

# STUDENTS' COUNCIL

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Tuesday January 31, 2005  
Council Chambers 2-1 University Hall

## ORDER PAPER (SC 2005-20)

- 2005-20/1      CALL TO ORDER
- 2005-20/2      SPEAKER'S BUSINESS
- 2005-20/2a     Announcements – The next meeting of Students' Council will take place on February 7, 2006
- 2005-20/3      APPROVAL OF THE ORDERS OF THE DAY
- 2005-20/4      PRESENTATIONS
- 2005-20/4a     Spencer Keys presents on CASA.
- 2005-20/4b     Samantha Power and Graham Lettner present on Tuition.
- 2005-20/5      NOMINATIONS
- 2005-20/5a     **KIRKHAM MOVED THAT** Students' Council appoint one (1) councillor to serve on the Awards Committee Selection Committee.
- 2005-20/5b     **KIRKHAM MOVED THAT** Students' Council appoint two (2) councillors to serve on the Chief Returning Officer Selection Committee.
- 2005-20/6      REPORTS
- 2005-20/6a     Mathieu Johnson, Vice President (Academic)  
Please see document SC 05-20.01
- 2005-20/7      BOARD AND COMMITTEE REPORTS
- 2005-20/7a     Executive Committee – January 21, 2006  
Please see document SC 05-20.02
- 2005-20/7b     Discipline, Interpretation, and Enforcement Board – Ruling #10: *Bylaw Retroactivity*  
Please see document SC 05-20.03

- 2005-20/7c**      Audit Committee – January 11, 2006  
Please see document SC 05-20.04
- 2005-20/7d**      Access Fund Committee – November 2, 2005  
Please see document SC 05-20.05
- 2005-20/7e**      University Policy Committee: Dare to Discover – The Students' Union response to the first draft of the Vision Document.  
Please see document SC 05-20.06
- 2005-20/7f**      Awards Committee – Update  
Please see document SC 05-20.07
- 2005-20/7g**      Council Administration Committee
- 2005-20/7g (i)**      The Council Administration Committee recommends that Bill #19 **be read a first time.**  
**Bill #19 - Chairs of Standing Committees (sponsor; LEWIS)**  
Principles (first reading)  
1. Chairs of Standing Committees shall be paid.
- 2005-20/7g (ii)**      The Council Administration Committee recommends that Bill #25 **be read a first time.**  
**Bill #25 - Speaker of Students' Council Reform (sponsor: KIRKHAM)**  
Principles (first reading)  
1. The Speaker of Students' Council will be elected from and by the voting members of Students' Council.  
2. The Speaker of Students' Council will be a voting member of Students' Council.
- 2005-20/7h**      Budget and Finance Committee – January 18, 2006  
Please see document SC 05-20.08
- 2005-20/7h(i)**      **CELEN/PATZ MOVED THAT** Students' Council read Bill #26 a first time.  
**Bill #26 – Changes to Gateway Student Journalism Fund Fees (sponsor; CELEN)**  
Principles (first reading)  
1. The amount for part-time students is amended to \$2.73 per student per Fall or Winter term.  
2. The amount for students in the Spring and Summer terms is amended to \$0.36 per student per Spring or Summer term

**2005-20/7h (ii)** The Budget and Finance Committee recommends that Bill #24 **be read a first time.**

**Bill #24 - Budget Process (sponsor; LEWIS)**  
Principles (first reading)

Operating Budget

1. The Project Allocation shall be not be more than \$50,000 per year
2. Expenditures from the Project Allocation below \$5,000 must be approved by the Executive Committee.

Allocating Spending Authority

1. Changes to the Operating budget above \$10,000 must be approved by Students' Council
2. Changes to the Operating Budget between \$5,000 and \$10,000 must be approved by the Budget and Finance Committee
3. Changes to the Operating Budget between \$1000-\$5000 must be approved by the Executive Committee
4. Changes to the operating budget below \$1000 must be approved by the Vice-President Operations and Finance, as well as the Executive Committee Member or Senior Manager responsible for the department requesting the change.
5. Changes to the operating budget that do not impact the net profit or loss of an operating unit must be approved by the Vice-President Operations and Finance.

