all departments of the Students' Union on a usage basis.

The Students' Union shall allocate additional resources toward future improvements and/or expansion of the Students' Union Building.

Additional resources shall be allocated for capital improvements for SFAIC and the Peer Support Centre.

9. Changes from 10/11 Budget Principles

The consumer price index shall be calculated as 1.0%.

The Students' Union shall allocate resources to provide sufficient staffing to support student governance objectives, and in addition these objectives shall be designated under the department title, "Governance."

Awards is now consolidated under the Student Financial Aid & Information Centre and the Students' Union shall allocate resources to provide sufficient staffing to support the Awards program within the Student Financial Aid and Information Centre.

The Student Distress Centre has been renamed the Peer Support Centre.

The Advocacy Department has been renamed the Department of Research & Political Affairs.

The Students' Union shall allocate additional resources to its student group granting allocation *has been removed*, as this was completed in the 10/11 budget.

The Students' Union shall allocate additional resources to enhance product development expertise in Food & Beverage units.

The Students' Union shall allocate sufficient resources to increase the visibility of Students' Union businesses and services, particularly those located on the lower level *has been removed*, as this was completed in the 10/11 budget.

Additional resources shall be allocation for capital improvements for SFAIC and the Peer Support Centre.



GAC SUMMARY REPORT TO COUNCIL

Date: **February. 8, 2011**

Time: **5:41 pm**

2010 – 2011 **MEETING #12**

Motions

1.	<i>TIGHE/GORDON</i> moved that the <i>February. 8, 2011</i> agenda be approved as <i>tabled</i> .	<i>CARRIED</i> 9/0/0
2.	<i>ROSS/TIGHE</i> motion to ratify the positions of <i>Catherine Sauv�, Meika Ellis and Zafir Kanji</i> .	<i>CARRIED</i> 9/0/0
3.	<i>GORDON/FENTIMAN</i> moved that the meeting be <i>adjourned</i> .	<i>CARRIED</i> 9/0/0

STUDENTS' COUNCIL VOTES AND PROCEEDINGS

Tuesday February 8, 2011
Council Chambers 2-1 University Hall

VOTES AND PROCEEDINGS (SC 2010-21)

- 2010-21/1 **SPEAKER'S BUSINESS**
- 2010-21/1a Announcements – The next meeting of Students' Council will take place on Tuesday, February 15, 2011
- 2010-21/1b updates from the Elections office can be found on www.facebook.com/uofavote or www.twitter.com/uofavote
- 2010-21/2 **PRESENTATIONS**
- Fentiman withdrew item 2010-21/2a
- 2010-21/3 **EXECUTIVE COMMITTEE REPORT**
- Nick Dehod, President- Oral Report
- Aden Murphy, VP External- Oral Report
- 2010-21/4 **BOARD AND COMMITTEE REPORTS**
- Craig Turner, CAC chair- Oral Report
- Petros Kusmu, Bylaw Committee Chair- Oral Report
- 2010-21/5 **QUESTION PERIOD**
- Question Period extended 15 minutes
- 2010-21/6 **BOARD AND COMMITTEE BUSINESS**
- 2010-21/6a **MURPHY/HUYNH MOVE THAT** upon the recommendation of the Policy Committee, Students' Council approve Bill #27, that Students' Council adopt the Political Policy, Mandatory Non-Instructional Fees, in first reading based on the following principles:
- 1.that the Students' Union advocates that students maintain representation on any body directing the general affairs and mandate of a service which is funded by a student fee;
 2. that the Students' Union advocate that any service funded by a fee exhibit full budgetary disclosure to undergraduate students; and

3. that the Students' Union lobby for a provincial regulation on Mandatory Non-Instructional Fees such that:
 - a. there is clear identification of which fees are non-instructional and thus outside the framework established in the *Public Post-Secondary Institutions' Tuition Fees Regulation*;
 - b. new fees are required to explicitly articulate the reason for the fee, the duration of the fee, and the year-to-year price inflator (e.g. Consumer Price Index) or increase schedule; and
 - c. proposed new fees and increases for existing fees beyond their established price inflator be approved by a referendum of the students to whom the proposed fee would apply.
4. that this policy expire on April 30th, 2014

Speakers list: Murphy, Cox, Rao, Ross, Murphy, French, Dehod, Fentiman

ROSS/GORDON MOVED TO amend to read:

MURPHY/HUYNH MOVE THAT upon the recommendation of the Policy Committee, Students' Council approve Bill #27, that Students' Council adopt the Political Policy, Mandatory Non-Instructional Fees, in first reading based on the following principles:

- 1.that the Students' Union advocates that students maintain representation on any body directing the general affairs and mandate of a service which is funded by a student fee;
2. that the Students' Union advocate that any service funded by a fee exhibit full budgetary disclosure to undergraduate students; and
3. that the Students' Union lobby for a provincial regulation on Mandatory Non-Instructional Fees such that:
 - a. there is clear identification of which fees are non-instructional and thus outside the framework established in the *Public Post-Secondary Institutions' Tuition Fees Regulation*;
 - b. new fees are required to explicitly articulate the reason for the fee, the duration of the fee, and the year-to-year price inflator (e.g. Consumer Price Index) or increase schedule; and
 - c. proposed new fees and increases for existing fees beyond their established price inflator be approved by a referendum of the students to whom the proposed fee would apply.
4. that this policy expire on April 30th, 2014

Motion: CARRIED

KUSMU calls to question

Main Motion: CARRIED

2010-21/7

GENERAL ORDERS

2010-21/7a

TURNER/FENTIMAN MOVES THAT Students' Council, on the recommendation of the DIE Board Tribune Selection Committee, appoint Megan Mickalyk as DIE Board Chief Tribune, Joanna Waldie as DIE Board Associate Chief Tribune, and Kathleen Elhatton-Lake as DIE Board Associate Chief Tribune.

Motion: CARRIED

FERGUSON/KAAI MOVED TO adjourn

Motion: CARRIED

Meeting adjourned at 7:00pm

Interdepartmental Science Students' Society
2010-2011 Income Statement
February 5, 2011

	Estimated	Amount Approved	Actual
Revenue			
Inherited from previous science faculty associations			
Bank account balance	\$1,453.88	N/A	\$1,453.88
Float balance	\$51.53	N/A	\$51.53
Savings and Investments			
Bank account interest		N/A	\$0.19
Donations			
Individual Donations		N/A	\$3.11
Sponsorship			
Faculty of Science Sponsorship	\$5,000.00	N/A	\$3,250.00
External Corporate Sponsorship	\$3,000.00	N/A	\$0.00
Grants			
Student Group Start Up Grant	\$750.00	N/A	\$750.00
Student Group Activity Grant, January Outreach		N/A	\$2,500.00
Student Group Activity Grant, Professor Appreciation Night		N/A	\$250.00
Fundraising			
Barbecue - September	\$350.00	N/A	\$0.00
Barbecue - October	\$350.00	N/A	\$451.00
Bake Sale - November	\$200.00	N/A	\$205.08
Bake Sale - January	\$200.00	N/A	
Bar Night - January		N/A	\$0.00
Services			
CAPS Ambassador Fall Semester	\$250.00	N/A	\$250.00
CAPS Ambassador Winter Semester	\$250.00	N/A	
Lockers, Fall Semester	\$200.00	N/A	\$317.00
Lockers, Winter Semester		N/A	\$356.00
Sitting Royalties, Fall Semester		N/A	\$480.00
Sitting Royalties, Winter Semester	\$1,000.00		
Study Package Sales, Projected 2011 Launch	\$0.00	N/A	\$0.00
Used Book Sale, Winter Semester		N/A	\$703.00
Handbook Advertisement - Faculty of Science	\$1,000.00	N/A	\$1,000.00
Handbook Advertisement - CAPS	\$200.00	N/A	\$200.00
Handbook Advertisement - WISEST	\$250.00	N/A	\$250.00
Discount Card Sales		N/A	\$450.00
Total Revenue	\$14,505.41		\$12,920.79
Expenses			
Administration			
Office Rental	\$0.00	N/A	\$0.00
Office Supplies	\$100.00	\$100.00	\$88.59

Office Toner		\$200.00	\$73.86
Office Safe		\$300.00	\$230.99
Keys and Locks	\$250.00	\$150.00	\$54.44
Mailbox Rental	\$25.00	N/A	\$0.00
Printing Governing Documents		\$7.00	\$1.56
Bank Account Fees - Monthly	\$0.00	N/A	\$0.00
Bank Account Fees - Other	\$0.00	N/A	\$0.00
Website Domain Name	\$0.00	N/A	\$0.00
Website Hosting	\$0.00	\$50.00	\$35.40
Meetings			
Executive Meetings	\$0.00	N/A	\$0.00
Council Meetings	\$0.00	N/A	\$0.00
COSSA Meetings	\$300.00	\$80.00	\$34.97
Semi-Annual General Meetings	\$400.00	\$300.00	\$205.74
Fundraising			
Barbecue - October			\$314.92
Bake Sale - November			\$6.00
Elections			
Elections Representative Salary		\$100.00	
September By-Election Promotion	\$100.00	\$25.00	\$13.44
September By-Election Candidate Expenses		\$120.00	\$7.92
VPP Replenishment Committee		\$20.00	\$0.00
March Election	\$1,000.00	\$900.00	
COSSA Granting			
Grants	\$1,500.00	\$1,500.00	
Marketing			
Cameron Library Display Board, August		\$20.00	\$3.19
Cameron/CAB Pedway Displays, Fall Semester		\$15.00	\$1.94
Business Cards		\$10.00	\$0.00
Stand Up Banner	\$300.00	N/A	\$0.00
Recruitment Display	\$100.00	\$25.00	\$22.09
Logo Design	\$200.00	\$150.00	\$150.00
Clubs Fair	\$75.00	\$30.00	\$30.00
January Involvement Fair	\$0.00	N/A	\$0.00
Programming			
Orientation - Food	\$3,000.00	\$3,000.00	\$1,727.46
Orientation - Sponsorship Expenses		\$20.00	\$0.00
Orientation - Tables		\$60.00	\$39.50
Orientation - SWAG	\$2,000.00	N/A	\$0.00
Professor Appreciation Night	\$500.00	\$500.00	\$252.57
Movie Night - November		\$50.00	\$29.34
January Outreach - Breaking the ISSS		\$5,044.00	\$1,985.13
Services			
Handbooks - Purchase of Pages	\$1,600.00	\$1,465.95	\$1,465.95
Handbooks - Page Design	\$25.00	\$25.00	\$17.43
Microwaves	\$1,500.00	\$230.00	\$183.72
Lockers - Cleaning		\$30.00	\$19.35

