



# GRANT ALLOCATION COMMITTEE MINUTES

2011 - 2012 # 12

Date: October 19, 2011

Time: 4:10pm

In Attendance:

*Brent Kelly, Chaka Zinyemba, Su Su Liang, Colten Yamagishi, Saadiq Sumar, Andy Cheema, Sirina Hamilton-McGregor, Zafir Kanji, Peter West*

Excused Absence:

N/A

Others in Attendance:

N/A

**1. CALL TO ORDER:**

The meeting was called to order by *SUMAR* at 4:10pm.

**2. APPROVAL OF AGENDA**

*KELLY* moved that the *October 19<sup>th</sup>, 2011* agenda be approved as *tabled*.

Seconded by *ZINYEMBA*.

Vote on Motion 7/0/0

*CARRIED*.

**3. APPROVAL OF MINUTES**

*SUMAR* amended minutes to change *Sirina*'s name in the attendance from *Sarina* to *Sirina* as well as change 'credit cars' to 'credit cards' in Old Business.

*ZINYEMBA* moved that the *October 5th, 2011* minutes be approved as *amended*.

The motion was seconded by *YAMAGISHI*.

Vote on Motion 6/0/1

*CARRIED*.

**4. ANNOUNCEMENTS**

**a) WUSC Update:**

It was brought to attention that everyone present should have received a handout of the WUSC meeting minutes from their meeting on September 19<sup>th</sup>, 2011 but these minutes have yet to be approved.

Also, everyone should have received a handout regarding the distribution of fees.

The fee disbursement has been approved.

*CHEEMA* spoke about their funding allocation formula changes and illustrated

the changes through the explanation of the fees handout. The current students will follow the old funding allocation formula but new students will follow the new formula. This will aid in a proper transition period for everyone.

The problem that was brought to attention was regarding the funding of one student who lives in Schaffer Hall. The funding budget for each student allocates enough funding for those residing in HUB but not something more expensive like Schaffer Hall, which also requires a meal plan. It was brought to a vote and decided that they would fund these extra costs of residency and meal plan for the student and take it out of the Contingency Fund.

The transitions are to protect the program in case it ends for legal reasons that now they have a rock solid figure for what the fee would be set at. He brought to attention that this took a year and a half to resolve.

Furthermore, they will work towards making sure each student gets a place in HUB so this problem does not re-occur.

Additional costs like residency is not the same as expected costs so that is why the extra residency costs needed to be approved for the student in question. It was brought to attention that their tuition is paid through vouchers given to them by the University.

The question was brought up if they would pay for a different program like Graduate school? Unfortunately the answer to this was not known for certain. The Contingency Fund is for extreme circumstances and this is also why there was discussion on whether or not they could use it to fund the extra costs of Schaffer Hall.

A question was brought if the program was going to end for political reasons and CHEEMA replied “No”.

#### **b) Student Group Granting Update**

CHEEMA spoke that there are 5 granting cycles per year with roughly \$100,000 a year being spent towards granting. This money is split 50% paid by the Students Union and 50% from the Dean of Students Engagement Funding. The two granting periods that have already passed are July and September for this year. It was brought to attention that everyone should have received handouts regarding the distribution of the funds for each of these granting periods. July was the shorter of the two handouts with September being longer. It was pointed out that there is roughly \$10,000 allocated for each session. The granting session in July fell short of this allocation and therefore the funds were carried over to September.

It was pointed out that the Student Engagement Funding does not cover start-up grants; the Students Union portion of the contribution to the grant funding solely covers the start-up grants.

There are also individual grants given to students not affiliated with a student group but that may need funding for trips like a prestigious chess tournament for example.

**6. OLD BUSINESS**

**a) Standing Orders Update**

Section 56M and N

CHEEMA illustrates to replace director with assistant.

CHEEMA motions to approve this change

LIANG seconds motion.

Vote on Motion. 7/0/0

CARRIED.

HAMILTON-MCGREGOR addresses Employment Insurance (EI) and Student Loans topic.

She would like to formalize a policy to say EI students are not eligible for the Access Fund.

When you are on EI you are not supposed to be in school more that 20 hours per week as you are to be actively looking for work. Also, if you should find a job you would need to quit school immediately and go to work regardless if it was past the withdraw deadlines. You can attend other institutions and receive EI but not the University of Alberta. Some of the other institutions you can attend are Red Deer College and NAIT.

Discussion began with many questions regarding EI and the rules of receiving Employment Insurance.

She illustrated that by receiving Access Fund money the student is then double dipping as part of the criteria for the Access Fund is that you have to have exhausted all other forms of funding including Student Loans.

