



GRANT ALLOCATION COMMITTEE MINUTES

2013 – 2014 #16

Date: January 23rd 2014

Time: 5.00 pm

In Attendance:

JESSICA NGUYEN (Chair)

JOSH LE

WILLIAM LAU

ABDULLAH HAMID

JAMES HWANG

TAIMUR MALIK

CORY HODGSON (Proxy)

Excused Absence:

Others in Attendance:

SIRINA HAMILTON

HAILEY MARKOWSKI

PAT SCHULTZ

SACHITHA KUSALADHARMA

1. CALL TO ORDER:

The meeting was called to order by NGUYEN at 5.00 pm.

2. APPROVAL OF AGENDA

LE moved to approve the agenda for *January 23, 2014* as tabled.

The motion was seconded by HWANG.

Vote 4/0/0

CARRIED

3. APPROVAL OF MINUTES

HWANG moved to approve the minutes for *January 16, 2014* as tabled.

The motion was seconded by HAMID.

Vote 7/0/0

CARRIED

4.
ANNOUNCEMENTS

None.

5. OLD BUSINESS

Presentation by Pat Schultz from the Registrar's Office

Pat Schultz from the Registrar's Office gave a brief presentation on the future of the Access Fund. She said the important point regarding the Access Fund is that students are funding other students.

NGUYEN: How many other people are involved with the consolidation project?

SCHULTZ: Our Office, SFAIC, and the ISS. We have a project manager to administer the whole project. We won't get it everything right the first time.

LAU: What are the perceived barriers?

SCHULTZ: I don't see any right now. There will be a change in the provost though.

Because the funding was so decentralized, there was nobody overseeing the strategy of student funding.

Time needs to be spent to define our vision.

NGUYEN: There seems to be a good amount of support. How did that come into being?

SCHULTZ: A few years ago, the Registrar's Office came up with a new strategic plan. We were a very process centered organization. But, we wanted to be a student focused organization. To do that, we wanted to create a transformative student service, enhance strategic partnerships, and transform the work environment for our staff.

HODGSON: Do you see any issues with the Access Fund proposal as it stands now?

SCHULTZ: I don't see anything outstanding. There are a few little questions.

HODGSON: How about the level of control?

SCHULTZ: It's your fund. We set up the criteria very well at the beginning, and administer it. One thing that's challenging is the opt-out.

LE: If the Student's Union (SU) is reimbursing the university to give the Access Fund checks, why not the opt-out?

HAMILTON: I wouldn't like to give it to the University because the students wanting to opt-out are the ones who complain a lot, and the conversations are not necessarily pleasant. I don't want the financial support office to be a middle man in such a scenario.

LE: If it's a check, it would be sent out automatically. This is contrary to petty cash where they can miss the pick-up date for the opt-out. With the university wide communications, it's easier to have access to the opt-out.

SCHULTZ: That's something we can map out. Our next difficulty is technology. We would like to have brand new system to deal with all of this.

LE: In terms of the proposed emergency bursary program, how would that work?

HAMILTON: I met with Peter to discuss that. The unspent Access Fund money from the previous year and 3% of the Access Fund reserve will be used for it so that it will be sustainable. That's around \$40,000 per year. Once things have settled in a few years, we can revisit this.

NGUYEN: What do you see as things to focus on for the future?

SCHULTZ: What we are lacking is the data to build the business case to get more funding. A new system will help us to acquire the required data.

HAMILTON: We are initially not looking to include SU awards in this consolidation.

LE: What about the financial need portion of the student awards?

MARKOWSKI: We are going to give the spreadsheet which does all the mapping to the persons who will be doing it. You guys will still be overseeing them.

LE: Regarding information sharing, it's important to know how much the pie is given by the Access Fund.

SCHULTZ: Our office needs to provide an annual report which does exactly that. It will be a public report. It will go to the Provost.

HODGSON: What would the timeline look like?

