

University of Alberta Students' Union

STUDENTS' COUNCIL

Tuesday January 21st, 2014
TELUS 134

ORDER PAPER (SC 2013-18)

2013-18/1	<u>SPEAKER'S BUSINESS</u>
2013-18/1a	Announcements – The next meeting of Students' Council will take place on Tuesday, February 4th, 2014
2013-18/2	<u>PRESENTATIONS</u>
2013-18/2a	<p>Athletics and Recreation Fee Proposal by Ian Reade (University Athletics Director); sponsored by William Lau and Petros Kusmu</p> <p>This fee supports the provision of recreation, sport and wellness services, access to recreation and sport facilities and the administrative support for these services that benefit students, including varsity athletics, recreation facility access, group exercise, intramural sports, aquatics, instructional recreation, special events, sports clubs, personal training, and sport development. The A&R fee has not increased beyond the cost of living since 1998, and we have invited staff from the Faculty of Phys Ed and Rec to present their rationale for the \$16.38 per student per term increase to the Athletics and Recreation Fee, how students will benefit from the increase, and to hold a discussion about the plebiscite question.</p>

2013-18/2b	<p>Executive Goals Update, Presented by Petros Kusmu - President, Dustin Chelen - VP Academic, William Lau - VP Student Life, Adam Woods - VP External, and Josh Le - VP Operations and Finance</p> <p>ABSTRACT: The Executive have now completed 2/3 of their term in office and will be updating Council on the progress that they have made on their goals. Each member will highlight the significant achievements that they have made this year and will note the projects that they will be working on this semester. The presentation will afford Council the opportunity to ask questions regarding the future plans of the executives and will provide Council the opportunity to provide feedback on the work that they have completed so far.</p>
2013-18/2c	<p>Students' Council Engagement Task Force (SCET) Recommendations</p> <p>The presentation will outline recommendations drafted by SCET. These recommendations are intended to enhance SC's visibility, inclusivity, and connection with students. Presentation will be followed by a question and discussion period where Council members will have the opportunity to amend current recommendations.</p>
	Please see document SC 13-18.01
2013-18/3	<u>EXECUTIVE COMMITTEE REPORT</u>
2013-18/4	<u>BOARD AND COMMITTEE REPORTS</u>
2013-18/5	<u>QUESTION PERIOD</u>
2013-18/6	<u>BOARD AND COMMITTEE BUSINESS</u>
2013-18/7	<u>GENERAL ORDERS</u>

2013-18/7a	MOHAMED/KELLY MOVE THAT Students' Council direct the University of Alberta Students' Union executive to spend up to \$2500 to seek a legal opinion on: 1. Whether Section 2(a)(v) of the Post Secondary Institution' Regulations violates the Canadian Charter of Rights; and/or 2. Whether the actions of the University of Alberta violate Section 4 of the Alberta Human Rights Act in relation to the international students tuition increase.
2013-18-7b	HODGSON MOVES TO nominate one member of Students' Council to the Audit Committee.
2013-18/7c	CHELEN MOVES THAT Students' Council approve the Law Students' Association Faculty Association Membership Fee proposal to go to a law student referendum.
	Please see document SC 13-18.02
2013-18/8	<u>INFORMATION ITEMS</u>
2013-18/8a	CAC Summary Report
	Please see document SC 13-18.03
2013-18/8b	GAC Summary Report
	Please see document SC 13-18.04
2013-18/8c	SCET Summary Report
	Please see document SC 13-18.05
2013-18/8d	Adam Woods, VP External- Report
	Please see document SC 13-18.06
2013-18/8e	Report to Students Council from Bashir Mohamed

	Please see online document
2013-18/8f	William Lau, VP Student Life- Report
	Please see document SC 13-18.07
2013-18/8g	Audit Committee Summary Report
	Please see document SC 13-18.08
2013-18/8h	Braiden Redman Resignation from Students' Council
	Please see document SC 13-18.09
2013-18/8i	Dustin Chelen, VP Academic- Report
	Please see document SC 13-18.10
2013-18/8j	Concerns with CoSSS Fee
	Please see document SC 13-18.11

Date: January 16, 2014

To: Students' Council 2013-2014

Re: Students' Council Engagement Task Force (SCET) Recommendations Draft

Dear Students' Council,

On behalf of the Students' Council Engagement Task Force (SCET), I am pleased to provide you with a draft of the SCET Recommendations Document. The final version of the document will be released after consultations with Council members and other stakeholders are complete.

The following document was created with the help of SCET members: Petros Kusmu, Jessica Nguyen, Kelsey Mills, Marina Banister, Dawson Zeng, Lok To, Fabian Gonzalez, and Seamus Wu.

Over the span of six meetings, SCET drafted nine recommendations. The following document includes detailed descriptions of seven recommendations. The Committee wishes to consult Students' Council on two additional recommendations prior to including them in the document. During the Students' Council meeting on January 21, there will be a presentation on all recommendations and feedback will be sought from Councillors.

I would be happy to address any concerns via email (binczyk@ualberta.ca) or in person prior to the meeting.

Thank you,



Natalia Binczyk
Students' Council Engagement Task Force Chair

Students' Council Engagement Task Force
(SCET) Recommendations Draft

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Introduction

As stated in the Students' Council Engagement Task Force (SCET) Terms of Reference (Appendix 1), SCET was tasked with examining "ways for Students' Council to be more engaging". The scope of SCET's work included a "review of Students' Council's bylaws, standing orders, and its general practices to increase Council's visibility to the greater student population, mak[ing] Council more inclusive to traditionally underrepresented demographics, and empower[ing] members of Council to better connect with their constituents".

SCET's recommendations to Students' Council (SC) are organized into *Problems, Solutions, and Recommended Steps*. None of these recommendations are mandatory. The intention behind this document is to identify problem areas and propose solutions, thus enabling SC to enhance its visibility, inclusivity, and connection with students.

Upon reading the document, it will become apparent that many responsibilities associated with most recommendations fall on the Chair of the Council Administration Committee (CAC). It is advised that future CAC Chairs offer Council members the opportunity to lead certain initiatives. This will result in a more engaged Council and a more manageable workload for the CAC Chair.

In order to ensure continuity for the outlined initiatives, it is recommended that Committee Chairs also include these recommendations in their transition documents.

Summary of Recommendations

The document identifies problem areas and recommends solutions in order to improve SC's visibility, inclusivity, and connection with the students.

Recommendations are sectioned as follows:

A. Connecting Councillors with their Electorate

It is recommended that Councillors attend campus-wide events. The Event Calendar will aid Councillors with incorporating the events into their schedules. Class talks will offer quick updates on SC and will allow better recognition of SU representatives by the electorate. It is also recommended that clothing specific to SC be ordered following the elections and Councillor portraits be displayed in a public place such as SUB.

B. Enhancing collaboration between SC and Faculty Associations

It is advised that the VPA encourage FAs to request a Council delegate to sit on their boards. The Council representative would have the option to report to Council under the Board and Committee reports and would be required to report to CAC each trimester. The delegate would be key to debriefing on the state of the respective FA should Council be making a decision that could potentially impact the FA.

C. Enhancing Collaboration between SC and International Students

It is recommended that the VPSL advocate for the ISA to request a Council representative to sit on its board. Council representation on the ISA would occur on the same basis as Council representation on FAs. The delegate would be strongly encouraged to give at least one presentation to the ISA on the SC, the SU, and the SU elections.

D. Defining Council Goals

It is recommended that Councillors create individual Goal Documents by mid-summer. These documents would be uploaded onto the website. The intention behind the document upload is to enhance accountability of Councillors to their electorate and to provide a ground for augmented collaboration between Councillors with similar aspirations. Pre-determined individual goals will also improve the efficiency of collaborative Council goal planning sessions.

E. Enhancing collaboration between Councillors and Executives

It is recommended that Councillors with goals that fall under an Executive portfolio commence collaborative efforts with the respective Executive. It is also advised that all Executives host at least one job shadow day to allow Councillors a more intimate view of their areas of expertise.

F. Increasing SC Presence on Facebook

It is recommended that CAC work with the Speaker and the Administrative Assistant towards the establishment of the SC Facebook page. The intention behind the page is to provide students with quick updates on SC and to facilitate discussions between the students and their representatives.

G. Improving SC's Presence on the SU website

In order to increase the students' knowledge of their representatives, it is recommended that Councillor biographies and portraits be uploaded onto the SU website.

Summary of Recommended Steps

A. Connecting Councillors with their Electorate

1. Increase Council's involvement in campus-wide events

- *Programming and Venues (PnV)* – With the assistance of the VP Student Life, PnV will find ways to maximize SC's presence in its various events and the VP Student Life will communicate these opportunities to CAC.
- *VP Student Life and VP Operations and Finance* – With the assistance of the SU staff, create an SU Event Calendar.
- *VP Academic* – With the assistance of Discover Governance (DG), through the Council of Faculty Associations (COFA), the VP Academic will encourage Faculty Associations (FA) to populate the SU Event Calendar.
- *VP Student Life* – With the assistance of Student Group Services (SGS), the VP Student Life will encourage student groups to populate the SU Event Calendar.

2. Encourage Council's involvement in Class Talk presentations

- *DG* – With the assistance of the SU President and the Chief Returning Officer, DG will collect listing of classes from the Registrar's Office, organize the list, and share it with CAC.
- *CAC* – Will create a monthly PowerPoint based off the Students' Union's monthly Newsletter and share it with SC.

3. Enhance Council's presence through visual means

- *CAC* – Order SC clothes within the first six months of SC. Amend CAC's Standing Orders by adding in a "Council Clothing" section and legislate that it must occur within the first six months of SC.
- *DG* – With the assistance of the President and the SU's Marketing Department, DG will arrange to display Councillor Portraits.

B. Enhancing collaboration between SC and Faculty Associations

- *CAC* – Amend SC's Standing Orders by amending Section 2(1) and including an Order of Business entitled "Trimester Councillor Reports".
- *VP Academic* – Work with SC members in advocating FAs to have at least one non-voting member seat on their Council.

C. Enhancing Collaboration between SC and International Students

- *VP Student Life* – Ensure the ISA's Bylaws allow for at least one member of SC to be a part of its structure.

D. Defining Council Goals

- *Bylaw Committee* – Amend SC's Bylaw 4000 to include "Councillor Plans" with deadlines that are concurrent with the "Executive Plans" (Sections 8-11)
- *DG* – Work with CAC and the SU's Marketing Department in ensuring that Councillor Goals Documents are uploaded online.

E. Enhancing collaboration between Councillors and Executives

- *President* – With the assistance of DG and the cooperation of the Executive Committee, establish at least one job shadow day in all executive portfolios.

F. Increasing SC Presence on Facebook

- *CAC* – With the assistance of the President and the SU’s Marketing Department, create a Facebook page for SC.

G. Improving SC’s Presence on the SU website

- *Discover Governance* – Work with the President and the SU’s Marketing Department to ensure that Councillor photos, biographies, goals documents, and email addresses are online and up-to-date.

Recommendations

A. Connecting Councillors with their Electorate

Problem:

Council's presence is apparent primarily during elections. Candidates often connect with the students through posters, banners, class talks, and social media. Once the elections are over, Council's presence on campus decreases dramatically. Minimized Councillor and student interaction is reflected in the decreased knowledge on SC's business among the students. Although all information about SC is available online, this method of searching for SC updates is the most time consuming. One-to-one conversations or class presentations on SC require only a fraction of this time. Minimized knowledge on SC results in fewer students interested in attending SC meetings, running in elections, and voting in the SU elections. Therefore, increasing SC's presence on campus may improve student interest in Council as seen through the number of students attending SC meetings and running or voting in the SU elections. There are three main recommendations for connecting Councillors with their electorate.

Solutions:

1. Increase Council's involvement in campus-wide events. Although some Councillors already attend University events, they often attend these events as students, not as Council representatives. According to an informal poll during one of this year's SC meetings, the main barriers preventing Councillors from attending University events are: keeping track of what's going on, short notice, lack of interest, and lack of time. An Event Calendar, created by the SU staff, will help Councillors to stay up-to-date with upcoming events. Councillors will be able to access the calendar at any time during the year and incorporate the events into their schedules in advance.

2. Encourage Council's involvement in Class Talk presentations. Class talks may take between 1-2 minutes and should occur right before commencement of a lecture. It is imperative that Councillors request permission from professors prior to conducting class talks. Creation of a Class Talk PowerPoint takes approximately 15-20 minutes, and can be based upon the monthly SU newsletters. It is recommended that a CAC member create the monthly PowerPoint. Should all of the CAC members lack the time to fulfill this responsibility, it is recommended that a SC volunteer creates the PowerPoint and distributes it to Council members. It is essential that Councillors conducting class talks sign up on a class list in order to avoid duplication of efforts.

3. Enhance Council's presence through visual means. It is recommended that any Council-specific clothing items be ordered shortly after the elections, instead of towards the end of the term. When seeing individuals wearing SC clothing, students will be more likely to recognize their representatives and start a conversation. Furthermore, it is recommended for portraits of Councillors to be displayed in a public place such as SUB in order to enhance recognition of representatives by their

constituents.

Recommended Steps:

1. It is recommended that VPSL and VPOF, with the assistance of the SU staff, create the SU Event Calendar. It is advised that VPSL and VPA encourage student groups and Faculty Associations, respectively, to populate the SU Event Calendar. It is also recommended that VPSL collaborate with Programming and Venues (PnV) in order to further examine opportunities for Councillors to become involved in campus-wide events.
2. It is advised that Discover Governance (DG) collect class listing from the Registrar Office. Furthermore, it is recommended that DG organize the class listing by Faculty, or any other method that DG deems appropriate. Creation of the monthly PowerPoint should fall on a CAC volunteer. Should no CAC volunteers be able to take on these responsibilities, an opportunity to complete the described tasks should be opened up to all members of Council.
3. It is recommended that DG collaborate with the President and the SU's Marketing Department to arrange display of Councillor photos in public places such as SUB. It is advised that CAC amend its Standing Orders by adding a section relevant to Council Clothing and legislate that clothing items must be ordered within the first six months of SC.

B. Enhancing collaboration between SC and Faculty Associations

Problem:

Currently, there are no systematic, direct communications between Council and Faculty Associations (FAs). During the decision making process, Council may not always be aware of the state of each FA.

Solutions:

Due to the large number of students associated with each FA, it is essential for Councillors to bear in mind the state of FAs while making decisions. It is recommended that each FA create a non-voting seat for a Council representative. The Council representative will have an option to give written or oral reports to Council, which will appear under the Board and Committee reports. Council delegates would also be responsible for debriefing on the state of their respective FA should Council be making a decision that may impact this FA. This representative structure is inspired by the Council of the Collective Body for Arts Students, which requests that a Council representative, who also is an Arts student, sit on its Council. Council representatives on FAs would be treated similar to SU Standing Committee Chairs in that they would be expected to formally report to CAC every trimester.

Recommended Steps:

It is recommended that the Vice President Academic (VPA) work with FAs towards creation of a non-voting seat for a Council representative on the various FA Councils or their equivalent body, wherever possible. It is recommended that the FA request

a SC representative instead of SC request a seat on a FA Council or equivalent. Once an FA requests a SC representative, representatives from respective faculties will be elected via the same process as for electing SC representatives to SU Boards and Committees. It is also recommended that CAC amend its Standing Orders by amending Section 2(1) and including an Order of Business pertaining to Trimester Councillor Reports.

C. Enhancing collaboration between SC and International Students

Problem:

As stated on the UAlberta website, over 6,000 international students study at the University of Alberta (University of Alberta, n.d., International Undergraduate Students section). Unfortunately, many international students are unaware of SC's actions and mandates, and their right to vote or run in the elections. Current efforts to create an International Students' Association (ISA) generate the opportunity for Council to reach out to international students in an organized and strategic manner.

Solutions:

The ISA's developmental stage increases the possibility for a Council representative to sit on its board. It is recommended for the VPSL, who is engaged in the creation of the Association, to advocate that the ISA request a Council representative to become a member of ISA's governing body. Council representation on the ISA would occur on the same basis as Council representation on FAs. The ISA is compared to an FA due to the exceptionally large number of its members. It will be strongly encouraged for the Council representative to give at least one presentation to the ISA on Council's role at the University, the SU, and the SU elections. The information is then expected to trickle down to all international students. As with the Council representatives on FAs, the Council delegate will be able to give optional oral and written reports to Council and will be expected to report to CAC each trimester.