It was brought to attention that a lot of students on EI that try for Access Fund money are trying to evade having to get Student Loans as they don't want to be in debt and don't want to have to pay back their tuition.

She suggested that instead of granting these students Access Fund money, they should be encouraged to go off EI and apply for Student Loans if they want Access Fund money.

She illustrated that EI usually gives a person \$1800 a month which isn't enough for a student to pay for living expenses and tuition therefore they come to the Access Fund for money to pay their tuition.

HAMILTON-MCGREGOR and KANJI left.

**9. NEW BUSINESS**

*None*

**10. DISCUSSION  
AND INFORMATION  
ITEMS**

**a) Standing Orders Change – Chair Responsibilities**

LIANG addressed the concern to have agenda packages sent out at least a day prior to a meeting.

She illustrated that there are nine committees and that five of them give out the agenda's prior to the meeting. She explained that this would better prepare

everyone for a meeting as they would know in advance what was being discussed.

She suggested modeling GAC (Grant Allocation Committee) after CAC (Council Administration Committee) as they have an effective model of distributing the agenda prior to a meeting.

CHEEMA brought to attention that although this is a great idea there are concerns because of backend constraints on the timeline. He further explained that the agenda a lot of the time is based upon the availability of other people and the ability to have meetings with them regarding issues on the GAC agenda.

ZINYEMBA brought forth a compromise that an agenda package is sent out at least one day prior but we leave room for late additions which can be brought up any time before the meeting or at the start of the meeting. This will allow for any backend constraints to be effectively implemented into the agenda still. KELLY, ZINYEMBA and LIANG all expressed their agreement with this compromise.

SUMAR brought forth the idea to have a wherever possible clause in this compromise as that sometimes it just is not feasible to have an agenda package in advance due to a possibly emergency for the Chair. His concern was that the Chair could not be removed for missing a few times of putting out an agenda package.

KELLY outlined that wherever possible clause should be assumed.

ZINYEMBA suggested that if it is to be assumed then why not write it anyways.

YAMAGISHI suggested a loose agenda package be issued at least a day in advance with late additions allowed to be made available in between the time period the loose agenda package was made available and the start of the meeting.

ZINYEMBA outlined it would be appropriate to use the whiteboard to illustrate what should be written and everyone could then see and agree upon it or make changes to it.

SUMAR then suggested ZINYEMBA write the following on the whiteboard:  
Section Chair, Section 4, Subsection 4

Preparing and distributing agenda packages in the following manner:

- 1) Emailing an electronic, preliminary copy to committee members at least one business day prior to the meeting.
- 2) Providing paper copies at the committee meeting of the comprehensive agenda package.

YAMAGISHI brought up that the word electronic, preliminary is redundant.

LIANG addressed that preliminary implies an outline and not the attachments or a possible comprehensive package.

ZINYEMBA suggested to scrap electronic, preliminary and add late additions to #2.

Discussion was addressed that electronic was indeed redundant but preliminary was necessary. Preliminary was however to include all handouts if possible.

KELLY updated the board to scrap electronic and add late additions.

The final Section Chair, Section 4, Subsection 4 that was decided upon was:  
Preparing and distributing agenda packages in the following manner:

- 1) Emailing a preliminary copy to committee members at least one business day prior to the meeting.
- 2) Providing paper copies at the committee meeting of the comprehensive agenda package which includes any late additions.

LIANG motions to adopt Section Chair, Section 4, Subsection 4 as written on the whiteboard.

YAMAGISHI seconds the motion.

CHEEMA calls to question removing the word business.  
All agree that business can be removed.

LIANG motions again to adopt Section Chair, Section 4, Subsection 4 as amended on the whiteboard.

Preparing and distributing agenda packages in the following manner:

- 1) Emailing a preliminary copy to committee members at least one day prior to the meeting.
- 2) Providing paper copies at the committee meeting of the comprehensive agenda package which includes any late additions.

YAMAGISHI seconds the motion.

Vote on Motion. 7/0/0  
CARRIED.

### **13. NEXT MEETING**

SUMAR outlines that the next meeting will be on *November 2, 2011 at 4:00pm*. SUMAR asks WEST if this time still does not work for him. WEST confirms that this time indeed does not work for him. SUMAR indicates that he will discuss with SFAIC and other people who on occasion need to come to the GAC meetings to see if there can be another meeting time arranged. He advises that the next meeting will be November 2, 2011 unless otherwise advised.

### **14. ADJOURNMENT**

YAMAGISHI moved that the meeting be adjourned.

The motion was seconded by KELLY.

Vote on Motion 7/0/0

*CARRIED.*

Meeting adjourned at 5:26pm.