Signing Authority

1. Consignment Cheques issued by SUBTitles do not require the signature of an elected officer.

Budget Process

1. The Budget Process currently described in bylaw shall be replaced by this bill.
2. The fiscal year of the Students' Union shall begin May 1 and end April 30.
3. Budget Principles describe in words the priorities to be enshrined in the final budget.
4. The Budget process shall be described in the Standing Order of Students' Council and shall be the purview of the Budget and Finance Committee
5. A final operating and capital budget must be approved by Council prior to the beginning of each fiscal year.
6. In the event that any parties are unable to meet the obligations outlined in the budget process, Students' Council shall retain the authority to appoint an appropriate proxy.
7. In the event that a final operating and capital budget is not passed before the beginning of the fiscal year, the previous year's budget may be used as an interim substitute.

**2005-20/7i** External Policy Committee – November 22, 2005

Please see document SC 05-20.09

**2005-20/7i (i)** **KAWANAMI/CROSSMAN MOVED THAT** Students' Council, upon the recommendation of the External Policy Committee, rescind the current political policy, "Tuition Levels and Regulation", and replace it with the new political policy, "Tuition Levels and Regulation."

Please see document SC 05-20.10 (Current and Proposed)

**2005-20/7j** Student Affairs Committee – December 5, 2005

Please see document SC 05-20.11

**2005-20/7j (i)** **KHANNA/GORDON MOVED THAT** Students' Council rescind the Political Policy "Discriminatory Business Practices"

Please see document SC 05-20.12

**2005-20/7j (ii)** **KHANNA/GORDON MOVED THAT** Students' Council adopt the proposed changes to the Political Policy "Faculty Weeks"

Please see document SC 05-20.13 (Current and Proposed)

**2005-20/8** **QUESTION PERIOD**

**2005-20/9** **GENERAL ORDERS**

**2005-20/9a** **MOTION BY KIRKHAM, ORDERED THAT** Students' Council rescind the "Tobacco Ban" political policy.

Please see document SC 05-20.14

**2005-20/9b** **JOHNSON MOVED THAT** Students' Council approve the Political Policy "General Election Forum".

Please see document SC 05-20.15

**2005-20/9c** **LE ORDERED THAT THE** Vice-President Student Life Investigate the possibility of the Students' Union adding microwaves to CAB's lower level food court, and report back to council with a recommendation on how to proceed, no later than January 10, 2006.

**2005-20/9d** **KIRKHAM MOVED THAT** Students' Council order the Executive Committee to relaunch the webboard no later than 25 January 2006.

**2005-20/9e** **JOHNSON MOVED THAT** as per Bylaw 8451 section 6c, council approve the Engineering Students' Society's proposal outlining a faculty association membership fee

Please see document SC 05-20.16

**2005-20/9f** **SHAMANNA MOVED THAT** as per Bylaw 8451 section 6c, council approve the University of Alberta Science Undergraduate Society's proposal outlining a faculty association membership fee

Please see document SC 05-20.17

**2005-20/9g** **CHAPMAN MOVED THAT** Bill #27 be read a first time.

**Bill #27 – Attendance of Students' Council (sponsor; CHAPMAN)**  
Principles (first reading)

- 1) Voting members of Students' council may not miss any more than three consecutive meetings of Council and will automatically lose their position upon the close of their 4th missed Council meeting.

- 2) Exceptions: A missed meeting may not count:
  - i) Where the individual applies to CAC in writing/email of for a missed council meeting to be excused. Application for excuse must be accompanied by proper documentation proving emergency circumstances, illness, or other circumstances not within the individual's control. If CAC does not receive this application before the next council meeting they have the discretion to not consider it. CAC will not hear appeals for loss of a council seat as that this is appealable at DIE board.
  - ii) Where the missed council meeting is one that is called outside of the regular council schedule with less than 2 weeks warning.
  - iii) Augustana councillors will be expected to attend at least 4 meetings of their choice of Council per year. This exemption does not apply to committees.
- 3) All nominees for Executive, BoG and Councillor Positions must sign an understanding of and agreement with the attendance requirements of council before they begin campaigning (and also before they assume office for the 2006 election).
- 4) This bill is NOT retroactive.
- 5) The attendance requirements will also apply to individual committees with one deviation:
  - i) Those who fail to comply with these attendance requirements will lose their seat on that committee only but will continue to retain their seat on council and any other committee that they belong to.
- 6) Committees will have a planned meeting schedule created at the beginning of each semester. This will ensure that those who join committees do so knowing that they will be able to attend meetings and participate in said meetings. Changes to this schedule may happen but an effort is required to reschedule rather than cancel meetings.
- 7) In the case where a voting member of Council misses 5 non-consecutive meetings they will face the same results as if they had missed 4 consecutive meetings upon the close of the 5th missed meeting of Council or Committee.
- 8) Those who lose their position on council due to not attending will not be allowed to run in the following Students' Union Election.
- 9) Augustana faculty councillors will be expected to attend at least 4 meetings per year.