Recommended Steps:

It is recommended that the Executive overseeing the development of the ISA, the VPSL, encourage its founders to form the ISA's Bylaws such that a Council representative is requested to sit on its board. It is recommended for the ISA to specify whether the Council representative should also be an international student and whether he or she would be a voting member. Selection of the delegate will occur through voting at Council.

D. Defining Council Goals

Problems:

Although Council often sets multiple goals during Council goal planning sessions at the retreats and throughout the year, there often is no sense of direct responsibility for these goals. Council sets goals as the collective, without specifying parties that would be responsible for pursuing particular initiatives. Furthermore, there is no document specifying Council's annual goals, which makes it more challenging for

constituents to hold their representatives accountable. Reasons for the lack of a Council goals document includes lack of a person responsible to creating this document and no definite agreement on which goals will be pursued.

Solutions:

It is recommended for Councillors to create individual Goal Documents. These documents would be uploaded onto the SU website and made available to all students. Creation and publication of the goals documents opens a door for better collaboration between Councillors with similar aspirations. Once everyone's goals are determined and clearly stated, Councillors may begin to team up in order to pursue certain initiatives. Furthermore, determination of individual goals will allow fellow Councillors and the students to question a representative about the progress of his/her intended actions. Individual Goal Documents will be strongly encouraged, but not mandatory. It is not recommended for the collaborative goal setting sessions to be eliminated. Pre-determined individual goals will contribute to more efficient Council goal planning sessions.

Recommended Steps:

It is recommended that the Bylaw Committee amend SC's Bylaw 4000 (A Bylaw Respecting the Students' Union Strategic Plan) to include "Councillor Plans" with deadlines that are concurrent with the "Executive Plans" (Sections 8-11). CAC would be responsible for determining and sending out guidelines and reminders pertaining to the Goal Documents. It is recommended that DG work with CAC and the SU's Marketing Department in ensuring that the Councillor Goal Documents are uploaded online.

E. Enhancing Collaboration between Councillors and Executives

Problem:

Councillors often have ideas and projects, which they would like to implement. However, the primary role of a Councillor is to simply set a vision for the SU. It is then a role of the Executive to do the 'leg work' and to implement this vision into the SU's actions. As a result, the Executives are often more informed of the nuances associated with leading a project.

Solution:

It is recommended that Councillors with goals that parallel Executive portfolios reach out the Executives in order to commence collaborative efforts. It is also recommended that each Executive host at least one job shadow day per year in order to allow Councillors a closer look at their areas of expertise. Once more Councillors have an intimate knowledge of the work done by the Executive, there may also be an increased number of candidates for the Executive positions.

Recommended Steps:

It is recommended that Councillors set their goals by mid-summer and commence collaboration with the respective Executives. Furthermore, it is recommended that

Executives plan and host at least one job shadow day per year.

F. Increasing SC Presence on Facebook

Problem:

In the face of increased dependence on technology, students are often searching for quick updates on events, issues, and news. Currently, the main resource where students can find out about SC updates is the SU website. Documents posted on the website are often lengthy and require a significant amount of time to examine. There is a need for a resource where students could receive quick updates on SC.

Solution:

SC Facebook (FB) page would allow students to see brief updates as well as links to Agendas and Minutes on their Newsfeed. The creation of a SC social network page gives rise to a number of questions, which will be addressed individually.

1. Who is able to post on the page?

Only Councillors and the Administrative Assistant for SC would be able to post on the page. Students will be able to comment on the posts. This will minimize the possibility of inappropriate/irrelevant posts.

2. Will there be new accounts created for Councillors?

Councillors would be using their personal accounts. Creation of a new account would lead to significant administrative work, which can easily be avoided. It is Councillors' responsibility to be mindful of their privacy settings and the content on their FB profiles.

3. Who will ensure that there are posts on the page?

The Administrative Assistant for SC will regularly post links to Agendas and Minutes.

4. Who will set up the FB page?

The Speaker will do set up of the page, as long as the Speaker feels that his/her skills are sufficient for such a task. Set up of the page should include: rules of the page (which may be similar to the rules on the SU FB page), Administrator settings, and graphics. It is recommended that CAC reviews the rules and approves the FB page before it becomes public.

5. Who will oversee the FB page?

It is recommended for the CAC Chair to coordinate the set up and maintenance of the page with the Speaker and the Administrative Assistant. The CAC Chair would also be expected to regularly examine the page for any inappropriate/irrelevant posts.

6. How can we ensure that questions/concerns from students are answered?

It is recommended that Councillors visit the page regularly and address questions to the best of their abilities. If a Councillor is unable to accurately answer a given question, it is recommended for the Councillor to tag an Executive or a committee Chair under whose portfolio the question falls.

7. How will the page be promoted?

The SC FB page may be promoted via posts on the SU FB page and the SU website. Councillors and Executives may also promote the page on their personal social media accounts, through word of mouth, presentations, etc..

Steps to be taken:

It is recommended that the CAC Chair initiate the creation of the FB page with the assistance of the President, SU's Marketing Department, the Speaker, and the Administrative Assistant. The CAC Chair should then inform Council members of the page activation date and any rules associated with using the page.

G. Improving SC's Presence on the SU website

Problem:

The SU website offers minimum information about Councillors compared to the information offered about the Executives. Lack of information about Councillors contributes to the students' scarce knowledge about their representatives.

Solutions:

It is recommended for Council biographies and pictures be uploaded onto the SU website.

Recommended Steps:

It is recommended that DG work with the President and the SU's Marketing Department to ensure that Councillor photos and biographies. It is advised that the CAC Chair encourage submission of the outlined files and send out reminders pertaining to these items.

Appendix 1

Students' Union Council Engagement Task Force Terms of Reference

Purpose

Engagement with the student body and Good Governance of the Students' Union are critical success factors outlined in the SU's Strategic Plan. Furthermore, the continuous review of the SU and its practices is another principle outlined in its Strategic Plan.

The SU Council Engagement Task Force will examine ways for Students' Council to be more engaging. This will involve a systematic review of Students' Council's bylaws, standing orders, and its general practices to increase Council's visibility to the greater student population, make Council more inclusive to traditionally underrepresented demographics, and empower members of Council to better connect with their constituents.

Scope

The task force will provide recommendations to the Students' Council before January 31, 2014 that will seek to address the following issues:

- **Visibility** – How can Students' Council increase its visibility to the greater student population?
- **Inclusivity** – How can Students' Council eliminate barriers to participation and expand opportunities for involvement with Students' Council?
- **Connection** – How can Students' Council better connect with its representatives and further empower its Councillors?

Meetings

Meetings will be held biweekly until the end of January 2014.

Membership

- 1 Students' Union Executives;
- 1 Representative of the permanent members of Students' Union Council Administration Committee;
- 1 Representative of the Students' Union Elections Review Committee;
- 1 Representative of the Students' Union Bylaw Committee;
- 2 Representative from Students' Council who are not members of the Executive Committee, the Elections Review Committee, or permanent members of the Council Administration Committee; and
- 3 Student-at-Large positions selected by the aforementioned members.

Resource Personnel

- Chief Returning Officer
- Speaker of the SU
- Discover Governance
- Department of Research and Political Affairs

Law Students' Association Faculty Association Membership Fee ("FAMF") Proposal

General Introduction to the Law Students' Association ("LSA")

We are the many voices of the student population at the University of Alberta – Faculty of Law, all rolled up into one elected executive, responsible for coordinating and maintaining the numerous academic, professional, athletic, social, and extracurricular activities at UofA Law. We act as the liaison between all registered law students and the university & law faculty's administration. We provide a multitude of services to our members that include Condensed Annotated Notes (CANs), lockers for all of our members, general upkeep and access to our student lounge (the Gavel), a student directory ("Who's Who"), and eligibility to compete on the various intramural law sports teams offered by Campus Recreation.

This year, along with the unveiling our new website, we are offering CANs online (and free) for the first time ever in the history of our school. This was a momentous and proud occasion for many of us, and we are inviting all of our students to help themselves to this sizeable database of notes. The ability of the Executive to provide such a service for free can be maintained long-term, but requires prudent financial planning moving forward.

A. The purpose of the fee;

Practicality is the ultimate goal in pursuing a Faculty Association Membership Fee, the purpose of which is twofold. First, an automatic fee would reduce the time and effort it takes to sign up all our students during the first week of school, and would alternatively provide all students with the ability to enjoy the benefits of membership without worrying about attending the membership drive during such a small window of opportunity. Our membership consists of nearly 80% of our student population. We feel it would be even higher given that a number of students are on exchange during the first semester, participating in training for clinical courses, or are student leaders in the school and are simply busy with other commitments during the first week.

Second, to ensure a steady and consistent stream of revenue, which the Executive can use to plan membership benefits and the year's activities in advance. As it stands now, so much of the LSA's operating budget depends on the membership drive in September, and part of our big sales pitch is that only LSA members could purchase CANs under the old financial model (the revenue from CANs sales accounted for approximately \$6000 of the LSA's operating budget). Furthermore, a tremendous effort was made during the summer of 2013 to increase sponsorship by nearly 50% in order to fund one year's worth of free online CANs. This can be maintained every year, theoretically. However, the LSA Executive would like to ensure that the revenue used to provide free online CANs remains consistent every year, should the Executive be unable to procure similar sponsorship numbers every year. It is absolutely unfeasible to require the Executive to

wait and determine whether or not providing CANs, in tandem with sponsorship efforts over the summer, will or will not cause significant financial issues for the LSA, only once membership numbers are in.

B. The amount, per student per term, of the fee;

\$50 will be collected annually. (\$50 Fall/0\$ Winter/0\$ Spring & Summer)

C. The scope of membership of the fee;

Currently the LSA has two categories of membership: Base and Privileged. Base membership includes, and will continue to include, all undergraduate students enrolled in the Faculty of Law. Benefits of base membership include advocacy and representation before the Faculty of Law. Privileged membership includes greater access to services (including “who’s who” and locker rentals) and social programming. The scope of this FAMF is to expand privileged membership to all students enrolled at the University of Alberta - Faculty of Law (subject to opt-outs). The increase in scope is significant for all the reasons outlined above. Currently 428 students already pay \$55 towards purchasing an LSA membership fee.

D. The dates the fee is to begin and cease being collected;

From the payment of the enrollment confirmation fee in July, to the first day of classes in September.

This FAMF fee will cease being collected June 1, 2019.

E. The refund mechanism of the fee;

A two-week opt-out window will be presented after classes commence in September, during which students can choose not to participate as members of the Law Students Association. Students will be notified of the opportunity to opt-out of the FAMF by receiving at least two emails through the Faculty’s email server. In addition, during the two week time period the ability to opt-out will also be advertised using the LSA’s bulletin board. These duties will be carried out by the VP-General at the time. A student will not have to provide reasoning for their decision to opt-out of the FAMF. After the two-week period has closed, upon receiving final numbers, the VP Finance and President will sign cheques refunding the membership to all students who have chosen to opt-out.

Please see Schedule IV for the proposed LSA Membership Fee Reimbursement Form.

F. The allocation of the fee;

The fee is to be allocated in the same manner in which it is currently. The fee is allocated to the LSA's annual operating budget, as set by the VP Finance and President well in advance of the first Executive meeting in September, where it is voted on and passed by the Executive. All major projects pursued by the Executive are then decided on as a group throughout the year.

Please see Schedule I for the LSA's current Budget numbers.

G. The financial oversight of the fee;

The fee is subject to the same financial oversight expected of membership fees currently paid by LSA members; an audit of the LSA's operating budget by an independent third party, presentation of said budget and audit at the Annual General Meeting in March, and the University of Alberta Student Union Financial Reporting Guidelines.

Please see Schedule II for the constitutional provisions currently in place to ensure proper financial oversight of LSA revenue.

H. Proof of consultation as required by Section 14 of this bylaw; and

On November 26, 2013, 1:00-2:00, Law Centre Room #201, the Law Students Association' convened a general meeting to consult with our student body about our proposal to collect a FAMF.

Please see Schedule III for the list of people that attended this general meeting.

I. Endorsement of the fee by the Association.

On November 18, 2013, the Law Students Association' executive endorsed this proposal to collect our membership fees through a FAMF. This proposal is believed to be in accordance with *Bylaw 8200- A Bylaw Respecting Faculty Association and Campus Association Finances*



Schedule I

Current Budget Figures

LSA Membership Fee Breakdown

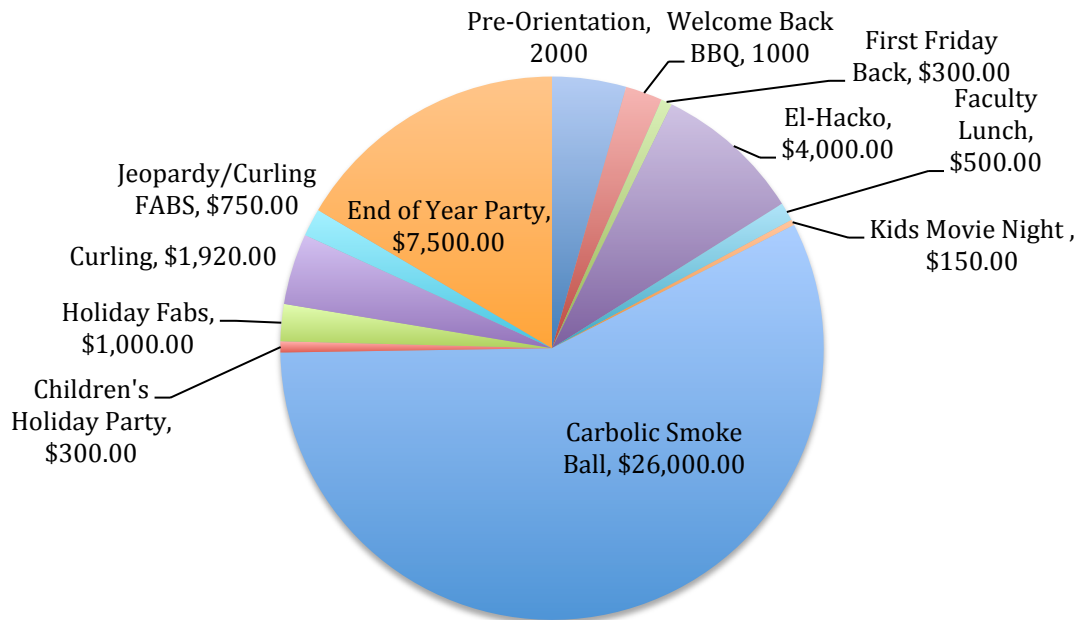
Fee Charged: \$50/member

Membership Fee Breakdown & Allocation	
Events	
Pre-Orientation	\$2.00
First Friday Back	\$0.50
El Hako Golf Tournament	\$3.00
Faculty Lunch	\$0.50
Kids Movie Night	\$0.50
LSA Formal	\$27.00
Children's Holiday Party	\$0.50
Curling Tournament	\$1.00
Jeopardy	\$0.50
End of Year Party	\$2.00
Total	\$37.50
Projects	
CANS	\$2.50
Who's Who	\$2.00
Total	\$4.50
Operations	
Law Sports Teams	\$3.00
Office	\$1.00
Bank Fees	\$0.50
Gavel Equipment	\$1.50
Business License	\$0.50
Dean's Gift	\$0.50
Treat Day	\$0.50
Total	\$7.50

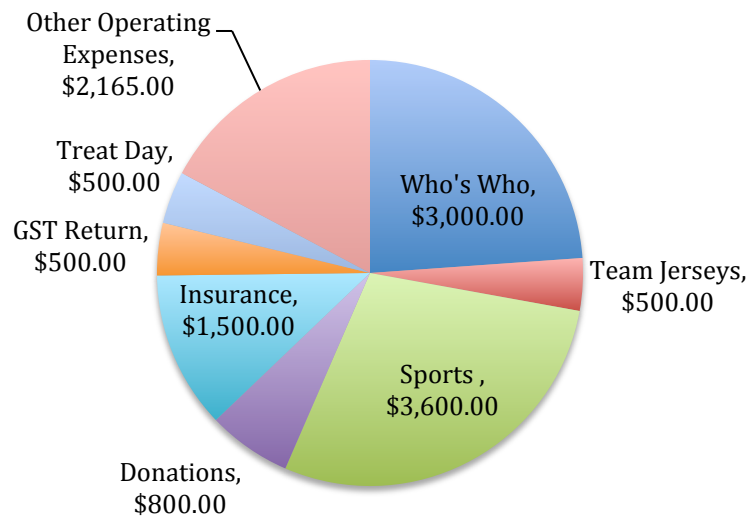
Law Students' Association 2013-2014 Budget		
Item		2013-2104 Budgeted
Events	Revenue	\$ 35,070.00
	Expenses	\$ (45,420.00)
	Net Events	\$ (10,350.00)
Projects	Revenue	\$ 8,600.00
	Expenses	\$ (5,547.19)
	Net Projects	\$ 3,052.81
Operations	Revenue	\$ 27,400.00
	Expenses	\$ (9,565.00)
	Net Operations	\$ 17,835.00
Net Income		\$ 10,537.81

Predicted Expenses for the 2014/2015 School year

2014/15 Predicted Expenses for Events



2014/15 Predicted Expenses for Projects and Operations





Schedule II
Financial Oversight
and the LSA
Constitution
(Relevant
Constitutional
Provisions)

Financial Oversight and the LSA Constitution (Relevant Constitutional Provisions)

• • •

9.6 The duties of the Vice-President Finance shall include:

- (a) keeping full and accurate accounts of all receipts and disbursements of the Association in proper books of account;
- (b) receiving and depositing all monies of the Association in such bank or banks designated by the Executive;
- (c) only disbursing monies of the Association upon authorization of a resolution of the Executive;
- (a) rendering to the members of the Association at the general meetings an account of all his or her transactions as Vice-President Finance and of the financial position of the Association; and
- (b) make a financial report to the Students' Union within six months of the end of the fiscal year's end
- (a) The duties of the Vice-President External shall include: monitoring all external affairs of Law Students;
- (b) keeping the Law Students' Association website up-to-date and accurate
- (c) giving regular updates from the General Faculty Council Law representative;
- (d) giving regular updates from the Law Students Union Councillor;
- (e) in the event that the LSA wishes to advocate for a policy that is contrary to Students' Union political policy, students union policy mandates a presentation be made to council. The presentation may be made by the VP External in this event.
- (f) providing contact information to the Students' Union each year; and
- (g) providing such services as the Executive considers appropriate.