SCHULTZ: The project is for 6 months. Communications will be a big deal. We think that June will be a good deadline to get the required things done. The next phase will be technology.

HODGSON: Will this be ready by the Fall semester?

SCHULTZ: Yes.

LAU: With the consolidation, will there be a single application process? Will there be a clear flowchart of how it works?

HAMILTON: It will be part of the mapping process.

LE: Will you present the final stuff to the Grant Allocation Committee (GAC) before June?

SCHULTZ: Yes. I can come to GAC a couple of times before that.

Update on the future of the Access Fund

HAMILTON: We need some sort of mechanism in the future when Hailey and I become Registrar's Office staff. We have to think about what we do once we transition. The transition will happen before June. I'm not sure of the exact timeline. This is assuming the process goes through. Hailey and I know the process the best. However, after we become university staff, there will be a problem if we come here and recommend things about a Students' Union fund.

LE: When will this happen?

HAMILTON: We are not sure. It could be from 2 weeks from now to June.

Afterwards, we will be on their payroll but still running the SU programs. There will be a Memorandum of Understanding (MoU) signed to protect everybody. But, we will not be able to speak on behalf of the SU.

MALIK: Will the entire staff of SFAIC transfer?

HAMILTON: Yes.

The understanding is that we can still keep doing our business even though we transition. But, we will not be able to stay overtime after we become university staff. Mark proposed an idea of paying us for overtime work with SU money.

Something to you for think about is to have Jane Lee attend your meetings. She used to be in my position earlier.

LAU: What level of involvement will you be comfortable with?

HAMILTON: We want to do what we are doing currently till the new system is set up.

We will be looking at GAC to do the Selections Committee and the Appeals Committee till June.

LAU: You said that the General Manager Mark mentioned something about an MoU, and paying you with SU money for overtime.

HAMILTON: It was an idea. As we will be transitioning into a unionized environment, we will not be able to work overtime. But, money management sessions and awards adjudications can happen in the evenings or weekends. So, we are trying not to disrupt those things.

MALIK: Have they found a physical place for you?

HAMILTON: We will not be physically moving till June regardless of what happens.

LE: Will the University pay the SU for rent if you guys are staying where you are after transitioning?

HAMILTON: This will be a question for the General Manager.

Golden Bears and Pandas Legacy Fund Application Form

NGUYEN: The checklist that we asked for has been added to the application form. This will precede the budget. Let me know what you guys think.

LAU: It looks really wordy.

NGUYEN: I don't think we need the first part. It's more for the committee.

LAU: It's not distributed only to teams and athletic departments. We need to make sure people know that it is open to student groups and others.

HODGSON: What I envisioned was more of a guide on what the application must have. This has been worded formally and oddly. The application form should be clear and easy to understand.

LAU: All these points should be written as questions.

NGUYEN: Yes. That's similar to what Cory was saying.

Because this is very late, should we let them do the next round without this?

HODGSON: Yes. It's also something the GBPLF (Golden Bears and Pandas Legacy Fund) committee could do as well.

LAU: *Athletics* might not be seeing any problem right now because traditionally, only the coaches applied.

6. NEW BUSINESS

Job Posting: Student-at-large positions for the GBPLF Committee

HAMID: Can you have an approximate time for this?

NGUYEN: The representatives from *Athletics* told me that it will be around 2-3 hours.

HODGSON: You had something about GAC selecting an executive member for the GBPLF committee in your email.

NGUYEN: No. GAC only selects the one GAC member.

LAU: For the student at large, wouldn't he/she be biased if he/she had an interest in athletics?

LE: That would be a conflict of interest. Somebody could appeal that.

HAMID: The Nominating Committee will still have to decide. I'll be happy if there are more than 3 applications.

We are still drafting the Terms of Reference for the Nominating Committee.

7. CLOSED SESSION *NIL*

8. NEXT MEETING *January 30, 2014 at 5 pm.*

9. ADJOURNMENT The meeting was adjourned by NGUYEN at 6.07 pm.