2005-20/9h

**CHAPMAN MOVED THAT** Students' Council order the Council Administration Committee to investigate ways that Augustana councillors can more easily be involved on council and that they report back to council with recommendations by the 21st of February 2006.

2005-20/10

**INFORMATION ITEMS**

2005-20/10a

Schedule A to Bylaw 100 as of January 24, 2006

Please see document SC 05-20.18

2005-20/10b

Student Health Fee

Please see document SC 05-20.19

**Mathieu Johnson VP(Academic)**  
**Report to Students' Council**  
**January 31, 2006**

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**Exam Registry**

In an attempt to address concerns the professoriate has with the exam registry system it is now CCID protected. Meaning that you will be required to have a campus computing ID to access the material in the database. This is to ensure UofA students have access but non-UofA profs don't.

**Consolidated Examination Pilot**

As some of you may remember the last time I commented on this subject the proposal on the table was to have a 3<sup>rd</sup> exam period in the day from 7-10 in the evening to accommodate for more consolidated examinations. Through its discussions the GFC academic standards committee decided this would be too disruptive for students to be a pilot project.

So currently the intention is to place extra consolidated examinations on the days already designated as consolidated examination days, as well as on the Friday before examinations start. While this eliminates the concerns of writing 3 exams a day and having to find a way home at 10:30 at night, there is still the problem a student being double booked for an exam. However, every attempt will be made to minimize the amount of students affected and accommodations made for those that are.

This will be brought before GFC Exec shortly.

**Cohort Initiatives Taskforce**

The cohort initiatives taskforce completed its work in December and the report is now circulating. Anyone interested in leaning more about this is welcome to contact me.

**Executive Committee Report to Students' Council January 31, 2006**

- 1. There were no motions passed at the January 24, 2006 Executive Committee meeting.**

**D.I.E. Report to Students' Council November January 24, 2006  
Late Additions**

**The Discipline, Interpretation, and Enforcement Board have made the following ruling:**

***Re Bylaw Retroactivity* Ruling: #10**

**Date heard:** January 12, 2006

**Appearing for the D.I.E. Board: Presiding Chair:** Alex Ragan, **Tribunes:** Alan Cliff, Kanchana Fernando

**Referring Party:** Chris Jones - Student

**Interveners present:** Gregory Harlow – Speaker, Students' Council

**Case summary:**

The referring party queries whether Students' Council has the ability to make retroactive bylaws and, if so, what restrictions exist on this power. The DIE panel finds that Students' Council has the authority to make retroactive bylaws. No limitations within DIE Board's purview restrict Council's ability to make such bylaws. In the absence of such restrictions, Students' Council is assumed to have plenary power to pass legislation respecting Students' Union affairs, including the power to create retroactive legislation.

**REFERRED QUESTIONS AND SHORT ANSWERS**

Question 1: May Students' Council adopt legislation having retroactive effect?

Short Answer: Yes.

Question 2: If so, from where does this power derive?

Short Answer: Students' Council's ability to create retroactive legislation is not traceable to a specific grant of powers that is within the purview of DIE Board (i.e. the Post Secondary Learning Act). Rather, Students' Council is assumed to have plenary power to pass legislation respecting Students' Union affairs. In the absence of any specific derogation from these powers, Students' Council has the ability to make retroactive bylaws.

Question 3: Are there any restrictions on Students' Council's ability to adopt legislation with retroactive effect?

Short Answer: No. See answer to Question 2.

Question 4: (1) May council adopt legislation that would retrospectively alter procedures set out by legislation that was in force at a previous time, and (2) if so, for an activity

commenced under the previous legislation, which legislation would govern after Council's adoption of legislation with retroactive effect?

Short Answer: (1) Yes, (2) The legislation with retroactive effect would govern. See answer to Question 2.

## **SUPPLEMENTARY ANALYSIS**

The underlying concern respecting retroactive legislation is that it may lead to unfairness whose legitimate expectations have been undermined by a retroactive bylaw. Such concerns can be valid. In spite of this, the DIE Board panel was offered no basis on which to restrict the power to create retroactive legislation. The DIE panel declines to construct a rule restricting retroactive bylaws simply out of the ether.