• • •

ARTICLE X – BORROWING POWER

10.1 For the purpose of carrying out the objects of the Association, the Executive, by way of Executive Resolution, may cause the Association to borrow or raise or secure the payment of money in any manner the Executive thinks fit, except that in no case shall a

general security agreement, mortgage or other security document be executed without the sanction of a Special Resolution.

- 10.2 For the purpose of carrying out the objects of the Association, the Executive, by way of Executive Resolution, may cause the Association to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments.
- 10.3 All cheques or other orders of payment of money issued in the name of the Association shall be signed by the Vice-President Finance or the President and any other Executive member who is approved by the majority of the Executive.

• • •

ARTICLE XII – AUDITORS

- 12.1 The Association shall have an independent body audit the Financial Statements and ensure that the budget and financial administration rules are accountable.
- 12.2 No Executive of the Association shall hold the position of auditor or audit the Financial Statements of the Association.
- 12.3 The membership of the Association shall, at the time of each Executive Election, appoint an auditor or auditors who will audit the books of the out-going Executive.
- 12.4 The remuneration of the auditor or auditors, if any, shall be paid by the Association.
- 12.5 The books, accounts and records of the Association shall be audited at least once each year by a duly qualified chartered accountant or accountants. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor or auditors at the annual general meeting of the Association.
- 12.6 The fiscal year end of the Association in each year shall be April 30.

ARTICLE XIII – INSPECTION

- 13.1 The Executive shall allow any member to inspect the books, records and accounts of the Association at the registered office of the Association within seventy-two (72) hours of that member delivering a written request to the Executive of his or her intention to inspect the books, records and accounts of the Association.

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Schedule III

FAMF Consultation Sign-In Sheets



Schedule IV

LSA Membership Fee Reimbursement Form



LSA Membership Fee Reimbursement Form

In order to receive an LSA Membership Fee reimbursement, you must:

1. Be registered in the Faculty of Law as an undergraduate student in the current academic year.
2. You must have paid the LSA Membership fee as part of your tuition, as collected by the Office of the Registrar and the Students' Union.

Reimbursements will not be granted two weeks after classes commence in September.

I, _____ (____@ualberta.ca), request to be refunded the LSA membership fee for the _____ academic year.

I give the LSA permission to retain a record of my information for the purposes of confirming my registration with the Faculty of Law.

Signature: _____ Date: _____

FOR OFFICE USE ONLY	
Received by:	
Date:	

COUNCIL ADMINISTRATION COMMITTEE MEETING SUMMARY REPORT TO COUNCIL

<i>Date: January 07th 2014</i>		<i>Time: 5.04 pm</i>	2013 – 2014
Motions			
1.	<i>MILLS moved to approve the agenda for January 7, 2014 as tabled.</i>		<i>CARRIED</i>
2.	<i>MILLS moved to approve the minutes for December 3, 2013 as tabled.</i>		<i>CARRIED</i>
3.	<i>BORDEN moved to appoint Councilor MORRIS to the DRO hiring committee.</i>		<i>CARRIED</i>
4.	<i>BORDEN moved that CAC recommends bylaw committee to review the recommendations of DIE board ruling 2013-01.</i>		<i>CARRIED 6/0/0</i>
5.	<i>BORDEN moved to approve the hoodies in Charcoal, Black, and Forest Green, with embroidery in the middle and with the possibility of having 2 lines added.</i>		<i>CARRIED 6/0/0</i>
6.	<i>BORDEN moved to adjourn the meeting.</i>		<i>CARRIED</i>

GRANT ALLOCATION COMMITTEE MEETING SUMMARY REPORT TO COUNCIL

Date: January 09th 2014

Time: 5.01 pm

2013 – 2014 *MEETING 14*

Motions

1.	<i>HODGSON</i> moved to <i>approve the agenda for January 09, 2014 as tabled.</i>	<i>CARRIED 6/0/0</i>
2.	<i>HAMID</i> moved to <i>approve the minutes for December 17, 2013 as tabled.</i>	<i>CARRIED 4/0/2</i>

STUDENTS' COUNCIL ENGAGEMENT TASK FORCE MEETING SUMMARY REPORT TO COUNCIL

<i>Date: January 13th 2014</i>	<i>Time: 5.02 pm</i>	2013 – 2014
<i>Motions</i>		
1.	<i>BINCZYK moved to approve the agenda for January 13, 2014 as tabled.</i>	<i>CARRIED 6/0/0</i>
2.	<i>BINCZYK moved to approve the minutes for November 28, 2013 as tabled.</i>	<i>CARRIED 6/0/0</i>
3.	<i>NGUYEN moved to adjourn the meeting.</i>	<i>CARRIED</i>

January 16, 2014

To: Students' Council

Re: Report to Council (for January 21st meeting)

Introduction

Hello Council,

I've spent the majority of the week working on my goals document, preparing for the upcoming CASA campaign as well as next weeks Mandatory Non-Instructional Fee Campaign. Here's my report for the week:

Meeting with the Ministry:

As I informed Council at a meeting during the first semester, the government has created four different working groups to address various aspects of post secondary, ranging from research to funding models and tuition. Unfortunately when these groups were first announced, they only consisted of Presidents and Vice Presidents from different Alberta post secondary institutions. Evidently our largest concern about this was the lack of student representation, and how conversations that directly affect students on this campus is being had without us.

The response from the Council of Alberta University Students' was to meet with as many as the Chairs of these working groups of possible, who are all employees of the Ministry of Innovation and Advanced Education. This week I met with two of them, one from the working group on tuition and one on the working group on funding models.

Largely it seems that the recent cabinet shuffle has put government business at a bit of a standstill. These groups are having largely research-based discussions in an attempt to see how other models of funding post secondary work across other provinces and countries. I am happy to say that after expressing much concern to the Ministry about this particular matter, it seems that student representation will indeed be included in the near future. This is extremely important, given the affects these conversations could easily have on Albertan students, and the risk of our already lacking representation at these tables.

PSLA:

Another area I would like to touch on is the PSLA. Again, this has been drastically affected by the recent cabinet shuffle. While the previous Minister assured student leaders that the PSLA would be opened, there has been absolutely no indication from government as to whether or not this review will continue. With that being said, the quarterly meetings with the Minister are still occurring, so we will likely have our first opportunity to meet Hancock (as the new Minister) on the 31st of January at our next meeting. I will provide an update to Council as soon as I have more details.

CASA:

The National Advocacy Team of CASA met today to discuss options for the upcoming student debt campaign that our member schools will be hosting. The committee endorsed a "Wall of Debt" as the best option for a campaign. The date was also something that was discussed, and it was decided by the committee that the

campaign will occur during one of the weeks of our Students' Union Executive elections.

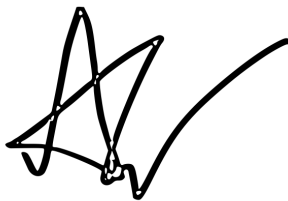
While the timing of this is incredibly inconvenient for our particular institution, it must be remembered that there are a number of schools in CASA and there really isn't one single week that would work for everyone. Unfortunately we got the short end of the stick on this one, however the campaign will still be immensely valuable. We hope that it will work to raise awareness around the issue of ever-increasing student debt and ultimately bring a large amount of media attention to our member schools. I look forward to the UASU participating in this campaign and I will provide further details when they are decided upon by the CASA membership.

Mandatory Non-Instructional Fee's Campaign:

This upcoming week will be the launch of our Mandatory Non-Instructional Fee's campaign, aimed at increasing student awareness about the fees they currently pay the University. Posters, SUTV, and bag tags will be used for the campaign, and many volunteers will be participating in classroom talks. If you wish to participate in classroom talks, I will be sending a sheet around the room during the meeting so we can add you to the volunteer list. If you have any further questions about the campaign, I would be happy to answer them. You can also go to www.su.ualberta.ca/mnif.

At this point that is all I have to report.

Thank you for your time,



Adam Woods

Vice President External 2013-2014 | University of Alberta Students' Union

Phone: (780) 492-4236 | **F:** (780) 492-4643 | **E:** vp.external@su.ualberta.ca

Twitter: [@uasuvpexternal](https://twitter.com/uasuvpexternal) or [@AWoo_ds](https://twitter.com/AWoo_ds)

Student Council Report

"It wouldn't be an easy case, but Charter cases rarely are." – Gwen Feeny

Written and researched by Bashir Mohamed

January 2014

Introduction:

I was directed by Students Council to come up with a background document that provides necessary information on the motion which will be debated on January 21st, 2014.

The intention of this document is to provide Councilors with comprehensive knowledge of the Charter of Rights and Freedoms, along with background information on the Alberta Human Rights Act.

The motion is as follows:

HANSRA/MOHAMED MOVED TO amend the amendment to read: MOHAMED/KELLY MOVE THAT Students' Council direct the University of Alberta Students' Union executive to spend up to \$2500 to seek a legal opinion on:

- 1. Whether Section 2(a)(v) of the Post Secondary Institution' Regulations violates the Canadian Charter of Rights; and/or*
- 2. Whether the actions of the University of Alberta violate Section 4 of the Alberta Human Rights Act in relation to the international students tuition increase.*

Council Report

I hope the debate won't be focused on lack of knowledge, but will instead be focused on principles of the motion.

International Differential Fee

As many of you know, international students have had their tuition hiked up by 5% on December 13th. This tuition hike reflects the tough fiscal climate that the University of Alberta is in due to the budget cuts last year.

The 5% tuition increase that International students currently face is an increase to the IDF¹. The IDF is intended to ensure that international students pay the difference of cost in relation to education an international student vs a domestic student.

International students already pay around 3X more than domestic students as a result of this fee.² This does not include living costs (Rent, food, etc).

The 5% tuition increase can range anywhere from \$1,000-\$1,700 depending on the faculty that the student is enrolled in.

¹ International Differential Fee

² See figure 1

Council Report

Figure 1 Tuition International

Agricultural, Life and Environmental Sciences, Arts, Education, Med Lab Science, Native Studies, Physical Education, Faculté Saint-Jean

	Full Time per Term (15 units of course weight)	Full Time per Year (30 units of course weight)
Tuition	9,355.20	18,710.40
<u>Registration & Transcripts</u>	75.46	150.92
<u>Student Services</u>	56.46	112.92
<u>Students' Union Dedicated Fees</u>	31.73	63.46
<u>Students' Union Membership Fees</u>	37.50	75.00
<u>Students' Union Health Plan</u>	110.27	110.27
<u>Students' Union Dental Plan</u>	111.69	111.69
<u>CoSSS</u>	151.42	302.84
<u>U-Pass</u>	122.92	245.84
<u>Athletics and Recreation</u>	64.92	129.84
<u>Health Services</u>	26.78	53.56
TOTAL	\$10,144.35	\$20,066.74

Agricultural, Life and Environmental Sciences, Arts, Education, Med Lab Science, Native Studies, Physical Education, Faculté Saint-Jean

	Full Time per Term (15 units of course weight)	Part Time per Term (6 units of course weight)
Tuition	2,634.60	1,053.84
<u>Registration & Transcripts</u>	75.46	37.73
<u>Student Services</u>	56.46	28.23
<u>Students' Union Dedicated Fees</u>	31.73	28.77
<u>Students' Union Membership Fees</u>	37.50	18.28
<u>Students' Union Health Plan</u>	110.27	110.27
<u>Students' Union Dental Plan</u>	111.69	111.69
<u>CoSSS</u>	151.42	75.71
<u>U-Pass</u>	122.92	122.92
<u>Athletics and Recreation</u>	64.92	32.46
<u>Health Services</u>	26.78	13.39
TOTAL	\$3,423.75	\$1,633.29

As you can see, there is no breakdown for what is included as being the “differential.” The university is adamant that there is a major difference of cost in Educating an international student, but we have no real idea where the extra funds go. The end result is that domestic student tuition is regulated while international student tuition is unregulated.

Another argument is that domestic student fees are subsidized through tax dollars. Thereby, international students are simply paying the true cost of a post-secondary education.

The previous argument cannot be used for the 5% increase since the funds being generated are going towards mitigating the deficit.³

This is where the idea comes that international students are being treated like, “cash cows.”

How It All Got Started

³ “Vice-President (Finance & Administration) Phyllis Clark said the revenue generated from the increase will yield approximately \$3 million, which comes nowhere close to filling the budgetary gap left by the unexpected \$43 million cut delivered earlier this year by the provincial government — even despite the recently announced \$14.4 million in funding..” The Gateway. Nov 20, 2013.

Council Report



I was called by a number of international students one Friday night. The students felt so wronged that they were wondering if they could go to court against the University for increasing tuition by 5%.

I stayed up for most of the night and reviewed the Post-Secondary Learning Act (PSLA) to see if there was anything that could be done. After a number of heated phone calls, I realized that everything the university was doing was in line with the PSLA.

I got frustrated and ended up talking to a friend about this and he suggested looking into the Charter.

My friend said, “Why are you going after the university? This is a provincial law?”

He was right, I realized that the PSLA could be in violation of the charter. I imminently contacted a friend who use to be a lawyer and asked her to look into this. I then contacted a number of international students to draft letters of support.

I did what I thought was right and presented a motion to Council that would seek the constitutionality of the PSLA in relation to unregulated international tuition.

The motion was fairly straight forward, but was faced with fierce criticism since there were concerns that seeking a legal opinion could amount to “War” against the province.

I want to be clear that I am presenting this motion since this is what students want. They want to explore all options in front of them and to try to fight an unjust law.

This is something that anybody would want to do when faced with injustice.

*The Charter of Rights
and Freedoms*

Council Report



The Canadian Charter of Rights and Freedoms is a bill of rights that is a part of the Constitution of Canada. It guarantees certain political rights to Canadian citizens and civil rights to everybody who resides in Canada. The charter gives the courts the power to strike down laws that do not abide by the charter.

The way a charter challenge works is that you are required to make your case to the courts. I won't bog you down with specifics, but the government is allowed to defend itself. At this point the court uses something called the Oakes test to decide whether or not your claims are valid.

At its very essence, the charter is meant to protect us from unjust laws and is meant to serve as an avenue for the everyday citizen to speak out against laws that they think are unjust.

Charter challenges are expensive and often take years to make its way through the courts. Launching a charter challenge would require immense planning.

The relevant section of the charter that I was thinking about is section 15 which reads as:

(1) Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.

