



GRANT ALLOCATION COMMITTEE MINUTES

2014 – 2015

Date: June 12th 2014

Time: 6.04 pm

In Attendance:

JAMES HWANG (Chair)

CORY HODGSON

NICHOLAS DIAZ

BO ZHANG (Proxy for Andy Wong)

Excused Absence:

ROGER CROUTZE

ZHAOYI CHEN

SHUBHAM GARG

Others in Attendance:

TIM IRA (CSD)

SACHITHA KUSALADHARMA

**1. CALL TO
ORDER:**

The meeting was called to order by HWANG at 6.04 pm.

**2. APPROVAL OF
AGENDA**

**HODGSON moved to approve the agenda for June 12, 2014 as tabled.
The motion was seconded by ZHANG.**

Vote 4/0/0

CARRIED

**3. APPROVAL OF
MINUTES**

**HWANG moved to approve the minutes for June 05, 2014 as tabled.
The motion was seconded by DIAZ.**

Vote 3/0/1 (Abstention by ZHANG)

CARRIED

4. CHAIR'S

HWANG: Please welcome Tim from the Center for Student Development (CSD), and our recording secretary.

BUSINESS

Sirina and Hailey couldn't be here today to give us updates about the Access Fund as they have another engagement.

5. OLD BUSINESS

Access Fund Status Update

HWANG: We will remove this from the agenda.

Motion to change the Grant Allocation Committee's Standing Orders

HWANG: We talked about this in our last meeting. Do you have any discussion on this?

ZHANG: Is the first clause something you would have in most of the committees?

HWANG: I haven't really seen it anywhere else.

HODGSON: You can basically throw it into any committee though.

DIAZ: We can recommend in Council that all committees have this clause.

IRA: Shouldn't there be a comma after "shall"?

HWANG: Yes.

Is everyone ready to go ahead with the change along with the friendly amendment regarding the comma?

HODGSON moved to change section 5 of the Grant Allocation Committee's Standing Orders from

"Voting members of the Grant Allocation Committee who are absent, without proxy, from two consecutive meetings shall automatically be recommended by the chair to Students' Council to be removed from the Grant Allocation Committee"

to read:

"The Grant Allocation Committee shall, at its discretion, recommend to Students' Council the removal of a voting member who has been absent, without proxy, for at least two consecutive meetings."

The motion was seconded by DIAZ.

Vote 4/0/0

CARRIED

6. NEW BUSINESS

Presentation from Center for Student Development

Tim Ira from the CSD gave a presentation about the Student's Union Awards.

- *History of the Students' Union Awards*

- *Prior to 2010, was part of the Associate Vice-president Academic's portfolio. This was facilitated by the 2-900 staff. This was seen to be inefficient.*
- *In 2011, this was delegated to the Student Financial Aid and Information Center (SFAIC). It was run by the Awards Committee which was itself a standing committee.*
- *Furthermore, financial need based awards were included in 2011 which added a whole new dimension.*
- *Also in 2011, the Awards Committee was abolished, and the program was given to the Grant Allocation Committee, with SFAIC still receiving relegation.*
- *In 2014, with the student financial aid office heading over to the Registrar's Office, Students' Union management delegated this to the CSD. It was seen as a good fit for the CSD because we have another program which recognizes students.*

- *Process*

- *Students submit documentation and applications online. We have been using the BearsDen system. We plan to continue using it this year.*
- *The awards adjudication committee is comprised of 4 individuals.*
- *The committee reads through the applications and supporting documentation. A month is usually allocated for this as it is strenuous.*
- *The committee meets and selects successful applicants.*
- *The applicants are notified about their results.*
- *The names of the successful applicants are taken to the Grant Allocation Committee to be ratified.*
- *The Awards Night celebration is held.*
- *Cheques can be picked up at 2-900 in April. By around February, CSD would be issuing T4A tax slips to the successful winners of the previous year.*

- *Endowment*

- *Financial need based awards and an increased funding to the Students' Union Awards occurred because they wanted to create a sustainable endowment for the Access Fund a few years ago. However, upon further study it was determined that the Access Fund would not be self-sufficient. At that point, the Students' Union was sitting on approximately \$2 million. We decided to use that money because as a not-for-profit organization, we can't have too much money kept in reserve.*

Those funds were directed at the Students' Union awards program.

- *This reallocation occurred in 2011. 12 new needs based awards were started which nearly doubled the potential amount that can be awarded to students.*
- *These new awards also try to cover a broad range of underfunded students including, part-time students, single parents, international students, and students with disabilities or illnesses.*
- *This did not affect the criteria of already existing awards*

- *Awards Night*

- *There are usually around 80 recipients.*
- *At the ceremony, we handout the Students' Union involvement awards, the teaching awards, the Coca Cola awards, the Alumni Association awards, and the Student Group Services awards.*
- *The event has typical format, and everyone gets together for the celebration.*

- *Expectation from the Grant Allocation Committee*

- *Support in making high-level decisions regarding policy, procedure, eligibility, creation of awards, and accountability.*
- *The Grant Allocation Committee will be ultimately accountable for the awards program. It is in your Standing Orders that this is one aspect of the Students' Union that you are in-charge of.*
- *As CSD, we typically have no interactions with Council. So, it's something new and exciting for us. We are looking forward to working with you.*

- *Challenges for the upcoming year*

1. *Transition to a new service – The first thing we have to deal with is to adjust to timelines. CSD is event based, and there is no daily maintenance. Adding the adjudication and the planning of the awards night to the winter semester would be a challenge. But, we are totally capable of doing it. The staff is very involved with orientation related stuff at that point too. We will have to meet with service partners. We will have to learn to use resources. For example, we will have to*

print T4A tax slips. Therefore, we expect a degree of patience from the Grant Allocation Committee.

2. *Refining the adjudication process – We want to increase the accessibility of the awards by making it a simple process. However, the awards should not lose their merit or value. We are going to make the BearsDen form easier to use. We are also looking at alternatives to the current process of obtaining transcripts and essays. Regarding the transcript, we are primarily driven by sustainability concerns. We are trying to obtain a student’s GPA and the number of “A”s and “A+”s from the Registrar’s Office. As such, we will not need the entire transcript. We are also looking at focusing the essay. Because the awards night is centered on an idea, we are trying to channel the student’s writing in that direction as well. We also want to create a simpler experience for the adjudication committee.*
3. *Communicating to students – Last year we saw 175 applications for Students’ Union awards. We need to get the news out there that there are awards based on financial need. During the fall semester, we are competing for attention with mid-term examinations. We also want to attract a broad range of applicants in addition to the core group we have.*

- *Review*

- *We need the Grant Allocation Committee’s support to: set up an accountable partnership, make philosophical decisions, making the application and adjudication process work best for students, and reviewing criteria.*

- *Timeline*

- *Next meeting (June 26) – Review proposed Grant Allocation Committee Standing Order changes pertaining to awards.*
- *July 10 – Voting on the amendments.*
- *August – Approving the application and adjudication process.*

7. CLOSED SESSION *NIL*

8. NEXT MEETING *June 26, 2014 at 6 pm.*

9. ADJOURNMENT **DIAZ moved to adjourn the meeting.**
The motion was seconded by HODGSON.

The meeting was adjourned by HWANG at 6.29 *pm*.