# MINUTES

2005-06

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## Audit Committee

Wednesday, January 11, 2006

ATTENDANCE: Theresa Chapman  
Prem Eruvs  
Bryce Kustra

CALL TO ORDER: 2:05 pm

- NEW BUSINESS:
- Kustra/Eruvs move to order the Audit Committee Chair to investigate the procedure for halting the dispersal of the CJSR DFU. (3-0-0)  
This motion may appear more severe than it actually is. We were over two-thirds through fiscal year and we still had not received CJSR's audited financial statements from 2004-2005. We were concerned about ever diminishing amount of time to approve the DFU. We have since received the documents.
  - Motion by Eruvs/Chapman to approve the July/August credit card receipts. (3-0-0)  
This process was uneventful, which I suppose is a good thing.
  - Motion by Chapman/Kustra to approve the August/September credit card receipts. (3-0-0)  
Again, uneventful.
  - Chapman motions to adjourn. Dies for lack of a seconder.
  - Lose quorum at 3:12 pm.

NEXT MEETING: ~~January 18 at 3:00 pm~~ (Cancelled)

ADJOURNMENT: 3:12 pm

The Students' Union, The University of Alberta

# Access Fund Committee

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02 November 2005 @ 17:33 - SUB 426

## **Report to Council (AFC 2005-04)**

First I must apologize for the lateness of my report. Oops.

The fourth meeting of the Access Fund Committee went down on November 2<sup>nd</sup> at 5:30, marking the first meeting during the school year. Omer Yusuf, Jason Tobias, Prem Eruvs, Sylvia Shamanna and Suneil Khanna were in attendance, as well as Jane Lee and Kaelan Maher, the director and associate director of the Access Fund. As always, I'll remind Council that these two individuals are essential for the function of AFC, not to mention that they are also quite awesome individuals.

This meeting dealt with the latest dispersal of the AF, which has been one of the largest ever seen by the AF. Jane and Kaelan feel that this is likely because more people know about the AF, and also people felt that they were 'punished' by applying in the later winter terms last year, where they were prorated and received a reduced bursary. Rather than a form of punishment, this was a case of us running out of money. Hoorah! In any case, we decided to prorate all the applicants by 15%, and pull money from the last dispersal period to stay within the AF budget.

The two policy changes with regard to computer costs and certifications/examination are a result of the AFC belief that we should emulate the policies set by Canada Student Loans.

Because of the increased demand the AF was facing, we speculated some possibilities, such as reducing the amount of money we put into the endowment fund. We then discussed the idea of putting more money in the endowment fund. Finally, we thought about leaving the endowment fund alone, and just collecting the interest. Jason graciously agreed to crunch some numbers and make a few proposals.

Finally, we looked into a new way of prorating individuals according to their needs. Rather than a blanket reduction of 15% across the board for all applicant, we hope to create groups of individuals according to their needs,

and prorate as we see fit (as an example, we would prorate all individuals with a short-fall of \$3000 by 20%, and individuals with \$12,000 by 5%). Because we can only give out \$3000 to an individual per year, we will be addressing high-need students more effectively by giving them a less reduced (larger) bursary of the \$3000 they are eligible for.

Last bit, although we've been given to okay to run AFC with councillors only by the Students' Union, Jane cautioned that there is a lot of politics that behind the operation of the AF and university. Particularly, we feel that that it is important to give the university an opportunity to be informed on the policies we set. As such, we will be inviting a representative from the university to attend meetings as a non-voting. There is a chance that they may take us up on that invitation.

That's really it. Sorry guys, I don't have much more to say.

OMer

The Students' Union, The University of Alberta  
**Access Fund Committee**

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02 November 2005 @ 17:30 - SUB 426

**Order Paper (AFC 2005-04)**

1. Call to Order  
5:33
2. Approval of the Agenda  
Jason/Sylvia
3. Approval of the Minutes  
Omer/Sylvia
4. Business Items
  - i. Updates from Jane and Kaelan
  - ii. Pro-rating all applicants  
- Prorate by 15%.
  - iii. Jane's motions
    - a. Remove the current provisions for computer and replace with "The Access Fund allows computer costs to match the amount allowed by Canada Student Loans"  
Jason/Omer      Unanimous
    - b. Change the provision reading "Under no circumstances will the AF cover the costs of Entrance exams or any preparation course for either certification or entrance exams" to read "The Selection Committee will consider certification or examination costs incurred by students, at their discretion"  
Jason/Omer      Unanimous
  - iv. Longterm budget for AF
    - a. Use of the endowment fund now: pros cons? Should students be paying into a fund that they will not directly benefit from? Time issues? Is this more sustainable. Is the

sustainability worth it?