I want to reiterate that **nobody** in council is a lawyer. Thereby, we have no way of knowing if the PSLA violates the charter. We do not know how strong our position is until we get a legal opinion.

The motion is not intended to launch a full blown charter challenge - that would be irresponsible. The motion is intended to see where we stand.

I will not discuss how strong I believe our case is legally – that would be against good governance.

The Post-Secondary Learning Act



The Post-Secondary Learning Act was created in 2004. It amalgamated numerous legislation that dealt with

Council Report

post-secondary issues into one piece of legislation.

The Post-Secondary Learning Act is an important piece of legislation since it defines the role of a Students Union. I won't get into this, but I recommend that every councilor take a look at the PSLA.

Anyways, the motion references *Section 2(a)(v) of the Post Secondary Institution' Regulations*. What the heck is that, anyways?

Well, you can see it on the next page.

Figure 3. *Section 2(a)(v) of the Post Secondary Institution' Regulations* ***Look at (v) below**

Definition of tuition fees for Act purposes, etc.

2 For the purposes of the Act and this Regulation, “tuition fees” in respect of an institution means the following:

- (a) fees identified in the institution’s calendar or in a supplement to its calendar as tuition fees or fees for instruction for courses that are part of programs approved by the Minister under the *Programs of Study Regulation* (AR 91/2009) or for the purposes of the *Student Financial Assistance Act*, excluding the following:
 - (i) courses taken as part of a distance delivery program by individuals who do not reside in Alberta;
 - (ii) apprenticeship programs under the *Apprenticeship and Industry Training Act*;
 - (iii) off-campus cost recovery instruction programs;
 - (iv) courses provided under a third party contract;
 - (v) any differential or surcharge in fees that the board of the institution may set for courses taken by individuals who are not Canadian citizens or permanent residents of Canada;

This essentially deregulates International Differential Fees. The University is able to increase this fee on a whim without proper consultation.

The University also has to give no rationale since we don’t know what the difference in cost of an education really is in Alberta.

Council Report

You can sense the frustration amongst the Students Union and other stakeholders when it comes to advocating on behalf of international students.

The Alberta Human Rights Act



The Alberta Human Rights Act is a lot like the Charter. The only difference is that the Charter only applies to the federal and provincial governments while the charter applies to a wider range of organizations, such as the University of Alberta.

This means that the University can be found at fault of the Alberta Human Rights Act.

The Alberta Human Rights Act allows people to make complaints, “If they feel that they have experienced harassment or have been discriminated against in the specific areas and under the specific grounds protected under the act.”⁴

I feel that the 5% tuition increase could amount to a violation of section 4 of this act. Section 4 is seen on the following page.

⁴ http://www.albertahumanrights.ab.ca/publications/bulletins_sheets_booklets/sheets/history_and_info/protected_areas_grounds.asp

Figure 4

Discrimination re goods, services, accommodation, facilities

4 No person shall

- (a) deny to any person or class of persons any goods, services, accommodation or facilities that are customarily available to the public, or
- (b) discriminate against any person or class of persons with respect to any goods, services, accommodation or facilities that are customarily available to the public,

because of the race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons.

RSA 2000 cH-14 s4;2009 c26 s4

A potential argument here is that the University is discriminating against international students by treating them differently in the way they pay for services (a university education).

Once again, we don't know what the strength of this argument is. To assume so would be extremely irresponsible and against good governance.

International Students and Students Council



Councilors should understand the relationship between international students and Council.

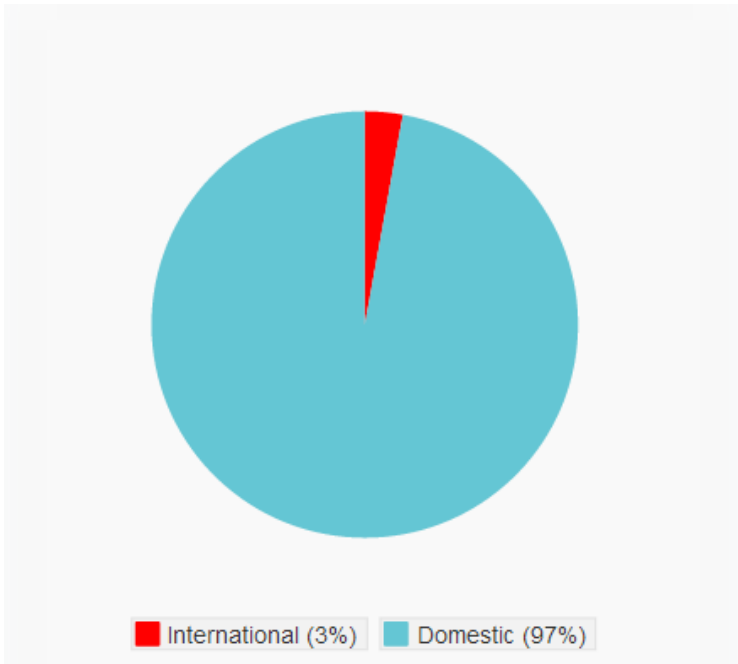
International students pay Student Union dues (See figure 1). They make up roughly 16% of the student body. And they contribute to the rich atmosphere of campus by contributing to a truly global campus.

However, there are some major discrepancies amongst international students. For example, only one international student sits on Council out of 35 seats. While International students make up a significant portion of the student body.

This lack of representation has led to international student issues to fall by the wayside in recent years.

Council Report

Figure 5, ratio of International vs domestic students on council



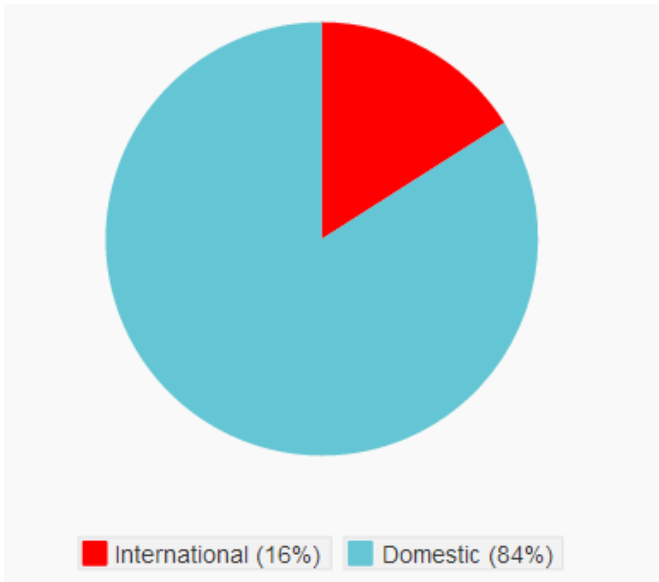


Figure the

6, ratio of International students on campus vs domestic.⁵

We need to recognize that international students are in a category of their own when it comes down to advocating for their issues. We do international students a disservice if we don't take every avenue possible to fight for their rights.

This requires us to take a look at the constitutionality of certain laws that affect international students. Most international students I meet are very supportive of getting a legal opinion. For them, it gives a peace of mind that the Students Union is taking such actions.

⁵ <http://www.registraroffice.ualberta.ca/General-Information/U-of-A-Facts-and-Stats/U-of-A-Facts.aspx>

Council Report

The Students Union has taken legal action before. We should not be afraid of looking into taking legal action once more.

The purpose of this section is to remind Councilors of the duty they have to all their constituents concerns, domestic or international.

Our relationship with the province and University



There have been concerns that getting a legal opinion will hurt our relationship with the University.

I will be blunt – the University never considers their relationship with students when making decisions. It is a two-way road, they expect us to act like a Students' Union.

In all honesty, this concern seems to be blown way out of proportion since this has been a non-issue when I bring it up during my research.⁶ Legal opinions are not a form of warfare.



Short Term

6
a

conversations with numerous international students,
a national expert.

Advocacy vs Long Term Advocacy

Our strategy when it comes to advocacy is short-term. This is natural since the executive and councilors only serve one year terms.

A legal opinion would benefit international students since it would create a road map for the eventual regulation of international student tuition. It is difficult, from a political view, to accomplish this goal when new executives come in with different priorities.

It is unwise to create a long-term strategy without first having a legal opinion to see where we stand if we choose to go to the courts. For example, you can see in appendix IV that there is widespread student support, “that the Students Union explore all legal, political, and social avenues when developing such a strategy.”

A legal opinion would only help in achieving the regulated international tuition by providing us

with a guiding light. If the results come back positive then we know that this is an option. If the results come back negative then we know that we need to rethink our strategy.

I recall hearing the story of an exchange between a Chinese diplomat and a Canadian diplomat. The Chinese diplomat asked the Canadian what his plan was in the next years.

The Canadian replied, “Well in our first month we are going to do this, in our second year we are planning on doing this, and we will see what the third year holds for us in the near future.”

The Chinese was asked the same question and responded by saying, “Well, in 25 years we are planning on doing this, and in 50 years we are planning on doing this, and we will see what the 100th year holds for us in the near future.”]

*Summary of Meeting
with Centre for
Constitutional*



Studies

The executive director of the Centre for Constitutional Studies was generally supportive of the idea to get a legal opinion. Our conversation mainly consisted of background information on charter challenges and the logistics behind them. This initial discussion was not relevant since the motion is to receive a legal opinion.

I found it interesting that she was a bit confused as to why council would see issue with simply getting a legal opinion. I found this concept to be a bit interesting, are we making this a bigger issue than it has to be?

Anyways, she made sure that mention that we live in a society where there is a charter. “They [international students] are in our country, they should be treated with dignity and respect. The charter and the Alberta Human Rights Act demands this.”⁷

She responded to the concerns of potentially hurting our relationship with the University by moving into a discussion of how we should appreciate our difficult position as a Students’ Union. They expect us to do our job. We have a responsibility to ensure our students are treated properly. If we can’t

⁷ Taken from notes of our conversation

accomplish that then what is the purpose of a Students' Union?

Final Thoughts

I have thought about this issue for the last month and a half. And I have come to 3 conclusions.

1. The role of the Students Union is to defend students and vulnerable groups. Thereby, we have a responsibility to protect them by all

Council Report

means. If this requires receiving a legal opinion then so be it.

2. Let's look at the value of international students. What if they leave as a result due to the unreliable funding in Alberta? This is not only the reputation of the U of A but the reputation of the country. They do not care if its' only Edmonton, they care that its' Canada. As a union we need to be seen as protecting these students that come here so that we build a better reputation as a campus that religiously fights for international students.
3. All-nighters are bad.

Shout out to the Executive

I have to thank the executive for their rigorous response during the 5% tuition increase. They have

done good work in terms of mobilizing international students against the cuts.

As a result, we were able to passionately articulate our perspectives to the Board of Governors who, despite passing the increase, knew the negative impact it will have on international students.

Kudos.

Appendix I

Correspondence with Gwen Feeny. A former lawyer. **This is not a legal opinion** but a personal opinion from somebody who was previously a lawyer.⁸

⁸ These disclaimers sure get annoying, eh?

December 1, 2013

ATTN: University of Alberta Students Council

Re: Response to my e-mail about potential Charter challenge

Preface:

This is a personal opinion from a lawyer based on her previous education and experience practicing law. This is not a legal opinion. This is an important distinction to make.

E-mail:

I think this is relatively in line with Andrews – which is the foundational section 15 case. Non-citizens can be an analogous ground for section 15 protection. The only issue I see here is that it can be justified (s. 1 Oakes test) by the need to recoup fees that citizens will have paid for or continue to pay for through taxes. So you'd have to craft the argument that charging international students amounts beyond that particular amount violates section 15 – and it seems the law is drafted in such a way that it doesn't prevent that from happening. (There are doctrines of arbitrariness and vagueness which have to do with laws that are poorly drafted and have the effect of

violating the constitutions.) And now the university (to which the Charter applies by virtue of being a public body) is also violating section 15 by enacting this policy.

The other thing you'd have to prove is that these differential rates are in fact over what would be necessary to cover off the extra costs. I suspect that they are, but I don't really know. In either case, the law as drafted doesn't stipulate any policy objectives or calculations to go into the LGIC's decision setting out the differential rate. So theoretically, he could just set it however he wants based on whatever rationale.

It wouldn't be an easy case, but Charter cases rarely are. Have you tried reaching out to see if lawyers will take this on a pro bono basis, seeing as how you're students? At the end of the day, it doesn't hurt to canvass a few experience Charter litigators and see what they say. I'm not sure why council is so opposed to that. You're not on the hook to pay for anything if you just ask around for a brief consultation.

I should also add – there's a lot of confusion on recent case law around section 15. It's pretty unsettled on some of the most basic aspects. So it's even harder to predict what will happen with a section 15 challenge these days.

Regards,

Gwen Feeny, B.A., J.D. (currently an inactive member of the Law Society not practising law)

Appendix II

Correspondence with an international student from China.

December 1, 2013

ATTN: University of Alberta Students Council

Re: Charter challenge

I am an international student from China. It has been the fourth year, since I first arrived this country. In this gorgeous country, I have gained countless support, and joyful memories. I am pretty satisfied as an international student in UofA until the school's decision on increasing the international student tuition fees by 5%, which has already been incredibly high for me and my family, when the domestic students have been only increased by 1%. I am extremely shocked about, how such an unfair decision can be made by the school in such deregulated way.

1) Disappointedly, the school did not keep their words from last year, "the budget cut won't be putting on the students' backs...", and irresponsibly decided to use international students as cash cow for the University to rely on during tough budget times.

Council Report

2) *Even more disappointedly, the school board makes such an important decision so rapidly, as well as releasing this information in the busiest time for the students; which is really hard for me to not to associate these actions as some kind of strategy, in order to get as less attention from the international students as possible.*

3) *As an Art and Design major student, I have been suffered from the shortage of studio courses due to the budget cut, and that left me no choice but to transfer to another program, after I have already spent a whole year in Art and Design program. It will be such negative impact for me, mentally and financially.*

I am extremely shocked about, how such an unfair decision can be made by the school in such deregulated way. The whole unfair action of

Bashir Mohamed

increasing tuition fees of international students is deregulated that is definitely an inescapable responsibilities for the Board of Government. As an international student of University of Alberta, I am supporting the legal action against the root of this issue; because without a proper, legal, and equal regulation towards the school on processing the tuition changes, these kind of plotted, unfair strategies will be inevitably thrown on the students once again, by the school.

Regards,

An international student, Arts and Design

Appendix III

Correspondence with an international student
from South Korea.

December 1, 2013

ATTN: University of Alberta Students Council

Re: Charter challenge

I am an international student from South Korea.

*I am very disappointed and concerned about the
increase in tuition. The money is my first concern but
what made me feel terrible is the unfair treatment by*

the university. I was even more disappointed when I found out that international students are not protected and supported by the governments in this issue. By not having any regulation, the institution can raise tuition by any percentage they want in any time. They do not necessarily need to protect us in every issue we have but they should at least protect us from the unfair treatment by a public institution.

The Charter of Rights and Freedom, section 15 states that every individual is equal under the law and has the right to the equal protection. I believe that international students also have rights to be protected by Alberta government. If there is a regulation about international student's tuition under a law, I believe that majority of international students will feel very protected and safe. International students are not

asking much, they are just asking for a fair treatment and a small protection.

Regards,

International Student, Faculty of Science

Appendix IV

Petition to Students Council

Petition summary and background:

International students face many barriers when coming to the University of Alberta. One of the major barriers is their unregulated tuition. The University holds the power to increase international student tuition without consultation or rationale.

The argument for this is to offset the cost of educating an international student vs a domestic student. Yet, recent increases have been used to offset the deficit and not the difference for the cost of education. An example of this is when international tuition was raised 5% without consultation or rationale last semester. We recognize that such abrupt increases affect

international students disproportionately by treating them as “others” which lead to negative mental health consequences due to the additional financial burden.

The Students Union is opposed to such crude actions, and has taken action in the form of political lobbying towards the University and province. You can measure the success differently but international student tuition has still not been regulated. Political lobbying and meetings with the university, and MLA’s have not worked.

Action petitioned for: We, the undersigned, are concerned students who urge the Students Union to develop a long term strategy in order to regulate international student tuition. We, the undersigned, also demand that the Students Union explore all legal, political, and social avenues when developing such a strategy.