Lockers - Lock Replacements			\$10.00
Mini Study Groups - Volunteer Appreciation		\$50.00	
Mini Study Groups - Meet Your Mentor Night		\$100.00	\$44.64
Athletics - Promotion		\$25.00	\$0.00
Science Professional Development Series - CAPS	\$0.00	N/A	\$0.00
Course Rating Website		\$100.00	
Street Team - Study Wizards		\$50.00	
Science Study Packages			
Design	\$0.00	N/A	\$0.00
Printing	\$200.00	N/A	\$0.00
Total Expenses	\$13,175.00		\$7,050.14
Net Earnings	\$1,330.41		\$5,870.65
Retained Earnings, April 30, 2010	\$0.00		\$0.00
Retained Earnings, April 31, 2011	\$1,330.41		\$5,870.65



ISSS

The Interdepartmental
Science Students' Society

Strategic Plan

January 2011.

Mandate

THE INTERDEPARTMENTAL SCIENCE STUDENTS' SOCIETY is an inclusive and transparent science faculty association existing to offer useful services, to connect its diverse membership, and to advocate so that science students may enjoy an enriching and valuable undergraduate experience. It aims to accomplish this task through the following objectives:

Service

- *To provide useful services that enrich and enhance the undergraduate experience.*
- *To cultivate professional development that will benefit students beyond an academic context.*
- *To assist with the introduction and transition of students into the Faculty of Science Community.*

Community

- *To foster unity and identity among science students while bridging students from different disciplines.*
- *To actively engage in outreach to Science students to improve student awareness, involvement, and interest in the services and activities of their faculty association.*
- *To coordinate and provide funding and support to science groups*

Advocacy

- *To liaise science students to the Faculty of Science and the University of Alberta community.*
- *To advocate to the Faculty of Science in regards to issues that are important to science students.*
- *To conduct affairs in a manner that is transparent and accessible, such that science students may be accurately represented.*

Introduction

In every Faculty at the University of Alberta, there is a student group called a “Faculty Association” responsible for serving and representing undergraduates. Analogous to the relationship between the provincial and federal governments, Faculty Associations are similar to the Students’ Union, but serve a smaller constituency.

The Interdepartmental Science Students’ Society, abbreviated as ISSS and pronounced as “ice” is the probationary Faculty Association for Science. It was founded in May 2010 after thorough consultation with the SU and science students. The ten founding members set the foundations of the organization around the values of inclusivity, service, community, advocacy, and transparency.

Since its founding, the ISSS has relied on the assistance of the Faculty of Science, Student Group Services, other Faculty Associations, and the Students’ Union. It has also been bound by its Conditions of Probation, which outline a number of reporting requirements and directives.

The document that follows is a response to the Conditions of Probation. This plan endeavors to demonstrate that the ISSS:

- Has made noticeable gains in representing and serving its constituents.
- Has developed strong internal governance practices, resulting in long-term stability.
- Has built relationships and a sense of mutual trust with stakeholders.
- Will continue to make itself an integral part of the lives of science students.



Who We Are

Executives

Ultimately responsible for the day-to-day business of the ISSS

DUSTIN CHELEN
 ANDY CHEEMA
 CIAN HACKETT
 KEVIN WEHLAGE
 SAMI SHARIFF
 MATTHEW LI

Councillors

Guide the finances and long-term vision of the ISSS

BRY ROUELLE
 ARUN THOMAS
 MEAGAN MCLAVISH
 STEVEN HUYNH
 STEPHEN PORTILLO
 MICHAEL SCHLEGELMILCH
 WEI QIANG
 SANGRAM HANSRA

KIM FERGUSON
 HELYA AGHAZADEH
 VIORICA HRINCU
 GRACE WONG
 SATROOPA ZILKA
 EMILY SHIMBASHI
 ALAN SHAPIRO
 KAYLA STAN
 COLIN BEECROFT
 SIWEI CHEN
 LISA BERK
 STEPHEN CHIN
 YANG HU
 ALBERT LI
 JEN NGUYEN
 MISHA MIAZGA-RODRIGUEZ
 HAROLD PANG
 ANDREI CATENEANU
 ALEXEI MOKHAMMAD
 CHRISTINA MCKENZIE
 KAYLA SMITH
 ADAM SINCLAIR
 DANIELLE WHITFIELD
 NANCY TRAN
 RAYMOND DIEP
 DESHANE DENOO
 ANGELA HAN
 ADAM MACIEJEWSKI
 VARSHIL PATHAK

4

Volunteers

ALI DIXON
 ARLO GRUNDBERG
 TANYA KELM
 BRENDEN KUNIMOTO
 JESSICA NGUYEN
 SAMINA SANA
 BEVERLY EASTHAM
 TIFFANY HU
 THOMAS L'ABBE
 LINDSEY MADSEN
 RAY OSDEN
 DIANNE SEMENIUK
 DAVID MCBEAN
 KEVIN ZUO
 ARKA BHATTACHARYA
 JEFFRY KOCHIKUZHYYL
 REBECCA MERCIER
 JOSHUA LE
 STEPHANIE WEPRYK
 AZRA SAMJI
 BRETTON HARI
 SUQING LI
 AMANDA WU
 CINDY ZHANG
 ROSE WANG
 KRISTIE MCDERMOTT
 MELISSA HWANG
 ZACH WONG

SOLOMIA TSISAR
 ALFRED OMEGA
 JENNY YOON
 CAMERON GRIFFITHS
 MEIKA ELLIS
 NHU TRIEU
 VIKKI NGUYEN
 SARAH FITZGIBBON
 KRISTINE GU
 CONNIE LE
 KUAN LIU
 STONE LI
 JUSTIN QUEDADO
 ALEX COJOCARU
 ALICE KAHEI
 GEORGE KWON
 JASON FUAH
 ZAINAB ALLIDINA
 SHAYANNE CAIRNS
 CAROL LY
 MELISSAH MAH
 KERRY WONG
 PHIL QUON
 MATTHEW PALAKKAMANIL
 GEOFF FITCH
 LINDA LAN
 ALANNA CHOMYN
 WESLEY CHAN

Past Accomplishments

Thanks to the hard work of Executives, Councillors and Volunteers, and the support of Student Group Services, the Faculty of Science, and the Students' Union, the ISSS has undertaken a number of projects since May 2010.

Collectively, these accomplishments signal a change in how a science faculty association relates to its members. Undergraduate scientists now have an excellent opportunity to use their unique skills and strengths to give back to their community. This year, the ISSS has prioritized serving undergraduate science students so that they can get the most from their time at the University of Alberta.

As our suite of student services grows and adapts, the ISSS is enthusiastic for a more tightly knit science community. The new Centennial Centre for Interdisciplinary Science symbolizes the importance of building connections within science departments. The ISSS intends to be a catalyst for this process, and has already made gains in building community and camaraderie through our events.

The voice of this undergraduate science community cannot go unheard during decision-making processes. As a representative body, the ISSS will continue to build positive relationships throughout campus so that students from the largest faculty on campus are listened to and valued.

We hope the following successes demonstrate our commitment to affecting the lives of each and every science undergraduate at the University of Alberta.



- We have recruited **student volunteers** for all our governing bodies. We have 6 Members serving as Executives, 8 Members serving as Councillors, and 14 Members serving as Directors.
- We developed a useful **website** for science students, complete with access to all of our meeting minutes and governing documents. This website has over 132,000 hits since its creation.
- We've purchased four **microwaves** for science buildings on campus.
- Science students rented over 300 **lockers** from us in both CEB and CAB.
- All first year Science students were provided with an ISSS **discount card** at Orientation 2010
- 800 first year science students were treated to an exciting **faculty reception barbeque** at Orientation 2010
- Over 215 science students signed up for our **Mini Study Groups**, which connect them with an older mentor to aid them in first year science courses.
- We have improved campus awareness of the ISSS through the development of a **Street Team**.

- A full suite of 12 **undergraduate representatives** attended the first Science Faculty Council meeting, the highest governing body of the Faculty.
- Over 700 science students receive our **monthly newsletter** with information pertinent to science students.
- Based on the feedback of science students, we developed a strong submission to the Faculty of Science's 5-year **academic plan**.
- We partnered with the Collective Body for Arts Students to host **interfaculty events** like a tug of war and bar night.
- In partnership with CAPS, the ISSS hosted the inaugural **Science Career Lunch Series**, with more than 50 attendees.
- Celebrated excellent teachers through a **Professor Appreciation Night**, featuring a dozen professors nominated by students.
- We expanded our **volunteer** base to over 100 dedicated science undergraduates.
- In January, we organized a **Used Book Sale** where more than 100 students sold books for the prices they wanted.
- We have continuously refined our **governance documents** in a collaborative process with our Executive, Council, Members, and the SU.



Future Goals

As we prepare for our second year as the largest Faculty Association on campus, there are a number of initiatives that we would like the ISSS to take on in its future. Although sustaining the previous events and services is no small task, we believe these objectives are key to the long-term success of our organization.

Among our past accomplishments, a number of these undertakings will continue on as recurring projects. The ISSS is committed to refining how we operate, and comprehensive and critical project reports have been compiled to pass on to our successors. Moreover, we have thorough internal procedures for recording discussions and decisions from meetings and consultations.

