

**FINANCE  
COMMITTEE**

**Wednesday, February 27, 2019**

**4:00 PM**

**SUB 0-33**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

**AGENDA (FC 2018-12)**

**2018-12/1     INTRODUCTION**

**2018-12/1a    Call to Order**

**2018-12/1b    Approval of Agenda**

**2018-12/1c    Approval of Minutes**

**2018-12/1d    Chair's Business**

**2018-12/2     QUESTION/DISCUSSION PERIOD**

**2018-12/3     COMMITTEE BUSINESS**

**2018-12/3a    RIPKA MOVES** to recommend the Bylaw changes to Bylaw 6000 Section 4 as follows:

4 Reporting

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1. All Operational Dedicated Fee Units shall provide an annual report of their finances to the Finance Committee within six months of the end of their fiscal year.
2. This report shall include:
  - a. A budget illustrating how funds received from the Students' Union reserve will be spent during the coming year;
  - b. Its audited financial statements from the previous fiscal year;
  - c. Evidence of compliance with all contracts with the Students' Union **such as but not limited to;**
    - i. Lease agreements with the Students' Union

- ii. Operating Agreements with the Students' Union
- iii. Loan agreements with the Student's Union
  - d. Evidence that they are fulfilling their mandate as described under this bylaw such as; and
    - i. An annual report
    - ii. A strategic plan
    - iii. Minutes from an Annual General Meeting ; and
  - e. Such other information as may be required by the Finance Committee to determine whether it is fulfilling its mandate under this bylaw.

**2018-12/4      INFORMATION ITEMS**

**2018-12/4a**      FC-2018-11, January 23, 2019 - Minutes

See FC-2018-12.01.

**2018-12/4b**      Standing Order Review(s)

See FC-2018-12.02.

**2018-12/5      ADJOURNMENT**

**2018-12/5a**      **Next Meeting:** Wednesday, March 13, 2019 @ 4:00PM in SUB 6-06.



University of Alberta Students' Union

## FINANCE COMMITTEE

Wednesday, January 23, 2019

4:00 PM

SUB 6-06

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

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### ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Emma Ripka (Chair)		Y	
Lane Anderson		N	
Amlan Bose		Y	
Steven Lin		Y	
Nathan Sunday		N	
Robert Bilak	Adam Brown	Y	
John Hussein		Y	

### MINUTES (FC 2018-11)

2018-11/1 INTRODUCTION

2018-11/1a **Call to Order**

RIPKA: Called the meeting to order at 4:09pm.

2018-11/1b **Approval of Agenda**

LIN/HUSSEIN **MOVED** to approve the agenda.

5/0/0 - CARRIED

**2018-11/1c Approval of Minutes**  
**HUSSEIN/BOSE MOVED** to approve the minutes of *FC-2018-10-M*.  
4/0/1 - CARRIED

**2018-11/1d Chair's Business**

RIPKA: Outlined that, after consulting with the General Manager, core Students' Union managers will not present to the Committee in preparation for the budget due to time constraints. Noted that core managers are occupied with developing goals and strategic plans for their departments. Considered that the Committee could amend Standing Orders to mandate presentations from core managers in future.

**2018-11/2 QUESTION/DISCUSSION PERIOD**

**2018-11/2a** Budget principles - comments or suggestions?

See FC-2018-11.02.

RIPKA: Established that the Principles are general and contextual guidelines for the budget. Noted that she amended the Principles to update or remove outdated and unnecessary items. Noted that §13 now refers to General Faculty Council, a provision provides funds for improving branding, marketing, and communication as in the YourSU campaign to ensure sustainable funding, §24 supports for maintenance and management of SUB, §31 removes a multi-year budgeting requirement (excepting when in deficit budgets), a provision repurposes the Canada Post space, §11 supports the development of non-fee revenue drivers to expand SU TV in other Universities and to monetize software and systems.

HUSSEIN: Inquired into the composition of the budget.

RIPKA: Responded that 26% of the budget is from student fees, 10% from sponsorship, 10% from other revenue, and 44% from business revenue. Clarified that last year's \$62,000 deficit will even out within three years. Noted that the Capital Reserve was near exhausted to fund the commercial redevelopment. Confirmed the present year will be a deficit budget. Considered increasing the CAC budget to allow for purchasing better jackets.

HUSSEIN: Expressed concern that the recent focus on capital planning excluded the consideration of funding increases to Students' Union services.

RIPKA: Emphasised that the Council must show due regard for economy and cost-savings in a deficit budget.

HUSSEIN: Inquired into the size of the profits the planned non-fee revenue initiatives will produce.

RIPKA: Responded that the non-fee revenue drivers are investments that may or may not deliver immediate returns. Noted that §12 flexibly provides resources in reoccurring initiatives like GovWeek.

HUSSEIN: Inquired into how the Principles define the members of General Faculty Council.