Name	Program + Year	Domestic/INTL
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Council Report

Jelena Mawra, Arts 2, Domestic

Emma Saretsky, Arts 2, Domestic

Collins Maina, Arts 2 International

Andrea Chidley, Arts 2 Domestic

Courtney Klebb Arts 2, Domestic

Rajdeep Chahal, Arts 3, International

Nafisa Abdulhamid, Arts 3 International

Rob Shindell, Business 3 Domestic

Emily Marriott, Arts 2, Domestic

Stephen Gharanariharmony, Arts 2, Domestic

Ruth Thangiah, Arts 2, Domestic

Claire Edwards, Arts 2, Domestic

Aidan Wegner, Arts 2, Domestic

Nahom Woidemariam, Arts 2, Domestic

Faith Armstrong, Education 3, Domestic

Kathleen Mah, Arts 2, Domestic

Krizelle Pascual, Arts 2 Domestic

Victoria Morrison, Arts 2, Domestic

Alexandria Morrison, Arts 2 Domestic

Conner Aylwm, Arts 3 Domestic

Sharmeen Batra, Arts 3 Domestic

Kim Potts, Arts 3 Domestic

Kaitlin Andersen, Arts 3 Domestic

Will Mourn, Science 2 Domestic

Omar Rohoman, Arts 3, Domestic

Hadeel Omman, Arts 3, Domestic

Yany Sien, Arts 2, Domestic

Brigitte Stewart, Arts 2 Domestic

Samantha Evans, Arts 2, Domestic

Saba Kaidani, Arts 2, Domestic

Jessica Weller, Arts 3, Domestic

Adam Biddulph Education 2, Domestic

Carly Baker, Arts 2nd, Domestic

David Lee, Arts 2, Domestic

Akiff Manj, Arts 1 Domestic

Richard Smith, Arts 1 Domestic

Savanna Harvey, Arts 3 Domestic

Megan Abromyk, Education 1 Domestic

Dalila Halabi, Arts 1 Domestic

Council Report

Mishma Mukith, Arts 1 Domestic

HzoYu Yary Arts 3 International

Natalie Jarosz, Education 2nd, Domestic

Elizabeth Grinde, Education 2nd Domestic

Savah Giesbrecht, Arts 1 Domestic

Austin Lee, Arts 1 Domestic

Matej Madacky, Business 3 Domestic

Abdinassir Sagar, Business 3 Domestic

Kirsten Franks, Business 4 Domestic

Sarah Brost Pharmacy 4th Domestic

Helen Cashman, Arts 1 Domestic

Erika Rodming Nutrition 4 Domestic

Courtney Hopwood, Arts 3 Domestic

Ahmed Keshta, Engineering 1, Domestic

Mehrshad Masoumi, Arts 2 International

Brent Kelly, Arts 4, Domestic

Bashir Mohamed, Arts 2 Domestic

January 21st, 2014

To: University of Alberta Students' Council 2013/2014

Re: Council Report of the Student Life Portfolio

Dear Council,

Hope the first two weeks of classes have been treating you well! If you have read my goals update, you would have a really good idea of where I'm at, and perhaps, able to guess what I've been up to over the past two weeks.

First off, I spent quite a bit of time to write up the goals update – it was not a simple feat! Let's see what else I've been up to...

East Campus Village Infill Housing

Facilities and Operations are building two small residences on 90 avenue between 111 and 110 street, housing a total of 71 residents. As these are smaller projects, they have been under the radar since the attention has all been focused on the Leadership College. Find out more information about the Infill housing online, and please fill out an evaluation!

<http://www.communityrelations.ualberta.ca/Notices/2014/January/EastCampusVillageOpenHouse.aspx>

International Students' Association

I've completed all my consultations with cultural student group leaders, but still need a conversation with the GSA, to determine whether an ISA would represent all international students, or simply undergraduate international students. Graduate and undergraduate students have very different needs, and we should create a structure that avoids internal conflicts such as those between graduate and undergraduate students. After this piece is sorted out with the GSA, I will put together a summary report of all the consultation meetings, and have one final meeting to present it to all stakeholders. This will be followed by a request for proposals for the international student community to propose structures for an ISA.

Athletics and Recreation Fee

President Kusmu, VP Le and myself have just submitted the plebiscite question to the Bylaw committee for review. Conversations around the fee increase are wrapping up, and any questions you may have could be asked directly to Ian Reade and his team, who will be giving a presentation this council meeting.

International Student Services

Following the pressures from the Board of Governors to improve international student services and financial aid, we are currently expecting the following from the University of Alberta International;

- A SU-lead international peer mentorship program for students in the bridging program,
- Improvements to the criteria for renewable scholarships
- Introducing services to support applications for permanent residency.

PAW Community Kitchen

The Campus Food Bank is exploring the option of adopting the Community Kitchen to further its mandate to build capacity in the community to fight student hunger. I will be confirming the commitment of the CFB soon as we wait patiently for their next board meeting.

Campus Musical

Although the cast is currently rehearsing thrice a week, we are currently finding a venue for the performance and choosing performance dates, as well as seeking sponsorship from the community in order to secure the play rights.

Internationalization Policy

I finally had the chance to wrap up the feedback from VP Woods, VP Chelen, President Kusmu, and the international student town hall to create a rather comprehensive internationalization policy.

U-Pass Replacement Stickers

I have finished writing a proposal for a reduced replacement for the U-Pass. Currently, students who lose their U-pass must pay the full cost of the pass no matter how far into the term it is. With the support of the Dean of Students' office as well as NAIT and MacEwan University, we will be putting forward the proposal at the end of January.

U-Pass Failure to Provide Proof of Payment

Students who wish to have their ticket reviewed should contact Transit Security or the Municipal Prosecutor's Office in advance of their trial date. In many cases, a decision may be made to withdraw the charges.

With the Fine Options program, students charged under Bylaw 8353 now have the ability to work off their fine through community service. Many, if not most on-campus volunteer activities would qualify for Fine Options credit, meaning that students of limited financial means are able to work off their penalty through volunteer work without having to incur any monetary fine.

Bearsden Working Group

In a meeting with SU, GSA, and University members, we talked about our experiences and impression of Bearsden, and also performed a SWOT analysis. The Dean of Students' office gathered the "fruits" and promised to filter out 2-3 priority projects (areas of improvement) for the near future. I'm sensing that one upcoming change will be the layout/design/navigation of the site...

Want to Get Involved?

Not only is Orientation recruiting volunteers, SustainSU and Safewalk are also doing the same! Lots of opportunities for students with varying interests. Check the SU website for the different contacts for each service.

All the best,

William Lau
[Electronically submitted]

AUDIT COMMITTEE MEETING SUMMARY REPORT TO COUNCIL

<i>Date: January 09th 2014</i>	<i>Time: 6.12 pm</i>	2013 – 2014
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Motions

1.	<i>DOUGLAS</i> moved to <i>approve the agenda for January 09, 2014 as tabled.</i>	<i>CARRIED 5/0/0</i>
2.	<i>DOUGLAS</i> moved to <i>approve the minutes for December 04, 2013 as tabled.</i>	<i>CARRIED 5/0/0</i>
3.	<i>HODGSON</i> moved to <i>adjourn the meeting.</i>	

Dear Council,

Due to some recent events and a lack of time to commit to meetings I cannot serve on Students' Council. I feel that I can no longer serve the engineering student body in an effective way that directly represents their interests in student politics and Students' Union affairs. Please accept this letter as my official resignation from Students' Council.

-Braiden Redman



January 16, 2014

To: Students' Council 2013-2014

Re: Report of the Vice President Academic

Hello Council,

Below you'll find a summary of my progress over the past two weeks.

I. GFC Executive Committee

The GFC Executive Committee had a packed agenda this week, filled with important new initiatives. The President released her “change agenda” which is a list of all the goals she wants to accomplish before her term ends in summer 2015. I noted that the only strategies for directly enhancing undergraduate education were investing more in MOOCs like DINO 101 and building a leadership college. She's also proposed a Board Committee on Advancement to determine what are University priorities for fundraising. GFC Executive recommended that GFC approve the new student group policies, which were discussed previously at Students' Council. We discussed the recommendations from the Renaissance Committee, a proposed fall reading week, the mental health report, and the Museums annual report. The next GFC agenda will be packed, and I encourage students interested in the future of the University to attend.

II. Launch of the ALES Project

Last week we launched the ALES Project – an attempt to gather feedback and redevelop the Faculty Association for students in the Faculty of Agricultural, Life, and Environmental Sciences. Students from that Faculty will be asked to submit proposals in March for a new FA, after taking the next few months to brainstorm and meet with other ALES student groups. Check out Discover Governance's webpage for more information, especially if you know a student with leadership potential in ALES.

III. NUA Off Probation

I'm pleased to announce that the Nursing Undergraduate Association was released from probation on January 10, 2014. I, as well as the Deans of Students and Nursing are pleased with their progress and convinced that they have met their conditions of probation. Congratulations to the NUA Executives for their hard work – I have no doubt that future U of A nurses will be well-served by their efforts.



IV. VPA For A Day Round 2

As a reminder, I'll be hosting a second job shadow day on February 3 from 8:00 AM – 6:00 PM. If you've ever needed incentive to run besides the opportunity to change a leading Canadian university, the opportunity to grow as a person and a leader, or the connections, then here's a fun fact: The SU paid me \$33,510.00 before taxes this year to do a job that I love. RSVP deadline is January 20, 2014.

V. Leadership College

The University is rapidly trying to develop programming and facilities for this leadership college, and while they have heard some of student's concerns, I believe that the project is moving too quickly to accurately respond to student needs. We met with the President, Provost, and Dean of Students on this topic, and the plans for the leadership residence have changed very little. The University recently announced their intent to buy and move or demolish homes located where the residence will be built. We were originally asked to give our perspective on the College to President Samarasekera by February 1, but were then told that that was too late. The plans for the College are going to GFC on February 3 and the plans for the residence are going to the GFC Facilities Development Committee on January 30. We are attempting to work more quickly to develop a discussion paper on the college, but given the diversity of literature, values, perspectives, and programs around student leadership, we don't want to do students or the University a disservice of rushing something so essential to the SU's mandate – especially just to appease donors. We are hopefully meeting later this month with senior administrators to determine how the residence and college will evolve, and what, if any of our feedback will be reflected in those plans.

VI. Miscellaneous

I attended meetings with the Vice Provost (Academic Programs and Instruction), Vice Provost and University Registrar, Provost, Vice Provost and Dean of Students, Vice Provost and Chief Librarian, LHSA President, GSA VP Academic, University Governance and the Director of the Office of the President. I attended meetings of the Leadership Academic Coordinating Committee, Academic Standards Committee, GFC Executive Committee, Academic Standards Committee Subcommittee on standards, Deans' Council, the Consultation group, and chaired meetings of COFA Senior Board, Member Services Working Group, and Advocacy Working Group.

If you have any questions or concerns, please don't hesitate to call me at 780-492-4236, or email me at vp.academic@su.ualberta.ca.

Sincerely,





Dustin Chelen



Concerns with the CoSSS Fee
The Mandatory Non-Instructional Fee Report Review

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Executive Summary

In 2010 the University of Alberta introduced a new Mandatory Non-Instructional Fee (MNIF). The fee was initially titled the Common Student Space, Sustainability and Security Fee and was proposed with a cost of \$570 a year per student. This fee was meant to cover a \$20 million portion of the University's \$59 million budget gap and support a range of existing non-instructional services for students. This fee was not meant to cover new services for students, but instead was in place to make sure that the current level of service could be maintained. After initial discussions the fee was retitled the Common Student Space, Sustainability and Services Fee (CoSSS) at a reduced cost of \$290/year.

Students were concerned that the fee was approved without student consent, and opposed the fee's creation due to the high level of uncertainty around which items would be covered by the fee. After reviewing the U of A's annual MNIF report from the MNIF Budget Advisory Committee (M-BAC), students remain concerned over the continued CoSSS fee levy, and the Students' Union feels that the growing concerns with the CoSSS fee need to be addressed.

Growing Concerns with the U of A's MNIF Report

The U of A's 2012-2013 MNIF report draws heavily on data from the 2011-12 audited financial statements and the U of A Data Book. Students are concerned that within the report there is a lack of adequate information detailing what the fees are supporting, and how the units that are being supported by student fees were chosen. There is insufficient data regarding the budgets of each unit — the data provided in the report does not allow CoSSS related expenses in the units to be calculated.

Furthermore, there is a disconnect between what students were told the CoSSS fee would support, how the fee is now described, and what the fee now supports. In the fee's description and name, students were informed that they funded space on campus, the maintenance of

relevant student services as well as sustainability initiatives. However, according to the U of A's MNIF report, the CoSSS fee does not support common space or sustainability initiatives. Conversely, the name of the CoSSS fee was changed during the approval process to remove the words safety and security from the title, yet the MNIF report shows that students do indeed fund the increased role of protective services on campus through the CoSSS fee.

It is clear in the U of A's MNIF report that the CoSSS fee, a temporary fee meant to sustain existing services in response to a budgeting shortfall, is now being used for new and expanded services. It is also troubling that a fee meant to provide non-instructional services is in fact paying for essential services that should be covered by tuition.

The Provincial Government has responded to student concerns about the high price of education by freezing tuition for the 2013 – 2014 school year and ensuring that it can only be increased by inflation in other years. MNIF's like the CoSSS fee allow the U of A to ignore the tuition cap by charging increased tuition anyways, albeit by another name. Items that the CoSSS fee appears to cover include a number of actions that seem essential for instruction to occur at the U of A, such as enrolment in courses, the booking of examinations, and the processing of grades.

Recommendations for Improvement

Students have not seen enough information from the administration to justify the imposition of the CoSSS fee. The only thing that has been clear with the fee's shifting definition and purpose is that everyone seems to have a different understanding of what the CoSSS fee actually is. With this lack of clarity, students are concerned that the U of A will attempt to use the same loophole that allowed the CoSSS fee to bypass the Province's current tuition freeze and charge increased backdoor tuition to students in the coming years.

Moving forward, the Students' Union believes that the mounting concerns surrounding the CoSSS fee need to be addressed. To better understand how units are using their CoSSS provided funds, units supported through MNIF's should report annually to MBAC, and students should be part of the decision making process surrounding how much of a unit should be supported through mandatory fees. Since the CoSSS fee is only a temporary fee, it should be required to

be reassessed and reapproved every year, to ensure that it remains temporary and to assess if it is still required.

Students' need provincial support in dealing with these unfair fees. Alberta now has the highest mandatory non-instructional fees in Canada. To better distinguish what fees may pay for, tuition and fees need to be more clearly defined in the PSLA. Individual fees also need to be clearly defined, with clear areas to fund, and not simply a contribution to a "basket" of unrelated services. Finally, students need more control over MNIF's levied upon the student body.

The Imposition of the CoSSS Fee

In 2010 the University of Alberta introduced a new MNIF, the CoSSS fee. According to the documentation provided in the Common Student Space, Sustainability and Safety Fee Question and Answers document (appendix 1), this fee was meant to cover a \$20 million portion of the University's \$59 million budget gap and support a range of existing non-instructional services for students. This fee was not meant to cover new services for students, but instead was in place to make sure that the current level of service could be maintained.

After initial discussions the fee was retitled from the Common Student Space, Sustainability and Security Fee to the Common Student Space, Sustainability and Services Fee (CoSSS) at a cost of \$290/year instead of the initially proposed \$570 a year. The change in name occurred after students and members of governance committees expressed concerns with charging students a fee for safety. Despite the change in name and the reduction in the amount of the fee, students continued to oppose the fee. Students were opposed to fee due to the high level of uncertainty surrounding which items would be covered by the fee and the fact the fee was approved without student consent. Students lobbied the administration, university governance structures and the Provincial government to eliminate the fee.

The Government of Alberta produced a best practices document (appendix 2) to help provide greater oversight over Mandatory Non-Instructional Fees at all post-secondary institutions within Alberta. At the University of Alberta, this led to the formalization of the Non-Budget Advisory Committee as the MNIF Budget Advisory Committee (MBAC). As a component of both the MBAC terms of reference and the government's MNIF best practices document, the University of Alberta has put forward their annual MNIF report (appendix 3).

The first section of this write up reviews the continued concerns that the Students' Union has with the CoSSS fee. The second section of this report contains a review of the MNIF report created by the University of Alberta and highlights the various inadequacies of the report. The report concludes by providing suggested steps for moving forward with MNIFs at the University of Alberta.