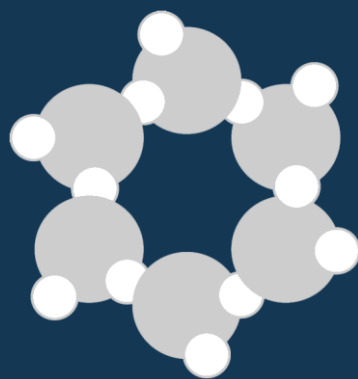
The goals that follow are not mere pipe-dreams. Instead, they are realizable aspirations that we hope to accomplish by the end of our first year as a non-probationary Faculty Association. These objectives will evolve dynamically, based on the feedback from our constituents, peer advisors, and the priorities of our new leaders.



- We need to focus on **sustainable internal development**, including creating thorough transition reports for each Executive, Councillor, and Director, and holding a retreat focused on building institutional memory.
- We will hold the second of two meetings of the **Council of Science Student Associations** where student groups affiliated with the Faculty of Science share best practices, coordinate their advocacy efforts with ours, and receive funding to better their organizations.
- Our **March Election** will refill all of our Executive and Council positions with talented and enthusiastic science students.
- We hope to build science **intramural teams** for students looking to stay active in partnership with campus recreation.
- We intend to partner with Images of Distinction to provide professional quality **graduation photographs**.
- Working with the Faculty, we would create a database of **undergraduate research opportunities**.
- Our successes as science undergraduate students will be celebrated through an ISSS-facilitated **Science Week**.

- The ISSS moves into our **new office** space in CCIS in March. It will be a hub for science students looking to get involved in their undergraduate experience.
- We intend to **advocate** for improved science student space, including more furniture, tables, and décor in gathering spaces.
- We will need to build a more sustainable financial model through **partnerships** with members of the community.
- Thank those who have volunteered for the ISSS through recognizing their contributions on a **co-curricular record**.
- With the opening of CCIS, the ISSS is prepared to manage the rental of 600 **new lockers**.
- Host an earlier **outreach event**, so that new students are fully aware of the role of the ISSS.
- We will continue to build a tight-knit volunteer community, and reward involved students with a **Volunteer Appreciation Night**.
- In partnership with the Faculty of Science, we could develop a **Science Student Guidebook** that compiles the key information that science students need to succeed during their time as an undergraduate.





M 2-30 Bio Sci
iss@ualberta.ca
www.iss.ca

The Interdepartmental Science Students' Society Probationary Report January 2010

Response to December Probationary Report Feedback:

The ISSS has taken the feedback from the SU SGA on our Constitution, and passed a set of amendments through Council during the month of January. Amendments of our Constitution and Procedures Manual since our Fall SAGM are summarized in the attached document for your information, and have been approved earlier.

The ISSS awaits a formal response related to the issue of SGS Capital Purchase Grants.

We will be drafting a formal proposal related to Volunteer Appreciation and will be submitting it to you shortly.

Financial Summary: A summary of approved expenses can be found below. Item number 3 is presented for your information, and item number 4 awaits your approval.

1. Motion to approve an amount not to exceed \$100.00 to purchase software for developing a course ratings webpage.
2. Motion to approve \$100.00 for the purchase of pizzas and pop for MSG Meet the Mentor Night
3. Motion to approve \$330.00 to be paid to the University of Alberta Department of Mathematical and Statistical Sciences for CAB Locker rentals.
4. Motion to approve an amount not to exceed \$900.00 for campaign expenses, the use of the Students' Union's system, advertising, and nomination packages for our March Election, to be distributed as per our Procedures Manual by the ISSSER.
5. Motion to approve an amount not to exceed \$50.00 for Street Team Study Wizards.
6. Motion to approve \$50.00 for the purchase of pizzas and pop for MSG Volunteer Appreciation.
7. Motion to approve an expense not to exceed \$25.00 for a raffle prize for the student survey.
8. Motion to approve an amount not to exceed \$100.00 for SAGM food and refreshments.

Rules Summary: The following change awaits your approval. Attached is a summary of rules changes since our Fall Semi-Annual General Meeting for your information.

In essence, Councillors will now take minutes during Executive meetings in order to improve Exec/Council communication and allow the VPAF to contribute more fully to meetings.

- a. Strike "Executive," from point 5.3.4.2.
- b. After "promptly posts", strike "them" and replace with "all meeting minutes"
- c. Add point 6.3.1.3. under Council responsibilities, that Councillors: "Shall, on a rotating basis, be responsible for recording minutes at Executive Meetings."

Notable Successes: January was a month where the ISSS focused on fighting against the ingrained apathy of science students. We shared our hard-work over the past eight months with our constituents by setting up a booth in the pedway between CAB and Cameron Library every day from 9:00-4:00 during the month. In total, we estimate that we interacted with over 1500 science students this month, in part thanks to hot chocolate and popcorn giveaways over two weeks.

A major success was the ISSS Used Book Sale, which allowed science students to sell their textbooks at the price they wanted, with the ISSS only taking \$5/per book. In total, we took in more than 400 text books, and sold approximately 135 of them.

We also succeeded in renting out 73 lockers in the Civil Engineering Building, which is a newly acquired area for the ISSS Semester. Our online locker rental system has made this process manageable, and will be of great value once we acquire the ~600 lockers in CCIS.

The newly formed ISSS Street Teams have begun to operate this month, hosting a snowball fight in Quad, starting a conga line in CAB, creating a freeze mob in Chem, and starting the Macarena in CAB basement. Their efforts have helped to reinforce the existence of the ISSS in the minds of science students, and build smaller communities within the Faculty.

The ISSS hosted a Volunteer Appreciation Night where a dozen professors from the Faculty of Science were thanked with personal stories from their undergraduate students. The event was hosted in partnership with the Centre for Teaching and Learning, and was attended by a number of students, professors, and members of the deanery. University

Provost Dr. Carl Amrhein was informed about the success of the event by a member of the Dean's office.

In partnership with CAPS, the ISSS hosted the inaugural Science Career Lunch Series that showcased careers in science related to government, industry, and academia. These were well attended, and demonstrate our commitment to providing members with services that benefit them during their undergraduate degrees, and afterwards.

The ISSS has begun its yearly audit thanks to time volunteered from an auditor from Pricewaterhouse Coopers. He has reviewed our financial documents, and we will be scheduling a time where he will go through our financial records contained in the ISSS office.

The ISSS presented to the Council of Faculty Associations in January, as part of the probationary process. Overall, CoFA members responded positively to the ISSS, and provided advice on how we can sustain our successes into the future.

The ISSS has scheduled monthly meetings with Senior Associate Dean Dr. Brenda Leskiw, which is an important signifier that a relationship of trust is being built with the Dean's office, and that the ISSS is committed to representing its members.

The ISSS collaborated with fellow CoFA member, the Collective Body for Arts Students to host an interfaculty Tug of War, followed by an Arts/Science Party. Although science students came out on top at the Tug of War, we feel that both Faculty Associations benefitted from cooperation between the ISSS Executive and CBAS Board.

Through our outreach event, the ISSS solicited over 200 feedback forms and survey responses that collected the thoughts of our Members. This information will be compiled, and will be incredibly influential when determining our future directions and advocacy priorities.

The ISSS is now responsible for booking out the hallway in the CCIS North Lecture theatres on behalf of the Faculty to COSSA Members. This will hopefully be a useful service for members of student groups associated with the Faculty of Science, and a gateway for the ISSS to take on other space booking responsibilities in the future.

Over the month of January, the ISSS Executive has had at least three opportunities to come closer outside of the work specific to the ISSS. As a whole, although our organization is able to organize a number of concurrent projects, we are also able to sustain a positive working environment.

In the process of preparing to present to SU Council, the ISSS developed a strategic plan - a revised version of our visionary document. Drafting this plan has encouraged the ISSS to remain forward-looking, while also reflect on our accomplishments over a very short amount of time.

The ISSS is currently preparing for March Elections, including developing a marketing plan. This underlines our determination to sustain our progress into future years, and our desire to hold well-planned, excellently communicated, and democratic elections.

Finally, arguably the most inspirational success of the ISSS this month has been our resiliency, and ability to sustain momentum as the one-year mark of our inception passes in February. As a group of volunteers, each Executive and Councillor has to balance a number of priorities, including maintaining their academic achievement. Yet after one year, and uncountably many hours dedicated to making sure science students are thoroughly represented and served, we continue to flourish.

Notable Challenges: As was noted in our last probationary report, the ISSS was prepared to smoothly transition the VP Programming position to Sami Shariff after the resignation of Justina Mak. However, no transition report was ever received from Justina, even with thorough guidance and a template document provided to her. This, in combination with the biggest programming undertaking by the ISSS made for a poor transition process for our new VPP. We have learned from these mistakes, and will dedicate a sufficient amount of time and energy come March to focus on planning an excellent transition process for the new incoming Executive and Council.

Our second Semi-Annual General Meeting wasn't as productive as it could have been. Unfortunately, we had to work with a reduced quorum of 15 Members. Furthermore, discussion on the future direction of the ISSS was relatively limited although suggestions regarding new sources of funding and a course rating system were valuable and will be reflected upon by the organization.

During our outreach event in the CAB/Cameron Pedway, the Director of the Math and Applied Sciences Centre approached the ISSS President and required an immediate meeting. He indicated that the ISSS agreement of partnership with Prep 101 violated a directive from the university president, and that the overlap between the ISSS and MASC are of concern to him, and his superiors. For unrelated matters, the ISSS President arranged to meet with Dean of Students Dr. Frank Robinson. At this meeting, the Assistant Dean and Director of University Student Services presented documentation related to Prep 101, and

suggested that the university General Counsel will support the ISSS in withdrawing from our agreement of partnership. Dean Robinson furthermore indicated his concern with how the ISSS communicates the purpose of MSGs, and noted that they should not claim that they provide academic help, but instead build community in large classes. This has added strain to the relationship between the ISSS and the Dean of Students' office, which is a concern as the ISSS applies to move off of probation.