RIPKA: Responded that the Principles support building relations and connections with others, student and staff, and is inclusive of all GFC members.

BOSE: Inquired into the implications of removing §17.

RIPKA: Responded that there were specific issues in Discover Governance for which more funding was provided and that, as those issues are no longer present, the provision is no longer required.

HUSSEIN: Inquired into to what extent the Principles provide budgets for Council Committees.

RIPKA: Determined to consult with the Executive Committee in relation to this issue and update Hussein. Noted that ARRC, for example, has a budget to fulfill core SU objectives such as advancing reconciliation.

**2018-11/2b** DFU Bylaw amendments - we will be reviewing the DFU related Bylaws and making recommendations for amendments to Bylaw committee to strengthen the process for future years.

See FC-2018-11.03.

RIPKA: Established that there was confusion as to Bylaw 6200 §4 as it requires evidence of compliance with all contracts with the Students' Union. Noted that her proposed amendments improve §4's clarity as to what one requires to confirm dedicated fee units (DFU).

HUSSEIN: Expressed concern that some DFU's do not operate within the SU building.

RIPKA: Responded that the phrase 'such as' makes the provision broad to overcome that issue. Considered that the provision could also recognise that contracts may not exist with DFU's.

HUSSEIN: Suggested that DFU holders present their annual plans and finances to Council or the Committee in order to improve accountability.

RIPKA: Determined to add the Bylaw amendments to the next agenda for a vote at the next meeting.

**2018-11/3**     **COMMITTEE BUSINESS**

**2018-11/3a**     RIPKA moves to approve the 2019-20 budget principles.

FC-2018-11.02.

**RIPKA/HUSSEIN MOVED** to approve the budget principles as amended.  
5/0/0 - CARRIED

**2018-11/4**     **INFORMATION ITEMS**

**2018-11/4a**     FC-2018-10, December 5, 2018 - Minutes

See FC-2018-11.01.

**2018-11/4b**     Budget Principles

See FC-2018-11.02. .

**2018-11/4c**     DFU - Bylaw Edit(s)

See FC-2018-11.03.

**2018-11/5**     **ADJOURNMENT**

RIPKA: Adjourned the meeting at 4:34pm.

**2018-11/5a**     **Next Meeting:** Wednesday, February 6, 2019 @ 4:00PM in SUB 6-06.

<b>MOTION</b>	<b>VOTES</b>
<b>LIN/HUSSEIN MOVED</b> to approve the agenda.	5/0/0 - CARRIED
<b>HUSSEIN/BOSE MOVED</b> to approve the minutes of <i>FC-2018-10-M.</i>	4/0/1 - CARRIED
<b>RIPKA/HUSSEIN MOVED</b> to approve the budget principles as amended.	5/0/0 - CARRIED

## 16 Students' Union Awards

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1. "Students' Union Awards" shall refer to the following:
  - a. Students' Union Involvement Awards;
  - b. The Students' Union Award for Excellence;
  - c. Student Group Awards; and
  - d. The Students' Union Award for Leadership in Undergraduate Teaching.
2. The Students' Union Awards program exists for the purpose of recognizing excellence in student and instructor involvement in the campus community.
3. The Students' Union Awards program operates using funds from external sources and from the Student Involvement Endowment Fund subject to the following conditions:
  - a. No more than ten percent of the balance of the Student Involvement Endowment Fund shall be spent in any one year;
  - b. No single award shall have a value greater than \$2,500;
  - c. No award shall be awarded to a member of Finance Committee or Executive Committee;
  - d. No award shall be awarded to a full-time, permanent staff member of the Students' Union, unless this person took up the position after the end of the Winter academic term that the awards program is considering.
  - e. No award shall be awarded to any member of the Awards Adjudication Committee;
  - f. No award shall be awarded to any person who was not an undergraduate student registered in the Fall or Winter term(s) preceding disbursement;
  - g. No person receives more than one award in a single year;
  - h. No award is awarded to a student with outstanding Students' Union membership fees; and
  - i. No award is awarded to a student who does not meet the minimum GPA requirement of 1.8 over the previous Fall and/or Winter terms of the academic calendar.
4. Financial need shall be considered when selecting award recipients, using the following criteria:
  - a. Allowable expenses shall equal the Canada Student Loans limits plus 25%;
  - b. Students are not expected to contribute a minimum level of savings from part- or full-time work over the Spring and Summer terms;
  - c. Students registered in full-time studies are not expected to work; and