Continued Concerns with the CoSSS Fee

Costs over and above the maintenance of existing services

The Students' Union maintains serious opposition to numerous aspects of the CoSSS Fee. One concern related to the ongoing collection of the CoSSS fee is the implementation and enhancement of services discussed in the report. The CoSSS fee in its description and approval was meant to temporarily sustain services in response to a budgeting shortfall. However, in the report there are new and planned service expansions in protective services, and new student services discussed, including:

- enhancements to the University's online student management system, BearTracks
- upgrades to the University's wireless network
- hiring of more peace officers
- addition of more emergency contact phones
- growth of the student success centre
- creation of a "take back the term" academic intervention conference
- additional administrative support for professional development grants
- a staff restructuring in the Office of the Registrar

This is incredibly troubling, as it goes against the spirit in which the fee was approved both in terms of services provided and the ongoing nature of the expansion of services. The wording of the motion approved by the General Faculties Council stated that the CoSSS fee would "support a range of existing non-instructional services [...]" The CoSSS fee was not be meant as a way to provide additional funding for new non-instructional services.

Misleading Information surrounding usage of the CoSSS Fee

The second concern is how each supported budget was chosen under the basket of goods known as the CoSSS fee. It is fair to say that, given the change in the name of the COSSS fee and the description in the university calendar, students were rightfully surprised to see that

a significant portion of the fee was potentially going to support safety and security. As noted above, during the initial CoSSS fee discussion security was removed from the fee's name.

The CoSSS fee is viewed by the Students' Union essentially as a "grab bag" of fees, given the data presented in the MNIF Annual Report. University units that students are expected to pay for include:

- Private information protection, and FOIP compliance
- Administrative costs for campus computing and servers
- Research ethics software management
- University administration financial management software
- The Faculty of Graduate Studies and Research
- The Office of Human Rights and Safe Disclosure
- Emergency management

The CoSSS Fee as a Tuition Fee

Additionally, the Students' Union worries that services essential for instruction are being charged to the student body as a non-instructional fee. Items listed under Registrar's activities, Environmental Health Safety and Computing seem to clearly be required for instruction to occur and should not be covered by a non-instructional fee. Within the Registrar's budget, students are responsible for supporting timetabling on campus, the booking of examinations, enrolment in courses, and the processing of grades. These items are not services provided to students — they are necessary actions for instruction to occur at the University.

Secondly, the calculation provided for items within the Environmental Health and Safety section clarifies that they are services that are components of instruction. An example of an item that is clearly a component of instruction would be the Hazardous Waste Facility. The calculation of student support is actually based on the percentage of reduction in the waste sent to the facility while undergraduates are not in lectures. What is clear from this, is that students are paying a second fee to deal with waste directly tied to their instruction. A second example would be costs undergraduate students are expected to pay for ensuring that cabinets in

undergraduate labs are compliant with bio safety best practices. Adequate bio-safety measures in labs are not only necessary for instruction in those teaching labs, but also a major risk-mitigating service that students should not be charged a fee for. A student at the University of Alberta should not pay a separate fee, so that they can be safe during instruction; that should be an expectation of studying at the University.

An additional area of concern is the support for computing items that are necessary components for instruction. The two primary pieces of the CoSSS fee report that are highlighted in this are Bear Tracks (the student management system) and the support for Campus Computing IDs. Students require both of these tools to enroll in classes, connect with instructors, gain access to course materials and submit work for classes. In regards to these areas it is inappropriate to charge a fee separate from, and in addition to, the tuition fee that students pay for instruction.

Lack of Data in the MNIF Annual Report

The University of Alberta developed an annual reporting mechanism through the MBAC terms of reference. This report is also a component of the best practices guidelines set forth by the Provincial Government. The intent of the report, according to the institution, is to provide an understanding of total revenues generated through MNIFs relative to the expenses of supported units, the enhancements that are paid for by the fees and issues that supported units are facing. Much of this data, as stated in the report, is developed from the 2011-12 audited financial statements and the U of A Data Book.

The University of Alberta Students' Union has maintained a number of concerns since the initial draft of the MNIF report. While many of these concerns have been brought up through the M-BAC Committee, many concerns remain unanswered. Additionally, there are numerous concerns with the report that the Students' Union raised but feels were not addressed adequately by the university administration. The primary concerns with the MNIF Annual Report include a lack of adequate information detailing what fees are supporting, insufficient data regarding the budgets of each unit and a disconnect between what students were told fees would support and what is now being reported.

Information regarding supported units

One of the most troubling issues evident in the MNIF report is that the University cannot clearly detail where student dollars are dispersed within the operating budget. While it is certainly clear that the fund accounting system makes it difficult to report where each dollar is spent once it is collected, funds can be collected for specific items. Indeed, the four MNIFs collected preceding the introduction of the CoSSS fee were all collected for a specific purpose. While the first four fees are dispersed to units in various manners, one can demonstrate, for example, that the \$5,754,000 collected from the Registration and Transcript Fee was collected to support the Registrar's Office.

The first major concern with the report on MNIFs is that it provides almost no detail regarding the units supported by student fees and how it was decided that they would be selected as non-instructional services to be supported by fees. Within the MNIF report there are twelve units listed as being supported through a student fee. Each of these fees has a calculation attached for how much of the reported budget might be supported by a MNIF. The units themselves, without input from student leaders, determined the percentages that might be supported through a fee. The calculations are based on anything from estimated student usage, percentage of the campus population that are students, to the amount that usage declines when students are not being instructed. Students were not included in the discussions regarding how these units were selected to be supported, nor were they included in the discussions around how their support for these units would be calculated. Students were informed, not consulted.

Data regarding each unit's budgets

A second major area of concern for the Students' Union relates to the lack of information provided for each unit's budget. This has been an issue for the Students' Union even before the initial draft of the report was presented by the University of Alberta administration. In meetings leading up to the draft being presented, the Students' Union began providing input into the type of information that they would want to see in the final document. After receiving the final report, the Students' Union once again brought forward concerns regarding the reporting of financial information.

The University of Alberta administration did provide some additional information. After it was requested, students were provided information related to departmental calculations for services provided and some additional information regarding the budgets supported. Students, however, are still lacking crucial information necessary to calculate where the fees are going.

The primary piece of information that students are missing is the work behind Table 2 of the report. Table 2 of the MNIF report highlights the revenue from each fee, the expenses of the units supported and the difference for each unit. After repeated requests to show where the expenses came from for each unit, the Students' Union was provided a breakdown of the departmental calculations, the total expenditure budget, the total expenditures actuals and the operating budgets for supported units. Unfortunately, even with this information, the related expenses cannot be calculated. This is especially troubling when attempting to calculate the CoSSS related expenses, which is an area where the Students' Union has significant concern.

An additional note of frustration is that without the missing revenue information, it appears that many of the ancillary units supported by student fees were well over their expenditure budgets. The Registrar's Office, University Health Centre, Athletics Fee and Dean of Students and Student Services were all over budget. The Dean of Students, for instance, was 34% over budget. Surely in a report that is meant to illuminate information into units supported by student fees that the unit that is potentially completely supported by two student fees would provide information explaining why it is substantially over budget.

Disconnect between calendar and report

The primary ways that students can find information about their fees is through the Office of the Registrar website and the University Calendar. It is important, then, that these fees statements are accurate. The initial description of fees laid out in the report, not surprisingly, relies on the definitions used within the calendar to describe all of the University's MNIFs except for the CoSSS Fee. The problems within the fee descriptions is how different the CoSSS fee description is from what students were told it is and how certain fees go beyond these descriptions.

Regarding the CoSSS fee reporting, it seems clear that what students were told they paid for over the past two years has either been dramatically changed or was just incorrect. In the description and name of the fee, students were informed that they funded space on campus, the maintenance of relevant student services and sustainability initiatives. Unfortunately, the report makes it clear that the CoSSS fee does not support common space or sustainability initiatives. Instead, students fund the continuation of student services and the increased role of protective services on campus. This is additionally troubling as the name of the CoSSS fee was changed during the approval process to remove safety from the title.

Beyond the difficulties related to the discrepancies surrounding the CoSSS fee's description and what it funds, there are also concerns around the items supported by the CoSSS Fee and the Registration and Transcript Fee. While the description of the fee describes support for students through "admission, student records management, academic certification including official transcripts, convocation and relative services..." the larger write up of the services provided is troubling. The description of the work supported within the Registrar's Office includes support for recruitment of students, and admission of students. Support for recruitment is troubling, both because it is not described within the list of services to be supported, but also because recruitment activities should not be considered a student service.

Concerns with the MBAC Process

Since before the CoSSS fee was created, the MBAC process has not been the way that the Students' Union believes that ancillary fees should be managed and communicated with student representatives. Instead, the Students' Union has supported a mechanism that gives students a level of control over the fees that they are charged to support student services. This was seen in the Board of Governors Church/Mingos motion that was repealed by the Board of Governors in 2012. However, given the direction from the Board of Governors and the Province, the Students Union attempted to work within the MBAC process to gain more information about the MNIFs that students are charged. Additionally, the Students' Union attempted to use this mechanism to discuss their disapproval with certain components of the fees that students are charged.

Despite the optimism that the Students' Union entered the MBAC process with, they have mounting concerns about how the committee and its work was been managed this year.

The level of transparency and openness at MBAC has been lackluster. The MNIF annual report initially consisted only of a list of budgets that students may or may not have funded through their fees. Only upon repeated questioning and requests was administration willing to provide some data that would allow the Students' Union to calculate where student fees were going. University administration was hostile when asked to provide information and initially denied requests to provide actual expenditures covered by the CoSSS fee. Provision of calculations of percentages of unit operating budgets which students fund required substantial lobbying by the SU. While government guidelines recommend providing students with sufficient accounting data to make informed decisions, these provincial guidelines were not followed.

While the MNIF Budget Advisory Committee continues to provide insufficient information to student representatives, it also doesn't provide students any form of oversight over the fees collected. Students weren't involved in determining the handful of units that the CoSSS fee supports, and were misled during presentations to Students' Council with statements that the CoSSS fee would not fund new projects and would instead fund common space. Furthermore, meetings with student representatives are strictly confidential which inhibits broader student awareness of what they are funding.

Recommendations for Improvement

From accessing the problems with the MNIF Report, the continued concerns surrounding the CoSSS fee and the issues that the Students' Union had with the MBAC process this year, it is clear that work must be done to improve the way that fees are collected and assessed at the University of Alberta. A better way forward for MNIFs will require changes at the Provincial and institutional level.

Provincial

1) Properly define types of Fees

Currently there is very little in terms of definitions of fees. This is problematic, because it leaves room for the tuition cap to be

circumvented by having students fund operations that are clearly components of instruction through non-instructional fees. A greater understanding of what can be funded through tuition, non-instructional fees and operating grants would protect the legitimacy of the provincial tuition cap.

2) Remove basket fees

The definition of MNIFs should be clear, so that a student knows the specific unit or service that they are paying for through the fee. This would protect students from institutions levying confusing fees that do not properly layout where funding goes.

3) Provide Students with greater control over the approval of new fees

During the approval of the Post-Secondary Learning Act, language related to the collection of fees was amended in the legislation. At the time, it was stated by the Minister that this was done to protect students from Universities circumventing the tuition cap. A review of the CoSSS fee makes it clear that the tuition cap has been circumvented. In order to protect the spirit of the PSLA and protect students from unfair fees, more control over MNIFs should be provided to students.

Institutional

1) Have each unit supported through an MNIF report annually to MBAC

The majority of units that were supported through the CoSSS fee did not report how they were using their funds to maintain the support they provide to students. They should provide student representatives with sufficient accounting records to justify these fees on an annual basis.

2) Involve students with the calculation of supported units

Students should be part of the decision making process surrounding how much of a unit should be supported through mandatory fees.

3) Have the CoSSS fee formally re-approved annually

The CoSSS fee was one component of a process to deal with a budgetary shortfall. The institution has since eliminated furlough days, which was the staff component of the process, however, students continue to be charged the CoSSS fee. To demonstrate that

the CoSSS fee remains temporary, it should be slated for annual approval separate from other fees.

*Appendix 1: The Common Student Space,
Sustainability and Safety Fee Question and
Answers Document*



General Faculties Council
Common Student Space, Sustainability and Safety (CoSSS) Fee

Questions and Answers

Background

The following questions and answers have been developed as background information in support of the recommendation of administration to implement a new mandatory non-instructional Common Student Space, Sustainability and Safety (CoSSS) fee.

CoSSS Fee QUESTIONS AND ANSWERS

What is the proposed mandatory non-instructional CoSSS fee?

The CoSSS fee is a new mandatory non-instructional fee that is being proposed by administration as part of its strategy in helping to close the University's \$59 million budget gap and in supporting a range of existing non-instructional services provided for the benefit of students.

Why is the University proposing this CoSSS fee?

The University has identified a forecast budget gap of \$59 million for 2010-11. The University has proposed a balanced approach to resolving the budget gap. The approach involves a combination of revenue enhancements, moderating the rate of expenditure increases and achieving budget efficiencies across the University. One of the University's proposals for revenue enhancement is to introduce the CoSSS fee.

What are some examples of non-instructional services that will be supported by the CoSSS fee?

The University provides an extensive range of non-instructional services that are provided in support of the students. Examples of these non-instructional services include support through the Registrar's Office to students accessing scholarships and awards, the support of student groups through the office of insurance and risk assessment, and the provision of common study space, lounges and open spaces for students.

How much is the CoSSS fee and who will pay the fee?

It is proposed that the CoSSS fee will be no more than \$570 per year or \$285 per term. The fee would be applied in the same way as all other University mandatory non-instructional fees, whereby all full and part-time graduate and undergraduate students will pay the fee with part-time students paying half of the fee.

Will the CoSSS fee apply to all students, even those in co-op programs or on internships?

Yes, the CoSSS fee will apply to all students, with off-campus students paying the part-time student rate.

When would the CoSSS fee take effect?

It is proposed that the CoSSS fee would take effect May 1, 2010.

How much revenue is expected to be generated from the CoSSS fee?

The University is forecasting that the CoSSS fee will generate \$20 million in revenue for 2010-11.

Some programs and services that would be supported by the CoSSS fee also benefit the University community beyond just students. How is that fair?

The University has looked at all of these non-instructional services very carefully and has developed formulas for each area that separate out the cost of those services that may benefit groups other than students.

Has consultation been undertaken with students and the University community regarding the proposed fee?

Yes. Extensive consultation has taken place with the students and the University community. Consultation on the proposed fee began with the students and the University community in October, 2009 with ongoing consultations and presentations to date.

Doesn't the provincial government already provide funding for these services?

Yes. The challenge faced by the University is that the provincial government's annual grant adjustment to the University is forecast to be at best zero percent in 2010-11. Costs for these programs and services continue to increase. The University is endeavoring to maintain these services at a time when the level of annual grant increases to the University is forecast to decline significantly.

Why is GFC only being asked to recommend the establishment of the CoSSS fee and not the proposed market modifiers?

The CoSSS fee is a new mandatory non-instructional fee that is being proposed. Under GFC guidelines any new fee that is to be levied on a substantial group of students must go before GFC before a recommendation by GFC Academic Planning Committee to the Board. The market modifiers are differential on tuition fees and therefore not within the mandate of GFC.

If the CoSSS fee is not approved, what happens?

Without the CoSSS fee revenue, a further 3.4 percent cut to the operating budget will likely be required. This will have an effect on the quality of the services now provided and the quality of the student experience.

How do we know that the revenue collected from the CoSSS fee will be directed to those non-instructional services?

CoSSS revenue would go to the general revenue fund and would form part of the University's operating budget. Allocations would be made to support the University's vision and academic plan as contained in *Dare to Discover* and *Dare to Deliver*. Ultimately the University's Board of Governors is responsible for approving the University's budget.

What type of annual review would there be of the CoSSS fee?

The CoSSS fee will be brought forward each year as part of the normal process of presenting RACF fees to the GFC (APC), Board Finance and Property Committee and the Board for their recommendation and approval.

Do other post-secondary institutions have similar fees?

Each post-secondary institution is different in the types of non-instructional fees they charge. The University of Saskatchewan has a special non-instructional fee that is used to support the Student's Union Building. Dalhousie University has a non-instructional fee to support deferred maintenance at the University. Other institutions are looking at something similar to the University's proposed CoSSS fee.

Why not reduce the staff base?