The ISSS has not yet held a COSSA meeting this semester, although COSSA Members indicated that they would like to have two meetings with one in January. Breaking the ISSS has taken time away from our other activities, and unfortunately COSSA was placed on the back-burner. We have identified this shortcoming, and have scheduled a COSSA Meeting for February 18th.

As the ISSS continues to expand, the length of Council meetings has continued to grow. The ISSS needs to find better ways to manage long meetings, and would appreciate any suggestions from the SU on how to keep meetings focused and enjoyable when there's a large amount of business to get through.

We aimed to have 3 people at our booth in the CAB/Cameron pedway from 9:00-4:00 for the three weeks in January. This put strains on our Executives (who worked 6 hours per week), and Councillors (who worked 4 hours per week). It is clear now that the event is over that this was not the most effective strategy, as a number of our key guiding members have felt themselves burn out this month. This has identified a need for more manpower in our organization, and the Street Team has done an excellent job in attracting new volunteers.

Finally, our Communications Director resigned this month, which was understandable due to the large amount of work that was regularly placed on her plate. Although we are extremely sad to lose her support, it has sparked a good discussion on where marketing fits among Executive portfolios. This will likely be a continued problem that we will need to find a strong solution for, since communication isn't a strong-point for scientists.

A Formal Request: We look forward to the process of applying to move off of probation. However, the Student Governance Advisor has suggested that the ability for Council to amend the ISSS Constitution will need to be revoked before moving off of probation. How

should this change be made (does it need SAGM approval?) , and when is the latest that this ability can be revoked?

Does the SU SGA know of any support mechanisms to aid with transition? SGS has little information on the process. Are there common transition mechanisms used by most Faculty Associations? What has made this process the most successful? Any other operational suggestions to encourage a smooth transition process?

After presenting to SU Council, what type of formal contact can we expect from the Students' Union related to our probationary status, and by when?

As a Probationary Faculty Association, what process should the ISSS follow when contacting university legal staff and withdrawing the agreement of partnership formed with Prep 101?

Thank you for your continued support.

The Interdepartmental Science Students' Society

Probationary Report

May 2010

The ISSS officially signed its Terms of probation on May 10th, 2010. We quickly registered as a student group, acquired keys to BioSci M230, acquired keys to our mailbox, 117, in SUB, acquired a CCID of iss, and opened a bank account at the Bank of Montreal. We created a Google Calendar, Google Group, and Google Docs account to support intra-executive communication. We decided on content of pages for Science-specific SU Handbooks, found a designer, and sold two advertisements to help cover the costs. We're still in need of one more advertisement. SU VPA James Eastham facilitated an introductory meeting with Dr. Greg Taylor, the Dean of the Faculty of Science. The ISSS President and VPA also met with Dr. Brenda Leskiw, Associate Dean (Undergraduate) of the Faculty of Science, to begin a discussion on undergraduate learning.

We have been very successful getting off the ground quickly, thanks to the support of the Students' Union, particularly VP Eastham. We also produced five useful agenda pages that both increase student awareness of the ISSS, but also provide useful information to Science undergraduates. We've already started to build trusting relationships with the Faculty of Science; they were particularly pleased with how quickly we found student representatives for their Academic Appeals Committee. Our planning process for a science specific orientation has been thorough, and is months ahead of where planning was at last year. Finally, we've really succeeded at doing things collaboratively. Our group of executives and councillors have each had access to information about what we're doing through the google group, and have had an opportunity to talk by writing up our collaborative agenda on Google docs. As well, our website has allowed members to read through our minutes for every exec and council meeting to date

The ISSS has faced a number of challenges that are to be expected by a new Faculty Association. Some of our rules and regulations are in need of review. We signed our terms of probation without a Quorate council, leaving us unable to spend amounts over \$100.00, and unable to appoint new councillors. This will need to be reviewed, our constitution changed, and approved by members at the Fall SAGM. As well, like many FAs, four of our executives and councillors are not present in Edmonton. Although they can teleconference or "Skype" into a meeting, it's not possible for our VPAF in Belize and our Second Year Councillor in Nicaragua. We need a better articulated attendance policy, as well as a system that encourages participation from execs and councillors who are away. Finally, the ISSS inherited less money than originally expected. Our

budget of \$1400.00 means we either need to find ways to fundraise that are in line with our vision, or cut back on the services and community events that we provide. As well, funding that was supposedly secured by the Interim Governor, was never provided. Moreover, working with a temporary website has been a challenge, and will need to look into a more sustainable solution in the future. Finally, we're facing problems with getting knowledge of our groups activities out to the broader community.

The Interdepartmental Science Students' Society Probationary Report June 2010

Future Probationary Reports will include the Executive Reports that are provided to the ISSS Council instead of a summary of our activities. This saves time on our end, as well as encourages Executives to better communicate with Council.

Meeting Schedule:

<i>Name</i>	<i>Position</i>	<i>Date</i>	<i>Attended</i>	<i>Missed</i>
Tannis Pearson	Orientation Manager	May 31	Justina, Dustin	N/A
Jerry Daley	L'Express Manager	May 31	Justina, Dustin	N/A
Lorna Reh	Development Associate	June 11	Dustin	N/A
Wanda Vivequin, Jodi Richter, Julie Naylor, Shennella Fraser, Parasto Sadeghi	Communications Manager, Student Life Advisor, Associate Dean, Recruiters	June 22	Dustin, Andy	Kevin
Dallas Hunt, and the CBAS Board	CBAS Board	June 23	Dustin, Andy, Matt	Kevin, Justina, Cian
Leah Trueblood	Former UASU VPA	Late July	Andy	N/A
John Braga	CTL Ambassador	June 28	Dustin, Justina	Andy

Response to May Probationary Report Feedback:

Regarding Science Faculty Council, our VPA put forward a section to our Policy and Procedures manual outlining how representatives on SFC would be chosen. It will be reviewed at the next quorate Council meeting, as the June Council meeting did not have quorum. Last year the deadline to appoint student representatives was mid October.

Regarding a rules review, we have opted to make a working group consisting of the President, the VPAF, a Councillor, and a SAL to review the constitution and PPM by the August meeting of

Council. This will start up as soon as the VPAF returns to Canada.

Financial Summary: \$80.00 towards start up costs and \$25.00 towards the Handbook designer has been approved. \$1450.00 worth of handbook advertisements have been sold. To this date, no money has been spent or received.

Successes: The ISSS has been surprisingly successful at building a good working relationship with the Faculty. They invited the ISSS to the Chancellor's Cup Golf Tournament, and trusted us to provide volunteers. Our meeting with Wanda Vivequin was particularly successful, in that they were willing to work with us on things like a science student life newsletter, student life calendar, and Facebook group. They've also asked us to present a funding proposal to the Dean's office, which hints at their recognition of the value of the work we are doing.

We've also been successful at planning and preparing, with a comprehensive plan for Orientation being drafted before July. We have a relatively strong understanding of the challenges we will face in the next few months.

We also found a way to build a functioning Council, by appointing two new Councillors. Although it is a band-aid solution, it highlights our motivation to be a functioning AND rule-abiding organization.

The ISSS has managed to be fairly successful even with two Executives and four Councillors out of the city. A number of Executives, Councillors, and volunteers have taken on extra responsibilities to keep our group functioning.

An unexpected success has been the positive response from the community. The UASU Council seemed supportive of our organization, and the response from COSSA members has been overwhelmingly positive. Student group executives have been appreciative for starting contact with them so early in the year.

Challenges: One of our core problems has been working effectively with a number of Executives and Councillors out of the city, province, and country. The remaining Executives and Councillors have had to take on a number of extra responsibilities. This is to be expected among students, but our organization hasn't found a way to cope with the added stresses. Although members often Skype into meetings, or appoint proxies, it isn't as optimal as working with someone face to face continuously. We're not quite sure how to solve the problem. But we have found ways to work around it that has meant the success of our organization, but again added stresses to other members. We would be very open to suggestions of how to work around the schedules of our members.

Next, we've really struggled to be as productive as we want to be while still abiding the rules we set out for ourselves. Problems with quorum, reporting requirements, and workload have all affected how members work. We're looking to address this with a thorough constitution review

done before the school year.

We have also experience trouble finding dedicated volunteers to assist us with our projects. We don't yet have the communication methods in place to recruit volunteers, nor the incentives fully thought out on why a student would want to volunteer. Furthermore, so many students in our Faculty take on summer research or summer jobs, making it harder to find people willing to get involved. We would love to hear suggestions on how to build a strong volunteer base, and what sort of incentives there could be for students that help with projects like Orientation, locker rentals, fundraising, and academic advocacy.

Finally, we're starting to recognize that we have a very long way to go to build up the organization that the group of us dreamed up. Staying motivated as a group shall likely be a challenge with the number of problems we can face in the upcoming year. An Executive and Council retreat or social before September may help to re-energize.

An Informal Request: We would be very appreciative for any advice you could offer as far as quorum issues, and any of the other challenges addressed above.

We would love to meet with you in July to compare suggestions to changes to the constitution and PPM.

We are still needing help developing our revenue models. If anyone in the Students' Union has advice, particularly on building partnership models, we would love to connect them with our Sponsorship Director, Viorica Hrinco.

Former SU VPA suggested we look at the Faculty of Science specific data from the SU surveys from past years. It would help us better understand the interests and priorities for our constituents. We would appreciate access to the raw data specific to students from the Faculty of Science from any SU surveys over the past few years.

During meetings of the SSAP, VP Academic Emeritus Leah Trueblood mentioned that there may be additional SU funding available to the new Faculty Association. Is there any follow up on this issue?

Are there any other sources of funding available for the ISSS? SGS grants and DoS grants?