- i. No exemption shall be given to any part-time work earnings students make.
      - d. The awards administrator will calculate and assign financial need status to individual applications.
        - a. In extenuating circumstances, members of the Awards Adjudication committee shall have the ability to assign or revoke the financial need status of an application.
5. Finance Committee shall delegate its authority to select Students' Union Awards recipients to the Awards Adjudication Committee.
6. The Awards Adjudication Committee shall be composed of:
  - a. The Program Lead - Student Group Services and a Team Lead from the Student Services department acting as co-chairs.
  - b. One Student Group Services coordinator, appointed to manage the awards program by the Program Lead - Student Group Services. This person shall be considered the Awards Administrator, and act as the Secretary of the committee.
  - c. A minimum of five current undergraduate members.
    - a. Student Group Services staff shall recruit students at large to fill these seats on the committee. In the absence of qualified applicants, Councillors from Finance Committee will fill the remaining seats.
7. The Secretary of the Awards Adjudication Committee shall be a non-voting member, except in the case of a tie, where they shall cast the deciding vote.
8. The Co-Chairs of the Awards Adjudication Committee shall be non-voting members.
9. Management of the membership of the Awards Adjudication Committee shall be the responsibility of the Awards Administrator.
  - a. The committee membership shall be recommended to Finance Committee for ratification annually.
10. Quorum of any meeting of the Awards Adjudication Committee shall be four voting members, and at least one Chair and the Secretary.
  - a. In the event of an absence of one of the staff members, one of the Co-Chairs can choose to fill the secretary role, provided that the remaining Chair can lead the committee.
11. Operation of the Awards Adjudication Committee:
  - a. Finance Committee has the power to create, amend, or eliminate awards in order to properly represent the diversity of involvement on campus and the differing and unique abilities of contributors.



- b. Recommendations on changes to awards for the following year from the Awards Adjudication Committee shall be made to Finance Committee prior to April 1 of each year.
- c. Creation, amendment, and elimination of awards shall be in place before the commencement of public advertisement for awards.
  - i. The Chair of the Awards Adjudication Committee shall advise the Chair of Finance Committee of the date the awards advertisement shall be made public, at least 30 days before advertising commences.
  - ii. Awards shall be advertised for at least 60 days prior to the close of applications.
  - iii. Applications shall close no later than August 15 of each year.
- d. A policy shall be jointly developed and maintained by the Chair of the Awards Adjudication Committee and the Chair of Finance Committee regarding name change requests to awards.

12. Procedure of Application for Awards:

- a. The Awards Adjudication Committee shall receive all nominations from those eligible from all available sources.
- b. Student applications shall adhere to the following format for the selection of awards:
  - i. A personal essay no more than one page in length;
  - ii. A resume no more than two pages in length; and
  - iii. At least one and no more than two letters of reference.
    - a. Member of the Awards Adjudication Committee or Finance Committee shall not write letters of reference for any applicant.
- c. A student may apply for a minimum of one and a maximum of three Students' Union Involvement Awards in their application package.
  - i. A student shall only submit one application package each year.
  - ii. If a student submits more than one application, the application submitted last shall be considered their submission, unless the student notifies the Awards Administrator of their wishes before the application deadline.

- d. The Awards Adjudication Committee shall select award recipients on the basis of their eligibility according to the written descriptions of the awards and application requirements.
  - i. In case of a disagreement between the Award Adjudication Committee's internal listing of awards and the advertised descriptions of awards and the description on the application, the description on the application shall take precedence.
- e. A student shall be entitled to receive only one Students' Union Award for the year in which they have applied. A student is ineligible to receive an award they have previously received, unless otherwise stipulated in the award description.

13. Procedure for Selection of Awards:

- a. The Awards Adjudication Committee shall be responsible for the selection of Students' Union Awards.
- b. The Awards Administrator shall keep a written record of all names, criteria, and value of awards disbursed, as well as application procedures for disbursement.
- c. Selection shall be completed no less than six weeks prior to award disbursement each year.
- d. Selection shall occur over the course of one or more consecutive days in order to allow the proper consideration of all nominees.
  - i. It is expected that Awards Adjudication Committee members read all applicable information prior to attending the selection meeting(s).
- e. Selection shall occur in accordance with a system agreed upon by the Awards Adjudication Committee.
  - i. The system shall be recorded for posterity and transparency, and shall be reported to the Chair of Finance Committee annually.
- f. To participate in the making of any final decision, members of the Awards Adjudication Committee must have been present for the entirety of the selection process.
- g. Award applicants may be considered for awards they did not apply for if they meet the criteria.
  - i. Award applicants not chosen for one award may be placed back in the running for other awards unconsidered for if they meet the criteria.

- h. The Awards Adjudication Committee shall recommend successful applicants from the list of applicants and submit their names to Finance Committee for ratification prior to October 1 of each year.
- i. The entirety of deliberation meetings shall be considered de facto in-camera sessions.
- j. Only members of the Awards Adjudication Committee shall be present during selection deliberations.

14. Coca-Cola Student Achievement Awards

- a. Notwithstanding Standing Orders, the Coca-Cola Student Achievement Awards are open to all undergraduate and graduate students of the University of Alberta.