As the University has worked through these budget challenges it has been driven by a fundamental principle of endeavoring to protect both support and academic positions in an effort to maintain the quality of the educational experience. This has led, through broad consultations with the University community, to the proposed approach of revenue enhancement and expenditure reductions. As the University continues to manage these budget challenges, every effort will be made to avoid involuntary staff layoffs.

How many positions could be lost if the CoSSS fee is not approved?

The CoSSS fee has been budgeted to generate \$20 million in revenue. If this revenue is not generated position losses involving both AASUA and NASA could be in the range of 216 to 260 positions.

If the fee is adopted will this mean that there will not be any changes to staffing or level of services with the noted administrative units?

The goal through the introduction of the CoSSS fee is to mitigate, to the extent possible, the impact of the University's budget challenges on the quality of the educational experience. However, the proposed CoSSS fee is only one component of the University's complex operating budget. Other factors that impact the budget include the level of grant support by the government, other sources of revenue such as interest income, and the ability of the University to reduce the rate of expenditure increases. Only after all of these variables have been confirmed and the final operating budget approved will the University know the impact on programs and services across the institution.

Will the CoSSS fee be a permanent fee or is it a temporary measure?

The CoSSS fee is being proposed as part of the strategy in resolving the University's forecast budget gap of \$59 million for 2010-11 and is being introduced to support ongoing base expenditures in the University's operating budget. Each year, when the Board of Governors approves fee increases and the University's budget, they do so for that specific fiscal year. The Board will be asked to approve a CoSSS fee to be introduced for the 2010-11 fiscal year. At this time there are too many fiscal variables to know what the status of the 2011-12 budget will be or what decisions the Board may make regarding any changes to mandatory non-instructional fees or tuition.

Further Questions and Answers

GFC members are invited to submit any further questions on the proposed CoSSS fee to avprms@uhall.ualberta.ca (prior to Friday, January 22, 2010 at 4:00 p.m.).

*Appendix 2: Student Consultation on
Mandatory Non-Instructional Fees Policy Best
Practices*

STUDENT CONSULTATION ON MANDATORY NON-INSTRUCTIONAL FEES POLICY

BEST PRACTICES

	Best Practice
Preamble	<ol style="list-style-type: none"> 1. Boards have a student consultation policy in place for consulting students on fee increases for both instructional and non-instructional fees prior to the board approving new fee schedules. 2. The policy should ensure that there be at least two formal consultation meetings with students including feedback processes prior to the middle of December. This would ensure that budget deliberations are not impeded. 3. The policy should include another consultation meeting just prior to the recommended fee schedule/budget approval meeting of the board. 4. The policy should provide for a formal Consultation Committee as the mechanism for consultation between the administration and the student association representatives on non-instructional fees. The Committee's Terms of Reference should be an attachment to the policy. 5. All fees are to be reported to the department through the normal processes of submitting financial reports and in their calendars.
Rationale	<ol style="list-style-type: none"> 1. Both institutions and students know that a policy and procedures for consultations exist. 2. Consultations provide a meaningful forum for the institutions to share budget concerns and the ability of students to see that any proposed increases in fees are reasonable and provide the services for the services provide under those fees.
Expectations	<ol style="list-style-type: none"> 1. All mandatory non-instructional fees are to cover only the services provide under those fees. 2. Through the consultation process, institutions should provide that information and students recognize those services provided. 3. In the interest of transparency and accountability, institutions should report to the Consultation Committee in the following year on actual expenditures from non-instructional fee revenue. 4. Students need to respect institutional budget preparation confidentiality. 5. Consultations are not on fees controlled by the Student Associations or fees provided by a third party such as transit/bus passes.
The variety of mandatory non-instructional fees	<ol style="list-style-type: none"> 1. All mandatory non-instructional fees need to be clearly identified. 2. Each type of fee will have its own fee level. 3. Each institutional mandatory non-instructional fee is to fund specific identifiable services for the students. 4. The institutional calendar should clearly identify each non-instructional fee and identify which fee is an institutional fee and which fee is a student association fee. 5. If an institution wishes to introduce a new mandatory non-instructional fee, the objective of the services to be provided by that fee need to be clearly displayed. 6. Students can request additional institutional services and their willingness to pay for these services. 7. Institutions would have the option of having a student referendum on a new fee. However, the ultimate decision on setting/approving non-instructional fees will rest with the Board of Governors. Student associations have representation on the Board of Governors.

*Appendix 3: University of Alberta Mandatory
Non-Instructional Fees 2011-12 Annual Report*

**University of Alberta
Mandatory Non-Instructional Fees
2011-12 Annual Report**

Background

The University of Alberta is committed to openness and transparency in its planning and budgeting processes, including the identification and reporting of student fees generated through tuition, fees and Mandatory Non-Instructional Fees (MNIFs). As part of this commitment, in the spring of 2012, University Administration formalized the tuition and fee consultation process with the students as reflected in the terms of reference of the Tuition Budget Advisory Committee (T-BAC), the Residence Budget Advisory Committee (R-BAC) and Mandatory Non-Instructional Fee Budget Advisory Committee (M-BAC). These terms of reference were also forwarded for information to the Ministry of Enterprise and Advanced Education. These committees are used as the primary form of communication and consultation with student representatives regarding University operating budget matters relating to specified tuition and fees. The terms of reference for M-BAC are attached as Appendix 1.

Purpose of Report

As outlined in the M-BAC terms of reference, the University agreed to provide to representatives of the Students' Union and Graduate Students' Association an annual report on mandatory non-instructional fees. The purpose of the report is to provide students on a yearly basis an accounting of the total revenues generated through MNIFs relative to the expenses of the unit, an overview of the student services supported by the fees and a summary of the benefits to students as a result of the fees.

Using the University's 2011-12 audited financial statements and the U of A Data Book (<http://www.ualberta.ca/~idoso/databook/>) the report identifies the total revenue collected by fee type, the total expenses incurred by units providing the student services, an overview of the enhancements to the services in the past year and issues that the units may be facing in continuing to provide quality services to the students.

Type of Mandatory Non-Instructional Fees

The University has five mandatory non-instructional fees including the Athletics and Recreation fee; Common Student Space, Sustainability and Services Fee (CoSSS); Health Services Fee; Registration and Transcript Fee; and Student Services Fee. These MNIFs have been introduced over time in response to specific budget pressures and the desire by both undergraduate and graduate students and the University to sustain services that were identified as important to the student experience, that responded to student demand and supported student wellness and wellbeing. The following is a description of the services each fee supports.

Athletics and Recreation Fee:

This fee supports the provision of recreation, sport and wellness services, access to recreation and sport facilities and the administrative support for these services that benefit students, including varsity athletics, recreation facility access, group exercise, intramural sports, aquatics, instructional recreation, special events, sport clubs, personal training, and sport development. This fee is assessed to all on-campus graduate and undergraduate students, full-time and part-time.

Common Student Space, Sustainability and Services (CoSSS) Fee:

This fee sustains and supports the provision of an extensive range of non-instructional services of direct benefit to students including such services as Bear Tracks, administrative support for

information technology, risk management programs such as Protective Services and the University's emergency notification systems and a broad range of services provided through the Registrar's Office and Dean of Students. This fee is assessed to all on-campus graduate and undergraduate students, full-time and part-time.

Health Services Fee:

This fee supports the provision of health and wellness services available to students, including medical clinic services, mental health counselling, an on-site pharmacy, sexual assault services and health promotion initiatives. This fee is assessed to all on-campus graduate and undergraduate students, full-time and part-time and all students completing English as a second language programs.

Registration and Transcript Fee:

This fee supports the provision of services for admission, student records management, academic certification including official transcripts, convocation, and related services from the Office of the Registrar, Financial Services, and Faculty offices. This fee is assessed to all on-campus and off-campus, graduate and undergraduate students, full-time and part-time.

Student Services Fee:

This fee supports the provision of ongoing services from the Office of the Dean of Students and associated offices such as Aboriginal Student Services Centre, Academic Support Centre, Augustana Student Services, CAPS: Your UofA Career Centre, Math and Applied Sciences Centre, Specialized Support and Disability Services, University Wellness Centre which includes the Sexual Assault Centre and the Mental Health Centre, Student Success Centre, Student Ombud Service, University Bursaries and Emergency Funding. The fee also entitles students to services from the International Centre. This fee is assessed to all on-campus and off-campus, graduate and undergraduate students, full-time and part-time.

The University's Operating Budget Structure

The University receives two primary sources of revenue in support of its operating budget; the Campus Alberta Grant and tuition and fees. These two sources of revenue account for approximately 90 percent of the University's operating revenues. The remaining 10 percent is derived through internal sales and interest income.

The University operates under a fund accounting system. This means that all operating revenue goes into a single operating fund and is then accounted for and transferred to the unit in the form of revenue or allocated to a unit through the establishment of an operating budget. In the case of the athletics and recreation fee and the health services fees, this revenue is tracked and allocated to athletics and recreation services and health services as revenue. In the case of the CoSSS fee, registration and transcript fee and student services fee, these revenues remain in the University's general operating revenue and are then allocated to the units in the form of their annually approved operating budgets. The University is a highly complex and decentralized organization with budget responsibility delegated to the unit level. Therefore, once a unit receives revenue or its operating budget, they have the capacity to allocate those resources in a manner that is within their overall budget and in response to unit objectives and the priorities of the University.

The final year-end accounting of the University's revenue and expenditures are reflected in its year-end financial statements which are audited by the Alberta Auditor General.

Summary of 2011-12 MNIF Revenue and Expenditures by Fee

Table 1 is a summary of the total MNIF revenue and related unit expenses for the fiscal year ending March 2012. The budgets for all of the units that are supported by MNIFs as reported in the Data Book can be found in Appendix II.

Table 1
Mandatory Non-Instructional Fees Summary
Year Ended March 31st, 2012 (\$,000)

Fee	Actuals
CoSSS	\$ 11,085
Registration and Transcripts	5,754
Athletics and Recreation Fee	4,482
Student Services	4,288
Health Services	1,832
Total	\$ 27,441
Related Expenses	\$ (41,188)
(Difference Funded by Other Sources)	\$ (13,747)

For the fiscal year 2011-12 the University generated a total of \$27.4 million in MNIF revenue and incurred related unit expenses of \$41.2 million in the delivery and provision of those services of direct benefit to students. This resulted in a difference of just over \$13.7 million. This difference was offset by transfers to the units through the allocation of that unit’s operating budget.

Figure 1 provides a breakdown of the fee by both dollar amount and percentage. The figure illustrates related MNIF expenses of \$41.2 million, the dollar amount and percentage derived from the specific fee and the dollar amount and percentage of the difference between related expenses and total MNIF revenue.

Table 2 provides a breakdown by MNIF of the revenue generated through the fee and the related expenses for that unit or group of units supported by the fee. When the CoSSS fee was introduced it was designed to sustain services in a broad range of areas including the Registrar’s Office and Student Services. To ensure transparency and reconciliation back to the audited financial statements all expenses have been reported within the primary unit in which the expenses were incurred. Although the CoSSS fee supports services that are provided within the RO and Student Services those expenses are shown within those units and not under the CoSSS fee. The related expenses associated with the CoSSS fee are services such as Protective Services and student health and safety initiatives, resulting in a difference of \$329,000. The funding difference associated with the RO and student services is shown below the line within the CoSSS Fee Summary as “Difference from RO and Student Services expenditures funded from other sources” resulting in an adjusted CoSSS fee difference funded by other sources of \$7.1 million.

Figure 1
Mandatory Non-Instructional Fees Summary
Year Ended March 31st, 2012
Percentage of Fee and Dollar Amount Relative to Total MNIF Expenses of \$41.2 Million

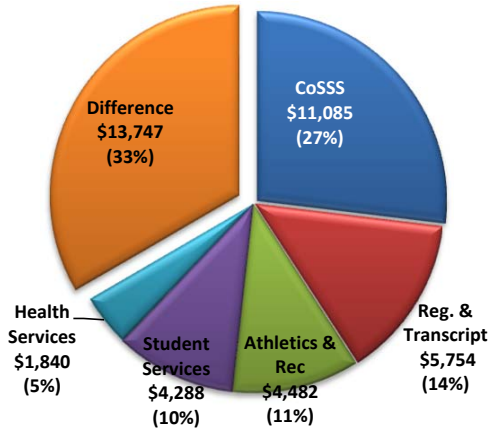


Table 2
Mandatory Non-Instructional Fees Summary
Year Ended March 31st, 2012 (\$,000)
Summary of Revenue, Expenses and Deficiency by Fee Type

CoSSS Fee Summary	
CoSSS Revenue	\$11,085
CoSSS Related Expenses:	<u>(11,414)</u>
(Difference)	<u>(329)</u>
Difference from RO and Student Services expenditures funded from other sources	<u>(6,760)</u>
Total Difference Funded by Other Sources	<u><u>(\$7,089)</u></u>
Registration and Transcripts Fee Summary	
Registration and Transcripts Fees Revenue	\$5,754
Registrar's Office Related Expenses	<u>(9,594)</u>
(Difference Funded by Other Sources)	<u><u>(\$3,839)</u></u>

Health Services Fee Summary	
Health Services Fees Revenue	\$1,832
Health Services Related Expenses	(2,407)
	<hr/>
(Difference Funded by Other Sources)	(575)
	<hr/>
Athletic and Recreation Fee Summary	
Athletics and Recreation Fee Revenue	\$4,482
Athletics and Recreation Related Expenses	(10,565)
	<hr/>
(Difference Funded by Other Sources)	(6,083)
	<hr/>
Student Services Fees	
Student Services Fee Revenue	\$4,288
Student Services Related Expenses	(7,209)
	<hr/>
(Difference Funded by Other Sources)	(2,921)
	<hr/>

Summary of Services Provided and Benefit to Students

Athletics and Recreation Services

Recreation Services and Facility Operations provide recreation, sport, exercise, instructional and wellness programs for students. The programs offer team and individual competition, group exercise classes, aquatics, climbing, personal training, nutrition, instructional classes, sport clubs, and special events. The fee ensures additional and extended hours of recreational use spaces available to students, the provision of additional upgrades and enhancements to facilities and required staff support for recreation services and facility operations.

Athletics provides students an opportunity to experience high performance sport as participants and spectators. There are also volunteer, employment, and practicum opportunities for students. Golden Bears and Pandas Athletics are also a great sense of pride for many students.

Enhancements to programs and services in 2011-2012 included increased recreation use times and new group exercise classes and intramural sports. There has also been the establishment of several "Legacy" games, to which all students gained free admission.

The benefits of services to the students are extensive. Physical activity, wellness and health have been found to be integral to managing stress and promoting overall well-being. The recreation centre also provides demonstrated social benefits: a safe place to engage with other students; the chance to develop a sense of belonging; a key to building a sense of community; and overall improvement in the quality of student life. These attributes have been found to have a direct impact academically, resulting in a higher grade point average.

The Faculty of Physical Education and Recreation will continue to face challenges in attempting to meet the needs of students for recreational facilities, time/space availability and sports opportunities. The University of Alberta has one of the lowest levels of Athletics and Recreation fees in the country, and there has been no significant increase in the A & R fee for nearly a decade. As student numbers have grown there has been a commensurate demand for recreational use,

programs and opportunities, but funding challenges make it difficult to extend recreation services and facility hours.

Common Student Space, Sustainability and Services (CoSSS)

The CoSSS fee provides funding for a broad range of services provided to students in the areas of student service and safety and security. In the area of student services the CoSSS fee supports activities in the RO's office, Academic Information and Communications Technology, the Dean of Students, Faculty of Graduate Studies and Research, and Administrative Information Systems – Bear Tracks. In terms of safety and security, the CoSSS fee helps support services in the areas of Protective Services, Environment, Health and Safety, safe disclosure, emergency notification and office of emergency management. As some of these services also benefit the broader University community, in each case analysis was undertaken and calculations made to only allocate those expenses that were of direct support and benefit to the students. A breakdown on the methodologies used for each area can be found in Appendix III.

These services offer substantial benefits to the students some of which have already been identified in the sections describing the ROs office and the Dean of Student services. Additional examples include programs through Protective Services such as the personal safety and security handbook, escort services 24 hours a day, the lone worker program, server intervention training, verbal judo and the Don't Feed the Thieves campaign. Enhancements to Bear Tracks are ongoing as are continuous upgrades to the University's information technology systems such as the wireless network across campus. Finally, the University works continuously at updating and upgrading its emergency notification and safety systems to enhance student safety on our campuses.