The Interdepartmental Science Students' Society Probationary Report July 2010

Meeting Schedule:

<i>Name</i>	<i>Position</i>	<i>Date</i>	<i>Attended</i>	<i>Missed</i>
Heather Kanuka	Director of the Centre for Teaching and Learning	July 13	Justina	N/A
Matt McNight	Manager of Vinyl Lounge	July 26	Justina	N/A
Jerry Daley	Manager of L'Express	July 22	Justina	N/A
Siwei Chen	Student Volunteer, Science Athletics	July 22	Justina	N/A
Rory Tighe and the SEPC	Student Engagement Plan Committee	July 19	Andy	N/A
Stephen Portillo, Andrei Catuneanu, and Yang Hu	Online Locker Rental Development Team	July	Matt	N/A
Kevin	AICT	July	Matt	N/A
Sherri Kessels	Secretary, Math	July	Matt, Dustin	N/A
Brenda Metherell	Secretary, BioSci	July	Matt	N/A
Elizabeth Berends	Student Services, Physics	July	Matt	N/A
Andrew Yeung	Chemistry Store Staff	July	Matt	N/A

Response to June Probationary Report Feedback:

Due to a non-quorate Council, this is the second time where we have failed to pass a policy on how to select students to attend Science Faculty Council. Andy will be looking in to finding student volunteers to sit on the committee until the policy is ratified.

A tentative date of September 3rd for the retreat has been set. We're looking at hosting it at the Telus World of Science boardroom.

Financial Summary: \$60.00 towards keys and \$20.00 towards sponsorship supplies has been approved. We've also acquired \$750.00 from the SGS start up grant.

Successes: Although we've struggled financially, we have managed to design and pass a realistic budget. It features realistic revenue models including bake sales and BBQs. It also will provide us with limitations on our expenditures moving forwards, which will help to give the executive team a better starting point when planning services or events.

We've made a start on our service portfolio by approaching the various departments about creating a centralized locker rental system. Although profits from the rentals will likely still go to the home departments, the centralized online rental system will be easier for students. Our hope is that in future years, some departments may feel comfortable sharing the revenue made from locker rentals.

Our group is very proud of how quickly we have expanded our volunteer network. Each executive is working with a group of students on problems ranging from sponsorship to advocacy. A rough estimate is that 25 students are now involved in the workings of the ISSS. This contrasts nicely with the 4 students that were involved in the SSA at this time last year.

We feel that we've done an excellent job adhering to our terms of probation, including developing quality probationary reports. The regular reflection and regular feedback from the SGA has been a great support in our first three months.

On that same line, we feel that our relationship with the Students' Union has been positive and mutually beneficial.

Challenges: Again, we've struggled with issues of quorum. For the second month in a row, we've had a non-quorate council. Out of the six councillors, only one attended the July meeting. An effort was made in advance to encourage councillors to appoint proxies. But the problem may stem from a feeling of dissatisfaction or apathy on the part of councillors. The August meeting of council must have quorum if we are to approve any of our expenses for Orientation. Our hope is that we will have quorum due to social pressures, or that a second meeting of council may need to be scheduled.

With the quantity of rules in our constitution and policy and procedures manual, it has been a challenge to remember them all, and when they each apply. Our group has noted that there is still a weakness in understanding all of the rules that we must adhere by.

Again, our lack of financing has been a challenge. Executives and councillors have ideas for good events and services, but they cannot be pursued due to our lack of startup funding. We have tried to address this by reviewing our external sponsorship program, and by undertaking a push to look for external corporate sponsors. Not having not for profit status has certainly been one inhibitor to our success. The lack of tangible advertising opportunities to companies has also been one of our weaknesses.

We've also noted that some members prefer following the agenda closely, while others take up tangents. Knowing how to effectively run a meeting has been a challenge for many of our members.

Finally, the over-commitment of executives and councillors has provided a challenge. It seems like each person is an executive on one or more student groups outside of ISSS.

An Informal Request: No questions or need of assistance can be found at this time.

The Interdepartmental Science Students' Society Probationary Report August 2010

Meeting Schedule:

<i>Name</i>	<i>Position</i>	<i>Date</i>	<i>Attended</i>	<i>Missed</i>
Wanda Vivequin	Communications Manager – Faculty of Science	July 29	Dustin	Kevin
Steven Huynh	Sponsorship Codirector	August 9	Dustin, Cian	Viorica
Alan Shapiro	Potential Volunteer	August 10	Dustin	N/A
Kim Ferguson	Marketing Director	August 11	Dustina, Cian	N/A
Beverly Eastham	Logo Designer	August 23	Dustin	N/A
Navneet Purewal	BMO Account Manager	August 24	Dustin, Matt, Cian	N/A
James Eastham and Amanda Henry	UASU VPA and SGA	August 24	Dustin	N/A
Kelin Flannagan	SGS Director at Alcohol Awareness	August 24	Dustin, Cian, Justina	N/A
Rick Mikalonis	Assistant Chair, Department of Math	August 24, 25, 27, 30	Matt, Dustin	N/A
Brenda Leskiw	Senior Associate Dean	August 25	Dustin, Andy	N/A
Jerry Daley	Manager, L'Express	August 24	Dustin, Cian	Justina

Response to July Probationary Report Feedback:

Fall semester office hours can be found online here:

https://spreadsheets.google.com/cc?key=0AhxZsZBCEbfbddZKTXRYWEZXTFU1d2VUSmNwRm96cnc&hl=en_GB&authkey=CJuw_4oP

Due to an increased workload, the review of the Constitution and PPM have been delayed. With the various other priorities of the coming school year, a large number of changes may have to be passed through the January SAGM.

Andy has been delegated the responsibilities of filling Science Faculty Council. A policy has been passed through Council. The wording, which needs your approval, reads:

STUDENT REPRESENTATION ON SCIENCE FACULTY COUNCIL

1.1. General

1.1.1. Undergraduate science students hold twelve (12) seats on Science Faculty Council (SFC).

1.1.2. The Vice President Academic shall be responsible to seek applicants to sit on SFC.

1.2. Ex officio members

1.2.1. The ISSS President and Vice President Academic shall be ex officio members of Science Faculty Council.

1.3. Appointed members

1.3.1. Students shall be appointed to fill the remaining ten (10) seats as follows:

1.3.1.1. Four (4) seats shall be reserved for members of the ISSS Executive and Council, not including the President and Vice President Academic. Such members may not hold more than four (4) seats, except as noted in 8.3.2.4.

1.3.1.2. Three (3) seats shall be reserved for representatives of Departmental Associations or Program Associations.

1.3.1.3. Three (3) seats shall be reserved for undergraduate science students-at-large, with preference given to students in the general program who have not yet declared a major.

1.3.2. The procedure for appointing members shall be as follows:

1.3.2.1. The authority to appoint student members to SFC ultimately rests with Council.

1.3.2.2. Interested students shall submit written applications.

1.3.2.3. During the Spring/Summer trimester, the Executive shall review all applications and recommend ten (10) students to Council according to the distribution outlined in 8.3.1.

1.3.2.4. In the event that there are insufficient applicants to fill a given category of reserved seats as outlined in 8.3.1, the Executive shall recommend additional students at their discretion.

1.3.2.5. In the event that Council does not appoint all recommended applicants, the Executive shall recommend other students to Council at the following meeting.

1.3.3. Replacement of Appointed Member

1.3.3.1. A member who misses the first meeting of SFC shall have their membership on SFC immediately revoked.

1.3.3.2. The procedure for replacing members shall parallel the process for appointing members in 8.3.2.

Financial Summary: We're still filling in our financial procedures. We've finalized an expense reimbursement form that Execs or Councillors can submit to the VPAF to be reimbursed for an expense.

Attached to this email is a current balance sheet. A summary of approved expenses can be found here, and the ones larger than \$200.00 await your approval:

Motions passed at the August 23 Council meeting:

Motion to approve an amount not to exceed \$150.00 to pay for the design services to build a logo and visual identity for the ISSS.

Motion to approve an amount not to exceed \$3000.00 for the purchase of food, freezies or refreshments, and printed items for Science-specific Orientation 2010. Amount approved by Amanda Henry, Student Governance Advisor on August 25, 2010.

Motion to approve \$120 to spend on two microwaves in the case that attempts at finding microwave sponsorship are unsuccessful.

Motions passed at the August 23 Executive meeting:

Motion to approve an amount not to exceed \$50.00 for 12 months of web hosting and the purchase of the www.issss.ca domain.

Motion to approve an amount not to exceed \$25.00 for the purchase of posters for the September election.

Motion to approve an amount of \$100.00/year for remuneration of an ISSSER.

Motions passed at the August 9 Executive meeting:

Motion to approve an amount not to exceed \$60.00 for the rental of tables for Orientation 2010.

Motion to approve an amount not to exceed \$30.00 to purchase a booth at Clubs Fair 2010.

Motion to approve an amount not to exceed \$20.00 to purchase materials for the Cameron Library Display Board.

Successes: As per usual, our strengths lie in the motivation of our group. We've accomplished a lot this past month. Orientation has been planned out, we have a website, Facebook page, Twitter account, Microwaves are up in science buildings, the ISSS is renting out lockers in CAB, and a science specific newsletter has been drafted. Moreover, we're going into September with a positive and motivated outlook. As said by a councillor, September is "full steam ahead"!

We've also had our first quorate council meetings in three months. It was wonderful to see a room full of passionate student volunteers, although disconcerting that three students were proxies for councillors.

The ISSS has really benefitted from the varied experience of executives and councillors. Our meetings have been really effective, thanks to the differing perspectives of members. Problems have, so far, been relatively simple to solve as a group.

The ISSS would also like to recognize the hard work of volunteers across the area, and particularly the hard work of our sponsorship volunteers.

Finally, Jodi Richter from the Faculty commented on how positive our relation has been, so far. That's certainly positive, and contrasts to where the SSA was last year.

Challenges: As usual, we're struggling with our financial situation. We need to find a way to build ourselves as a business, rather than a society, so that we can afford the goals that we set out at the beginning of the year. This is time consuming and uninteresting work, that requires a particular amount of experience. We're struggling in this area, and will likely need to find a business director or fundraising director that is qualified and interested. This mentorship and persuasion process will be time consuming.

ISSS Executives identified another challenge being not seeing the past two probationary reports, which will be remedied this time.

We're also concerned that we're relying too much on attendance by proxies for Council. This is a challenge because it means we don't have a fluid body of knowledge that is immersed enough to ask good questions and challenge the executive. But it can be viewed as a strength since it allows for new volunteers to get involved with our organization, and hopefully run for Exec or Council in the future.

A quick concern is one that you've echoed. And that is that meeting agendas and other documents are hard to find. This should be remedied soon with the arrival of www.iss.ca

We're also starting to face apathy or disinterest from older members because of the bad taste left by the SSA and UASUS. It means that some members have reduced expectations, and experienced members aren't as willing to contribute their time or ideas to our organization. We hope to challenge their preconceptions through hard work, thought out success, and a strong presence right from the start of the year.

Finally, we're still struggling on finding fundraising or sponsorship ideas. This was a common concern amongst the executive and council, and will be addressed at our executive retreat on September 3rd.

An Informal Request: No questions or need of assistance can be found at this time.

The Interdepartmental Science Students' Society Probationary Report September 2010

Meeting Schedule:

<i>Name</i>	<i>Position</i>	<i>Date</i>	<i>Attended</i>	<i>Missed</i>
Shennella Fraser	Faculty of Science Recruiter	September 6	Dustin	N/A
Sami Shariff	Finance Director	September 17	Dustin, Cian	N/A
Norma Rodenburg	Student Affairs Officer	September 24	Dustin	N/A
Wanda Vivequin	Communications Manager, Faculty of Science	September 17	Dustin	N/A
Gregory Taylor	Dean of Science	September 17	Dustin, Andy	N/A
Council of Faculty Associations	N/A	September 27	Andy, Sangram	Dustin
Amanda Henry	SGA	September 23	Dustin	N/A
Amanda Henry	SGA	September 23	Cian	N/A

Response to August Probationary Report Feedback:

All 12 undergraduate positions on Science Faculty Council have been filled. A total of 5 Students-At-Large and 0 COSSA Members applied before the deadline. 3 ISSS Executives, 4 ISSS Councillors, and 5 SALs shall be attending the first meeting on October 28th.

We would be very happy to set up a meeting with the SGA, VPA, and Executive and Council of the ISSS. In particular, the best time for most ISSS Executives and Councillors is Fridays at 4:00 pm. Alternatively, we are meeting on Sunday October 17th at 2:00 pm to discuss long term planning. It would be helpful to have a review of the Terms of Probation by then to help us remember our responsibilities when planning our way forward.

As the SGA is aware of, the ISSS completed its first thorough rules review, and brought the changes to our members at our first Semi-Annual General Meeting. The batch of changes are waiting on her approval. The Microsoft Word files include all of the editing done before bringing it to Council. The PDF files include any amendments made by Council, including:

1. Add that revenue must be tracked for any amount over \$20.00
2. 11.4. All ISSS meeting minutes will be available within one day of their approval.
3. 4.3.4. A Director may at any time launch a formal complaint to Council about his/her working relationship with an Executive.
4. 6.2.3. The absence will be deemed excused by a two thirds majority vote of the meeting's voting body.
5. Strike 5.3.6.2.

A large number of practices and procedures needed reviewing, since they were drafted during a time when the ISSS was not operational. It's clear that a large number of changes were made. It's not particularly time efficient for us to create a complete list of deletions and insertions. We hope this won't inconvenience the SU during its review.

Financial Summary: Our financial procedures are continuing to strengthen. Expense reimbursement forms are being consistently used. The cash box is now counted regularly and each person who uses it is required to record the amount in the box once they are finished. We're starting to write receipts for incoming payments, including receipts for Locker Rentals and ISSS Cards.

Attached to this email is a current balance sheet.

Note that the balance carried forward was adjusted to account for cash found in the cash box in our office. As well, the ISSS has recorded profits from its services for the first time: Discount Cards and Locker Rentals. Finally, the balance sheet reflects a general effort of the ISSS to minimize expenses, with final expense amounts lower than budgeted amounts.

A summary of approved expenses can be found here, and the ones larger than \$200.00 await approval:

1. Motion to approve \$70.00 for the purchase of a key holder for the ISSS office.
2. Motion to approve an additional \$10 for the spending on microwaves, on top of the original \$120 approved at the August 23 Council meeting.
3. Motion to approve \$100 to purchase basic office materials such as a white board and markers as well as hot chocolate and small non-perishable candies to give to visitors.
4. Motion to approve \$25 for Clubs' Fair display.
5. Motion to approve an amount not to exceed \$120.00 for candidate expenses and not to exceed \$20.00 per candidate for the September 2010 elections.
6. Motion to approve an amount not to exceed \$200.00 for the next SAGM.

7. Motion to approve an amount not to exceed \$150.00 to refill or purchase a toner cartridge for the ISSS printer.
8. Motion to approve \$1500.00 for COSSA granting

Successes: Operationally, the ISSS has done an incredible job at accomplishing things that have made an impact on our Membership. We had a booth at clubs fair where students could interact with Executives, Councillors, and Volunteers. We collected over 700 names and email addresses for Science Students, in exchange for ISSS Discount Cards. The Orientation BBQ was a success, with efficient line-ups and rave reviews from the Faculty of Science. We rented out 280 lockers in CAB during the month, and are building agreements with the owners of the lockers in Cameron, CEB, and CCIS.

In comparison to previous Science FAs, we're proud of the work we've done to keep our organization open and transparent. ISSS Members continue to attend our Executive and Council meetings. Our Semi-Annual General Meeting was relatively successful, with 39 Members in attendance. Finally, each of the three positions open in our most recent elections were contested, and we're excited to have new members on the team. Our core group of Executives and Councillors has grown to be incredibly diverse, consisting of Members from various programs, departments, years of study, cultural and social backgrounds, and with varied experience.

As a group, we've noted that the commitment level of our Executives and Councillors has far surpassed anyone's expectations. As a volunteer, the amount of effort that every individual has put in is a testament to the passion they have for the purpose of this organization. Without sounding too boastful, the collective talents and strengths of our group are outstanding.

This month was the first time where our office in BioSci has been a popular destination for Members. Furniture was moved outside of our office to make for a more social area for Members. As well, traffic has increased from students looking to use the microwave outside our office or looking to rent a locker. We are particularly proud of how frequently the office is open, as well as how positive the office atmosphere is, with two or three Executives or Councillors hanging out there during class breaks.

Finally, a true sign of our growth is how quickly and effectively we've reacted to problems or challenges. In the case of personal concerns, each Executive and Councillor has worked hard to address the concern in an appropriate and positive way. In the case of organizational stumbling blocks, we've used criticism to promptly adjust our policies and practices. The open-mindedness of our team has been remarkable, and hopefully this organizational flexibility will be a property of the ISSS in years to come.

Challenges: As is the case when undertaking numerous projects, September was particularly challenging.

We struggled scheduling meetings for Executives and Councillors, due to the very busy schedules of those involved, and thus went nearly a month without a Council meeting. This prevented business from being taken care of in a prompt manner, including a constitutional violation of not promptly gaining the approval of Council when selecting an Elections Representative.

While the organization progressed leaps and bounds this month, it did so by violating both the Constitution and our Terms of Probation. We recognize the seriousness of these infractions, are being very open about them, and are working to improve practices so that it doesn't happen again.

In terms of not scheduling regular Meetings, we've set regular meeting times of Friday at 3:00 for Executive and Friday at 5:00 for Council. This pattern will hopefully last throughout the year, and prevent future ambiguities.

We also approved an expense of \$22.09 for a recruitment board after it was made. We promptly learned from our mistake through notice from the Student Governance Advisor. A more streamlined expense reimbursement process, and Executive and Councillor awareness should prevent this from happening again.

We have also struggled to fill committee with Members, including the Professor Appreciation Night committee and the Science Faculty Council. We shall hopefully learn from these challenges through better planned out marketing plans, improved communication methods with Members, and more appropriate timelines for Members.

Finally, this Probationary Report was not submitted in a timely manner. The President thoroughly apologizes, and takes full responsibility for his tardiness. The SAGM and Leadership Summit made for a particularly busy week.

An important concern that has been echoed by a number of Councillors is the communication gaps between Executive and Council. Many Councillors feel as if they aren't fully aware of what's going on in the ISSS, that Executive Reports aren't written in time, and that oral reports can be confusing for Councillors. We're hoping to have written Executive reports filled out earlier, but we would be very happy for any support or suggestions that the SU could offer as far as encouraging better Executive communication. One of our test projects has been a President's Blog summarizing thoughts of the President as well as activities of the ISSS.

With the number of projects that the ISSS has undertaken, we're struggling with keeping meetings short, efficient, and also thorough. Council meetings often feel rushed. We hope that more thorough Executive reports will result in fewer questions of clarification from Councillors. As well, with the Chair position moving from the President to rotating among the Councillors, it will give the Councillors the opportunity to hold meeting at a pace that is comfortable for them.

Rules help encourage individuals to act in the best interest of the group, and to conform to a certain set of agreed upon principles. But they can also overshadow the creativity and excitement of

Executives and Councillors. The bylaw review in September was a hefty project, but we need to find ways to keep rules organic within the operation of the ISSS, and not let the motivation of an Executive or a Councillor be blocked by bureaucratic processes.

A concern from a few members was that Departmental Associations haven't been fully involved in the growth of the ISSS to this point. With the approval of an amount to be distributed to COSSA granting, as well as planning of the first COSSA meeting, we're hoping that the apathy on the part of our DAs will begin to recede.

Finally, we've been told by members that we need to prioritize marketing and PR. The ISSS was initially formed from the philosophy that Members will be made aware of the ISSS only by providing necessary and useful Services and Events for them. But in response to the concerns of Members, we're working on something like an ISSS Public Relations Team to help improve understanding of who we are and what we do in creative ways.