Some of the enhancements over the last year include the placement of a full-time Peace Officer in HUB Mall to provide greater access to Protective Services and offer higher levels of security to the students who work, study, shop and live in HUB Mall. Plans are underway to add additional resources enabling a dedicated Peace Officer to be assigned to Lister Hall and to the Student's Union Building. In the last two years, extensive planning has taken place to add additional emergency phone across the University's campuses. There are now 19 emergency phones in place for easier access and improved security. The continuing efforts by Protective Services to develop more proactive programs and services and increase the number of Peace Officers on patrol through changes in shift design resulted in a 40% drop in crime activities across the University in 2011-12 from the previous year. These are just a few examples of enhancements to the services that benefit students.

Challenges faced by the University include increasing student demands for many of these services within an environment of constrained resources.

Health Services

The health services fee supports a broad range of health and wellness services provided by a comprehensive team of caring and professional staff. Collectively identified as University Wellness Services, health and support services are provided through the University Health Centre, Sexual Assault Centre, Mental Health Centre and the University Health Centre Pharmacy. In addition there are a number of specialty programs offered such as the health and wellness team and the community wellness program. Examples of specific services provided by these units include, family physician services including subsidized de-insured medical services, an on-site pharmacy including subsidized pricing on some pharmacy products and prescription medications, services in support of sexual assault, and services to promote and improve the mental health of students.

In the last year a number of significant enhancements have been made in the delivery of student health services. In response to an identified need for increased mental health support resources, a two-year soft-funded psychiatric nurse position, one soft-funded psychologist position and three

soft-funded student intern positions were created. This initiative has nearly doubled the number of mental health resources available to the student community.

A new Community Wellness Program was introduced to campus during 2011-12. The program provides direct social wellness support to international students, students living in residence and the general campus community via on-the-ground counselling and a community helpers program. The Community Helpers Program is a provincially developed program that identifies natural *helpers* within the campus community and provides them with training and resources with which to assist students in distress.

Further enhancements to service were the creation of the Health & Wellness Volunteer Coordinator position and the restructuring of the Health & Wellness Team program. This team is tasked with promoting prevention and health resiliency on campus. The addition of the coordinator position in conjunction with the restructuring has allowed the program to more effectively promote wellness on campus while building stronger collaborative ties with other wellness stakeholders on campus.

The primary challenge for Wellness Services is the provision of adequate mental health services. Although the University has invested one-time funding to address service needs a long-term base funding solution must be found for the continuing provision of these services.

Student Services

The Dean of Students is the contact point of the University as an engaged and responsive voice to concerns from students, parents, alumni, and community members. It provides services to all students (undergraduate, graduate, domestic, international, Aboriginal, students with disabilities, full- and part-time) by coordinating, managing, developing and implementing a wide array of programs and services to help students succeed. Services within the Dean of Students' portfolio include CAPS: Your U of A Career Centre, University Wellness Services (including the University Health Centre, Mental Health Centre, Sexual Assault Centre), Student Success Centre (including Specialized Support and Disability Services, Math and Applied Sciences Centre), University Bursaries and Emergency Funding, Aboriginal Student Services Centre, Ombud Service, and the Office of Student Judicial Affairs.

Over the last year a series of substantial enhancements were made in the delivery of programs and services to students. The Student Success Centre has implemented two positions (social worker, student advisor) to provide services to support student learning and provide alternative delivery, which play a critical role in enhancing student development and success. Take Back the Term conferences were held in October 2011 and February 2012 targeted at undergraduate and graduate students facing difficulties following their first midterm exams. This will be an ongoing event.

Student services have directed a great deal of time and energy into new programs or enhancements that provide leadership, development and engagement opportunities. These include the Undergraduate Research Initiative that organizes successful events focusing on student involvement and providing funding through grant competitions. The Green and Gold Student Leadership and Professional Development Grant is designed to encourage and assist students to develop professional and leadership skills. The Emerging Leaders Program, organized by the Office of the Dean of Students in conjunction with Residence Services and the Students' Union is designed to develop and enhance leadership and citizenship skills and knowledge among student leaders. There is the Heroes for Health Program which saw more than 100 students and staff participate in the annual healthy campus challenge and symposium. Finally the Office of the Dean of Students assumed a leadership role in supporting the SU in engaging 4,979 students, staff, and faculty in retaking the record of the world's largest dodge ball game.

The mental health of our students remains a high priority in the University and is a key contributor to students' success. While significant attention has been directed towards this issue, we are still

unable to adequately serve our students in a timely and appropriate manner. We are working towards securing increased resources (counselors) to improve the mental health of students, focusing on prevention, education, early intervention timely diagnosis and treatment, and follow-up. Provost Fellow Dr. Robin Overall has been identifying best practices across North America post-secondary institutions and is working to develop a campus-wide strategy to improve mental health services and augment student wellness.

Registration and Transcript (Registrar's Office)

The Office of the Registrar and Student Awards (RO) at the University of Alberta is often the first and on-going point of contact for University of Alberta students. The RO directs its attention to the core areas of attracting students to the University, engaging and retaining students and running the convocation ceremonies for students and their families. The registration and transcript fee funds a large array of services including recruitment, admissions and registration services, student records management, academic certification including the provision of official transcripts, and convocation.

In 2010-11, the RO received over 42,000 undergraduate applications for admission and readmission, managed approximately 300,000 grades and graduated more than 8,600 students.

While the RO continues to fulfill its traditional role, it is evolving into an integrated *Student First* enrolment services office with the planned launch of Student Connect, a transformative, one-stop centre for student services which will greatly reduce the need for students to visit several units within the university. Services to students and clarity as to where to find the services they need, is the primary focus. The RO is working to ensure students have a clear understanding of where respective services are delivered across the university campus and ensuring a smooth transition for students requiring services elsewhere.

The project will be a catalyst for the entire University community to come together and transform the nature of service delivery for our students. Already, much has been accomplished in relation to this project such as articulation of a new service delivery model and significant progress on a supportive organizational structure for the RO.

Staff work continuously to improve the delivery of services in ways that encourage and promote student engagement and improve services to students. The RO has led the review of internal domestic and international admissions processes developed new recruitment and award strategies, redeveloped its website and eliminated sick notes required for student absences from course work.

The RO has been a leader in Campus Alberta with both the provincial online application system (ApplyAlberta) and the Alberta Council on Admissions and Transfer (ACAT). After several years of development, ApplyAlberta was launched for the 2010-11 application cycle. The RO now receives most applications through this provincial process. With respect to ACAT, the University receives the most transfer students and supports the largest number of course and block exchange agreements. These are all managed by the RO to facilitate and make easier the transfer of students to the University.

Conclusion

The University provides to students an extensive range of non-instructional services vital to meeting student needs, essential to enhancing the student experience while providing a safe and secure environment for all students. The University strives to provide the highest quality in the delivery of these services and continues to respond to new and growing demands within the limited resources available. The revenue from the University's Mandatory Non-Instructional Fees is essential if the University is to continue to provide these services and respond to the changing and increasing demands of students.

Appendix I

Office of the Provost and Vice-President (Academic)

Student/University Administration – Mandatory Non-Instructional Fee Budget Advisory Committee (M-BAC)

Terms of Reference

1. Purpose

The Student/University Administration – Mandatory Non-Instructional Fee Budget Advisory Committee (M-BAC) is the student and senior administrative committee that ensures open and effective communication between the students and senior administration, in relation to the establishment of new Mandatory Non-Instructional Fees (MNIF), any increase in existing MNIF above Alberta Consumer Price Index (CPI), and the annual reporting associated with existing MNIF.

MNIF decisions will be fed into the University's budget process which follows the University of Alberta Integrated Planning and Budgeting Policy, found in UAPPOL.

2. Committee Mandate

The Student/University Administration – M-BAC will:

- Consult, review, consider and discuss issues concerning a University proposal to establish a new MNIF at either the institutional or Faculty level
- Consult, review, consider and discuss issues concerning a University proposal to implement an increase to any existing MNIF above the Alberta CPI.
- Review and accept for information the MNIF annual report as prepared by administration that will include total annual revenue collected by MNIF type, the published budgets of the unit(s), as per the University Data Book, that are supported in part by MNIF, and outline the benefits to students of the services provided by those units.
- Ensure the effective communication between the organizations and offices represented on the Committee.
- The MNIF annual report will be brought forward to the Board of Governors on an annual basis.

3. Committee Composition

The committee shall consist of the following standing and resource members:

Standing Members

Provost as delegated to the Vice-Provost and Associate Vice-President (Academic), **Chair**

Dean of Students or Designate

Vice President (Finance and Administration) as delegated to the Associate Vice President (RMS)

Director Academic Budget Planning Office of the Provost

President, Graduate Students' Association (GSA), plus one additional executive member of the GSA

President, Students' Union (SU), plus one additional executive member of the SU

Resource Personnel

As required

4. Committee Meetings

The Student/University Administration – M-BAC will meet at least two times annually, at the call of the Chair, with meetings to coincide with the budget planning cycle of the University. At one of those meetings, the MNIF will review the annual report as prepared by University administration. Any additional meetings required to fulfill the committee's mandate will be at the call of the Chair.

Meetings of M-BAC may be supplemented by meetings of the Provost with stakeholders.

5. Secretariat

The Office of the Provost and Vice-President (Academic) will provide secretariat support to the committee.

Official records of the committee's deliberations will be held by the Office of the Provost and Vice-President (Academic). The records of the Committee will be subject to the provincial FOIPP legislation and comply with the records retention schedule of the Office of the Provost and Vice-President (Academic).

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**Appendix II
Unit Operating Budgets Supported In Part by MNIF**

Fee	Department ID	Department ID Description	Total 2011-12 Operating Budget \$
1. Unit Budgets Supported by CoSSS Fee			
A. Non-Instructional Student Services			
Registrar's Office (see # 2 Registrar's Office)			
Dean of Students (see # 5 Dean of Students)			
Information and Privacy Office			
	210 500149	Information and Privacy Office	\$264,550
Academic Information and Communications Technology			
	210 730210 73201	AICT Administration	\$1,516,713
Administrative Information Systems (AIS)			
	210 730900	Administrative Information Systems	8,107,083
	210 730900 73901	AIS Development	2,300,000
	210 730900 73902	AIS Upgrades	1,983,000
	210 730900 73906	Research Ethics (HERO)	327,716
	210 730900 73907	Financials	727,608
	210 730900 73909	AIS HCM CS	111,702
		Total	\$13,557,109
Faculty of Graduate Studies and Research			
	210 220100	Faculty of Graduate Studies and Research	2,235,274
	210 220100 22004	Research Assistants	115,363
	210 220100 22009	External Examinations	67,840
		Total	\$2,418,477
		Total Non-Instructional Student Services	\$17,756,849
B. Safety and Security			
	210 700201	Safe Disclosure & Human Rights Office	\$221,944
	210 710601	Integrated Emergency Management Program	\$298,952
	210 710602	University of Alberta Protective Services	3,361,856
	210 710602 71062	UofA Protective Services Augustana	201,812
		Total	\$3,563,668

210 710603	Environment Health and Safety	2,355,572
210 710603 71064	EHS Hazardous Waste Facility	598,020
	Total Safety and Security	\$7,038,176
	Total A & B Operating Budgets	\$24,795,025

2. Registrar's Office Budget (supported by reg and transcript fee)

Registrar		2,172,615
Enrolment Management		3,136,230
Enrolment Services		3,016,685
Administrative Systems		2,090,543
	Total	\$10,416,073

3. Health Services Operating Budget (supported by health services fee)

310 550500	University Health Center	\$ 5,707,765
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Note: Represents Revenue Budget. For Ancillary Operations the expense budget equals revenue budget

4. Athletics and Recreation Operating Budget (supported by athletics and rec fee)

210 324050	PER A & R Central Administration	1,013,316
210 324100	PER Interuniversity Athletics	100,000
210 324300	PER Campus Recreation	374,977
210 326000	PER Facilities Operations	753,246
	Total	\$2,241,539

5. Dean of Students and Student Services Operating Budget (supported by student services fee)

210 550100	Dean of Students	1,098,728
210 550100 55108	Academic Guidance Centre	100,000
210 550100 55109	Orientation	75,000
210 550100 55113	Student Engagement	210,000
210 550100 55114	Elder's Council	50,000
210 550170	Augustana Student Services	466,366
210 550190	Student Judicial Affairs	246,272

210 550200	Specialized Support and Disability	705,960
210 550300	Sexual Assault Centre	141,218
210 550400	Student Counselling Services	1,159,985
210 550600	Aboriginal Student Services Centre	357,615
210 550700	Career and Placement Services	1,098,770
210 550800	University Bursary and Emergency Funding	178,665
210 550900	Academic Support Centre	333,726
210 550900 55092	Learning Resources	30,950
	Total	\$6,253,255
	GRAND TOTAL ALL UNIT BUDGETS	\$49,413,657¹

Note Total all unit base budgets are net of budgeted revenues

**Appendix III
MNIF Expense Allocation Methodology**

1. Common Student Space, Sustainability and Services (COSSS) Fee

Allocation Methodology

Expenditures supported by the CoSSS fee were allocated using several different methodologies including student vs. staff ratio, net budgets of units or calculations from the unit to determine what percentage of their activity is in direct support of students.

The calculation in determining the student vs. staff ratio was made as follows:

2011-12 Student vs. Staff FTE Ratio

		Ratio	Data Book
Staff @ 85% Sab/Holiday /Mat Leave	8,562	24.5%	Table 4.1
Students On Campus	26,361	75.5%	
Total	34,923	100%	

	Total	On Campus Average	Adjusted FTE	Data Book
UG	31,300	67%	20,867	Tables 2.1.2, 2.2
Grad less PGME	6,593	83%	5,494	Table 2.1.3
	37,893	70%	26,361	

The allocation of expenditures for each unit supported by the CoSSS fee was calculated using the following methodologies

Unit	Calculation Methodology
AICT	Department calculation
AIS	Percentage of AIS budget supporting Bear Tracks
Dean of Students	Net Budget
EHS	Department calculation
Electronic Notification	Student vs. staff ratio
Emergency Management	Student vs. staff ratio
Graduate Studies	Department calculation
Privacy Office	Student vs. staff ratio
RO	Net Budget
Safe Disclosure Office	Department calculation
UAPS	Student vs. staff ratio

Note

Indirect cost ratio of 27% applied to all CoSSS related expenditures to reflect support of central services

2. Registration and Transcripts Fee

Allocation Methodology

Non-direct student related expenditures are determined using the following ratios as identified annual by the RO. For 2011-12 there was a weighted average of 10.8% of expenses non-direct student related. All other expenditures are associated with student services.

	Ratio
Salaries	
RO Operating	33%
Information Systems	33%
Academic Awards & Ceremonies	20%
Benefits	11%
Program and Operating Funding	
General Operating	20%
Information Systems	33%
Academic Awards	
Awards Facilitation	100%
Celebration of Teaching and Learning	100%

Note

Does not capture costs of graduate studies in Faculties and departments

3. Health Services Fee

University Health Services, in addition to the health services fee, collects revenue from physician billings and pharmacy operations. These revenues are used to pay for these services and offset resources used by Physicians. All revenue collected from the health services fee is transferred directly to the University Health Centre.

Revenues		\$	%
Pharmacy ¹		2,096,381	
Donations & Other		45,474	
Physician Billings Revenue		2,003,100	100%
Physician Expenses		(1,338,466)	67%
Net Revenue ²		664,634	33%

Notes

1. Pharmacy operations expected to be self-sustaining with 2011-12 expenditures of \$2,123,566 resulting in a difference of \$27,185
2. An average of 25% of physician billings is retained by the UHC as overhead to cover expenses associated with operating the centre.

4. Athletics and Recreation Fee

Allocation Methodology

Expenditures directly related to students based on one card usage staff (20%) and students (80%). All revenue collected from the athletics and recreation fee is transferred directly to the Athletics and Recreation.

5. Student Services Fee

Allocation Methodology

All expenditures within the Dean of Students and Student Services are identified.



UNIVERSITY OF ALBERTA
STUDENTS' UNION

**Who is the University of Alberta
Students' Union?**

The Students' Union is a student-centric organization that serves as a strong advocate for students at all levels of government and at the university. We provide access to a range of businesses designed to appeal to student needs, and offer a variety of student services to meet the needs of all of our members. We also operate the Students' Union Building.

University of Alberta Students' Union

Adam Woods

Vice President External

vp.external@su.ualberta.ca

780-492-4236