An Informal Request: As discussed in an email to the SGA, we would love to meet with the SGA and the VPA to review our Terms of Probation and next steps.

We would be very appreciative of a prompt response to our bylaw amendments. Because we consulted with the Executive, Council, Members, and the SGA, we hope that the content sufficiently appropriate.

Finally, as a follow up to a previous question, would the Students' Union be open to providing some sort of assistance on volunteer appreciation. We appreciate suggestions on ways we can thank or involve our volunteers, as well as any materials that you could spare that we could offer to volunteers.

Thank you for your continued support.

The Interdepartmental Science Students' Society Probationary Report October 2010

Response to September Probationary Report Feedback:

The names of the undergraduate students attending Science Faculty Council have been forwarded to Amanda by Andy. The agenda for the meeting can be found online here:

<http://www.science.ualberta.ca/FacultyAndStaff/Committees/~media/University%20of%20Alber%20ta/Faculties/Science/Faculty%20Site/Faculty%20And%20Staff/Documents/FacultyCouncilAgenda120.ashx>

Following the meeting between the ISSS, the SU VPA, and the SGA, the ISSS is submitting a scaled down version of our Probationary Report. Please inform us if the information contained herein is not satisfactory.

Financial Summary: An up to date budget is attached to this email. A summary of approved expenses can be found below. You were notified of item 1 in advance of the BBQ, and item 4 is submitted for your information.

1. Motion to approve plans for a barbecue fundraiser on Wednesday, October 20 and related expenses not to exceed \$300.00 including equipment deposits.
2. Motion to amend the motion to approve an amount up to \$25.00 for Professor Appreciation Night printing costs.
3. Motion to approve an expense, to replace the previously approved expense of \$50.00, not to exceed \$150.00 for bake sale expenses including reimbursement of baking expenses.
4. Motion to approve an expense not to exceed \$500.00 for the execution of a Professor Appreciation Night.
5. Motion to approve an amount not to exceed \$100.00 for expenses for the October 20 fundraiser barbecue.
6. Motion to approve an amount not to exceed \$4.00 to print our Constitution and Procedures Manual for reference in our office.
7. Motion to approve an amount not to exceed \$15.00 to update the bulletin boards in the CAB/Cameron Pedway for the semester.
8. Motion to approve an amount not to exceed \$80.00 for refreshments at the next COSSA meeting.
9. Motion to approve an amount not to exceed \$10.00 to purchase an office key for general office use.

10. Motion to approve an amount not to exceed \$10.00 for the purchase of 40 business cards, to be printed and self-cut at SUBprint.

The ISSS has opted to enter into a one-year contract with Images of Distinction. It is attached for your information.

Rules Summary: The following change to the Procedures Manual has been approved by Council, and awaits your approval:

1. Committees

- a. Finance Committee

- i. The Finance Committee is responsible for reviewing the effective generation and use of funds within the ISSS. There are four main responsibilities of the Finance Committee, as follows:

1. Expense and Revenue Review

- a. Proposals for any event or service will be submitted to the Finance Committee upon Executive review.
 - b. The Finance Committee will use the following principles to evaluate the proposal:
 - i. Cost effectiveness and efficiency
 - ii. Revenue generation and profit maximization
 - iii. Fiscal responsibility, including accuracy of financial estimates and financial sustainability.
 - c. The Finance Committee will submit a report to the Executive, Council and the proposer, including a summary of findings surrounding the three basic criteria, concerns of the Finance Committee and the Finance Committee's opinion on whether or not the proposal should be approved.
 - d. The Finance Committee will submit a report to the Executive, Council and the proposer no later than two weeks after the proposal was submitted to the Finance Committee.
 - i. The Finance Committee may be granted an extension to the two weeks allotted, if necessary, subject to the approval of the Executive.
 - e. The ISSS Council must take the Finance Committee's report into consideration when considering the approval of any proposal.

2. Fundraising

- a. The Finance Committee will organize methodical, easily replicable events with the sole purpose of raising funds.
 - b. The events will be occurring in rapid succession, contain only minimal variety, and raise modest amounts of capital as

reoccurring source of income throughout the academic year. They will not have the primary purposes of Services, Community or Programming.

3. Sponsorship

- a. The Finance Committee will profile the type of companies which would be interested in developing relationships with, and donating funds to, the ISSS.
- b. The Finance Committee will then pursue sponsorship agreements with target corporations in accordance with the mandate of the ISSS.

4. Granting

- a. The Finance Committee will be responsible for applying for grants as directed by the Executive, including student group grants and external grants.

ii. Membership

1. The Finance Committee will consist of:
 - a. Vice President Administration and Finance (VPAF) (1)
 - b. Executive Director, Finance (EDF) (1)
 - c. Committee Members (5)
2. The Executive Director, Finance will be selected based on the ISSS' procedure for selecting Directors.
3. Committee Members will be selected through a call for written applications and an interview process. The VPAF and EDF will then bring the applications to the Executive, where they will be reviewed, and members of the Finance Committee will be selected by the Executive and approved by Council.
4. Membership will be limited to ISSS Members.
5. The term of membership is from the time of approval by Council to the following April 30.
6. Membership can be revoked by the ISSS Council upon the recommendation of the VPAF and EDF.
7. If vacancies persist after the initial selections, the VPAF and EDF may suggest additional members to the ISSS Council for approval.
8. The Finance Committee sets a schedule of biweekly meetings.

Notable Successes: The ISSS organized a long term planning meeting in October where Executive and Council discussed our strategy moving forwards, responded to challenges taken from our probationary reports, and analyzed feedback of students from our Semi Annual General Meeting.

From this, we have drafted a visionary document that will help Council hold the Executive accountable to our goals.

Our VP Academic presented a 14 page submission to the Faculty of Science response to the Academic Plan. It was very well received, and resulted in an invite from the Vice Dean to collaborate on the Faculty's document.

We held our first fundraiser BBQ, which raised a little over \$100.00. We've learned from this, and will be adjusting our fundraising strategies accordingly.

Our VP Administration and Finance appointed Sami Shariff as our Executive Director of Finance, and put forward a proposal to build a Finance Committee that will help ensure the financial sustainability of the ISSS by reviewing proposals for Services and Programs.

The first edition of our newsletter "The Tip of the ISSSberg" was sent to over 700+ science students, and received positive feedback from the Faculty.

Two additional microwaves have been installed in science buildings, after receiving a report from the SU VP Student Life about this deficiency.

A full suite of representatives attended the first Science Faculty Council meeting. A number of very important questions were asked by the students attending.

Notable Challenges: The ISSS has made an incredible amount of progress over the past 5 months. We feel that we have stabilized, and the challenges that we now face are deep-rooted problems that shall likely take time and experience to solve.

We continue to struggle reaching out to our membership, as it is so large. We're looking at creating a Street Team to help improve student awareness of the ISSS. There's also been talk about temporary relocating a portion of our office hours to a more central location until our we transition into our office in CCIS.

We're also struggling to find a balance between organizational growth and individual academic success that will satisfy the entire group. Council meetings have a tendency to go upwards of 1.5 hours. We're looking at finding ways of speeding things up, including more thorough Executive Reports, and presenting polished motions at Council.

A Formal Request: Following the meeting between the ISSS, and the SU, we would greatly appreciate a documented process of how the ISSS can move off probation, including a summary of which groups shall be consulted.



As earlier discussed, we hope that an exception will be made allowing the ISSS to apply for the recently removed SGS Capital Purchase Grant. Please be aware that the next granting deadline is November 20th.

The ISSS shall draft a more concrete request for support for volunteer appreciation and have it to you within the month. We thank you for your support in this area.

Thank you for your continued support.

The Interdepartmental Science Students' Society Probationary Report November 2010

Response to October Probationary Report Feedback:

Thank you for summarizing the way off of probation. We're looking forwards to initiating this process.

The ISSS has put forward a set of amendments to the Procedures Manual related to the feedback provided by the ISSSER. We hope that they capture her comments in an accurate manner.

The Finance Committee will not be responsible for drafting rules related to approval of unanticipated or ambiguous expenses.

The ISSS awaits a formal response related to the issue of SGS Capital Purchase Grants.

We will be drafting a formal proposal related to Volunteer Appreciation and will be submitting it to you shortly.

Financial Summary: The ISSS has entered into an Agreement of Partnership with Prep 101. The Agreement is attached.

The ISSS is also planning a Used Book Sale, and since it involves the ambiguous exchange of money between the textbook buyer, the ISSS, and the textbook seller, it has been approved by Council and attached.

The ISSS has made plans for a January outreach event entitled Breaking the ISSS. Our VP Administration and Finance applied for an SGS Activity Grant related to this. Council has approved one version if a grant is received, and another if a grant is not received. Both contain expenses over \$200.00, and the first contains expenses over \$700.00 that await your approval. The proposals are attached.

An up to date budget is attached to this email. A summary of approved expenses, with the exception of expenses related to Breaking the ISSS can be found below. Item number 5 is presented for your information.

1. Motion to approve an expense not to exceed \$50 for popcorn and pop for a movie night in November.
2. Motion to approve spending not to exceed \$25.00 on the printing of ~300 promotional posters.
3. Motion to approve an amount not to exceed \$50.00 for the purchase of printer toner.
4. Motion to approve an amount not to exceed \$3.00 for printing an up-to-date Constitution and Procedures Manual.
5. Motion to approve an amount not to exceed \$300.00 for the purchase of a safe for the ISSS office.

Rules Summary: The ISSS is concerned that, while the changes approved at the September SAGM have been conditionally approved by the SGA, final approval has not yet been given. No recommendations have since been provided by the SGA, but we would be very happy to receive them before the winter break. This would give the Executive and Council a sufficient time to think about the suggestions, and draft ways to fit them into current rules.

The following changes to the Constitution has been approved by Council, and await your approval:

Motion to amend section 7.3.1 of the Constitution to read "Meetings will be held once during September, and once during January, at a time determined by the Executive."

Motion to add the following points to the Procedures Manual, and renumber following points accordingly.

1. Under Resignation under Emergency Procedures "5.3.2. Upon receipt of a post-dated notice of resignation, the Executive or Council position is considered vacant as of the resignation date declared on the notice, and the replenishment procedures shall be followed as outlined below."
2. Under The ISSSER, Responsibilities "10.3.2.2. Hold at least one hour of office hours before the nomination deadline, and one hour after the nomination deadline and before voting days for each election."

3. Under what nomination packages must contain "10.4.1.8. A form which solicits a maximum 100 word candidate profile and a candidate profile picture."
4. Under campaigning "10.5.1.1. Nomination packages submitted after the deadline will not be accepted. 10.5.1.3. An approved candidate must cease all campaigning activities by 11:59 pm on the day before polling stations open. 10.5.1.4. An approved candidate must submit a campaign expenditure report to the ISSSER by 11:59 pm on the day before polling stations open."
5. Under campaign materials "10.5.3.1. All campaign materials must be approved by the ISSSER before being purchased or used in a candidate's campaign. This includes, but is not limited to posters, Facebook pages, and websites."
6. Under expenditures "10.5.4.2. Any candidate exceeding his/her limit shall be automatically disqualified."
7. Add the following section "10.6. Fines 10.6.1. Any financial penalties administered by the ISSSER shall reduce the candidates total allowable amount of campaign expenditures. 10.6.2. The candidate's campaign shall be fined \$5.00 for any campaign materials used without the approval of the ISSSER. 10.6.3. The candidate's campaign shall be fined \$10.00 if no campaign expenditure report is submitted, or is submitted after the deadline."

Notable Successes: The ISSS has worked to improve its relationship with the Students' Union, while also providing necessary services to our Members. VP Student Life Rory Tighe agreed to purchase microwaves to be placed in the basement of CAB, while the ISSS has agreed to look after upkeep and maintenance.

The Finance Committee, as created last month, has begun to function as intended. They produced their first financial review of the proposal for Breaking the ISSS, and submitted activity grant applications to Student Group Services for both Professor Appreciation Night and Breaking the ISSS.

We produced our second newsletter and sent it via email to approximately 700 of our members.

The ISSS has acquired the lockers in CEB, and is currently preparing to rent them out for the Winter term.

The ISSS has also developed a partnership with Prep 101. This will provide ISSS members with discounts on review courses for first year science classes and MCAT prep courses. It will also help bolster the financial position of the ISSS.

The first meeting of the Council of Science Student Associations was held this month, and was a notable success. Turnout was superb, with 17 Student Group Executives in attendance. In general, COSSA Members were thankful for the opportunity to share ideas with groups in similar situations, and excited to apply for granting from the ISSS. The general consensus at the end of the meeting was that more meetings would be beneficial, and so two COSSA meetings will be held in the Winter semester. Meeting minutes in draft form are attached for your perusal.

The website, www.iss.ca continues to be improved. New sections for Volunteers, Directors, Intramurals, and the Street Team have been created. As well, a calendar of activities has been added and is being used to highlight ISSS events, as well as COSSA Member events, and Faculty events.

The ISSS held its first Science Movie Night in partnership with the Campus Food Bank. Turnout was average, but it was an excellent start in building a tighter-knit science community.

The ISSS advertised Grad Photos this month, as per its contract with Images of Distinction. Although no numbers are available yet, it's clearly a step forwards in comparison to previous years, when CBAS took on the responsibility of advertising to Science students.

The Mini Study Groups program has been wildly successful. Signups increased to 170 science students in the middle of the month, and are now well over 200. A Volunteer Coordinator for MSGs has been hired to help manage the increasing workload.

The ISSS held its first bake sale as a fundraiser. It was relatively successful, bringing in just under \$200.00 in revenue.

Finally, the ISSS has built a Street Team to help improve awareness in such a large Faculty. The group consists of 18 Members, and is currently planning methods of getting attention in the Winter Semester.

Notable Challenges: As was stated before, the ISSS has developed into a strong and relatively balanced organization over the past six months. The challenges we are currently facing are problems that other Faculty Associations can relate to in some form or another.

The ISSS has committed itself to incredible growth over the past six months. We have expanded ourselves quite effectively into the vacuum created by previous Science FAs. However, we're now having to shift our mindset from expansion to direction, focus, and

maintaining our current programs and services. This transformation is a process, and one that will require patience on the part of Executives, Councillors, and Members.

As usual, the ISSS is struggling against student apathy in the Faculty. We've created concrete plans to combat this, including a month-long outreach event in January, and a fully formed Street Team as discussed above.

ISSS Council meetings have a tendency to be longer than expected, with three meetings this month lasting for nearly two hours each. The implementation of a Finance committee has helped reduce time spent discussing financial concerns related to proposals. The idea of developing a Policy committee has been thrown around. Its purpose would be to review rule changes and provide a report to council (similar to the Finance committee).

Finally, the ISSS is struggling to deal with the impending resignation of our Vice President Programming, who will be graduating at the end of the Fall term. We have struck a replenishment committee to begin marketing the open position, but we suspect that transition for this new individual will be a challenge. The VPP has committed to writing a thorough transition report, and to guide the new VPP throughout the month of January.

A Formal Request: We would appreciate clarification on the status of conditionally approved rules.

Thank you for your continued support.

The Interdepartmental Science Students' Society Probationary Report December 2010

Response to November Probationary Report Feedback:

Thank you for your support offered through the transition process for our new Vice President Programming.

Your concern regarding notification of Members for Semi-Annual General Meetings is very well-founded and will be addressed through an amended motion to be passed through Council in January.

If a candidate in an ISSS Election accrues fines that exceed their expense limit, then they are automatically disqualified. We shall evaluate the wording of our policy to see if this can be clarified.

Regarding fines for unapproved materials, the candidate will not be reimbursed for the cost of the unapproved materials, and their budget will be reduced by the \$5.00 fine.

The ISSS did not discuss a maximum turnaround time for the activities of the ISSSER. The topic will be discussed, and at the very least a suggestion related to maximum turnaround times will be included in the transition report for the ISSSER.

The ISSS awaits a formal response related to the issue of SGS Capital Purchase Grants.

We will be drafting a formal proposal related to Volunteer Appreciation and will be submitting it to you shortly.

Financial Summary: An up to date budget is attached to this email. The budget for our January outreach event, Breaking the ISSS, is also attached for your information. A summary of approved expenses can be found below. Item number 5 is explained in further detail in the BTI Additional Expenses document attached, and was tacitly approved by the Student Governance Advisor on December 6, 2010.

1. Motion to approve \$30.00 for the purchase of Windex and Towels.
2. Motion to approve \$150.00 to be paid to the Department of Mathematical and Statistical Sciences for rental of CAB lockers since October 1.
3. Motion to approve an expense not to exceed \$20.00 for marketing expenses related to the application process for VP Programming.
4. Motion to approve an expense not to exceed \$100.00 for a new microwave to go the CAB/CEB intersection.
5. Motion to approve an amount not to exceed \$750.75 to increase the total budget of Breaking the ISSS.

Rules Summary: The following change is for your information. It has been approved by Council, and the Student Governance Advisor.

Motion to amend the Procedures Manual, adding point 6.2.2.2. under Excused Absences, "The Vice President Administration and Finance must notify the chairperson of any received written notices of absence before the meeting begins."

Notable Successes: December is a demanding month for undergraduate students, and therefore the ISSS focused on sustaining current initiatives including Mini Study Groups, Grad Photographs, its Newsletter, and locker rentals. Although the number of new initiatives is limited this month, we posit that our greatest success is sustaining our core functions while encouraging individuals to focus on their coursework and exams.

Preparations for our January outreach event – entitled Breaking the ISSS – continued this month. Additional expenses were approved by Council, and essential tasks to prepare for the event were divided among Executives and Councillors. Volunteer training has been planned for early January before the event.

The selection committee for the Vice President Programming received three applications, and selected Sami Shariff to serve as the interim VPP when Justina Mak resigns at the start of January. Sami has been briefed on the role of the VPP and essential information to know to prepare for January. Justina is preparing a transition document to supplement Sami's learning process. A more in-depth orientation and transition will occur before the Winter Semester starts with the support of the President and Executives. We feel that our preparation for this turnover has been excellent and demonstrates foresight and an ability to manage challenges effectively.

Notable Challenges: Exam season demanded a different level of involvement in the ISSS on the part of Executives, Councillors, and volunteers. It is typical in Science courses for final exams, term papers, and lab exams to be worth the majority of the student's grade. Communication among ISSS team members was slower than in previous months, and progress on individual projects was delayed. Recognizing and planning for these natural changes in involvement with the ISSS will hopefully be addressed in the future.

For example, regular office hours were not held from December 9th onwards. This prevented Members from renewing their rental of a locker, among other things. In the future, at least one office hour per week should be held during exams, or alternate ways of renewing locker rentals could be explored.

As other Faculty Associations have experienced, a microwave of the ISSS was stolen in early December. We will be looking into finding ways of securing ISSS property available for public use.

Interacting with Exams and Timetabling has been a challenge, and to date the space required for Breaking the ISSS has not been booked. Furlough days and University closure compounded the problem, and we may need to seek an alternate location for the event.

A Formal Request: The Student Governance Advisor previously suggested that the ISSS must transfer the responsibility of final approval of Constitutional amendments from Council to the SAGM before applying to get off probation. If the ISSS is to apply to get off probation in February, it must undertake an intensive review of its Constitution before then to ensure it will not cause challenges to the organization until changes can be made in September 2011. Would the SGA be available to both clarify the status of conditionally approved rules, and assist with the Constitutional review?

Breaking the ISSS is the largest event in terms of budget and student engagement that the ISSS has undertaken to date. Is there any support that the Students' Union is able to provide, including assistance with manpower, equipment, or marketing?

Thank you for your continued support.