- b. Prorating in a way where individuals are assessed according to their needs, rather than prorating right across the board. Everyone seems fairly happy with this idea, mostly concerns regarding timing (this year versus next year).
  - Problems with pulling money from Winter2.
  - Try to address the high need individuals
  - Bring up this scheme to the selection committees
  - Try this out for winter1 and winter2.
  
- c. Sheryl as a university rep
  - Inviting a member of the university to attend future AFC meetings as a gesture of good faith between the Students' Union and the university.

- 5. Next Meetings:
  - Wednesday March 15<sup>th</sup>, 2005
  - Wednesday April 5<sup>th</sup>, 2005

- 6. Adjournment
- Prem/Jason
- 6:41

# ACCESS FUND POLICIES

August 31st, 2005

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## 1. Formal Policies Concerning General Operations of the Fund

### a) Access to application information

(4/09/96) Revised (06/07/05)

In the interest of preserving applicant confidentiality, and allowing the Selection Committee to make decisions without bias on any grounds, complete applications will be available only to the Associate Director and the interviewer, then filed appropriately. Application summaries will contain ID numbers and relevant budget, family size and program information and will be available to Selection Committee members. If an applicant presents a letter with the application, identifying information will be removed.

### b) Appeals

(1/04/96) Revised (06/07/05)

Applicants who wish to appeal the committee decision may do so by first making an appointment to see the Director, Student Financial Aid Information Centre. This appointment will explain the committee's decision in detail and allow the Director to explain other funding options if necessary. If the applicant still chooses to appeal, they must do so in writing to the Access Fund Appeals Selection Committee no later than the deadline posted at SFAIC (not more than two weeks after cheques are issued). The appeals will be brought to the Appeals Selection Committee and the decision of the Committee will be final. Students will be notified by mail or e-mail as to the Committee's decision.

### c) Appointments

(1/10/96) Revised (07/08/03)

For application interviews, due to the large number of applicants, applicants more than ten minutes late will need to reschedule their appointments. Applicants who miss an appointment without notification prior to the close of business on the day before their appointment, or without valid excuse will not be allowed to apply until the next application period at the interviewer's discretion.

### d) Deadlines

(8/4/99) Revised (06/07/05)

The Associate Director – Access Fund will establish a firm deadline for both Access Fund applications and opt outs before the end of the winter term. This deadline will be advertised for at least two weeks prior to the established deadline.

### e) Funds not granted

(1/11/96) Revised (06/07/05)

Any money not granted in a given disbursement period will be carried over to the next disbursement period. At the end of the Access Fund year (August 31), any money not granted will be put into the Access Fund internal reserve.

### f) Old Application Information

(03/12/98) Revised (21/11/02)

Hardcopy files that have been inactive for four years will be confidentially disposed of (shredded). Selective files should be retained for archival purposes.

### g) Opt-out money

(11/09/96) Revised (02/12/97)

Opt-out money not picked up by the end of the semester for which the student has opted-out will be returned to the bursary fund. This date will be no later than the last business day of the final month of the respective term.

### h) Past History

(03/12/98) Revised (21/11/02)

The Access Fund will have access to ALL data provided willingly by the applicant on their application for the current period as well as for previous periods. The Selection Committee will be able to consider all information provided in making a decision on the applicant including such items as award history, and any other data the Access Fund may have from current or previous applications.

**i) Selection committee composition**

(11/09/96) Revised (06/07/05)

The Selection Committee must always be composed of two Access Fund Committee members, as well as the Associate Director as a non-voting member.

**j) Appeals selection committee composition**

(21/11/02) Revised (06/07/05)

The Access Fund Appeals Selection Committee must be composed of at least two students not on the original Selection Committee in addition to the Director of Student Financial Aid Information Centre, as well as the Associate Director as a non-voting member.

**k) Spring/Summer Sessions**

(2/04/96) Revised (06/07/05)

Students' Union Access Fund Bursaries will be available to students in the term in which they are registered so long as they have paid Access Fund fees for that term. As in all cases, students who do not meet the criteria may submit a letter explaining their exceptional circumstances. Students who received the maximum bursary approved by the Access Fund Committee in the previous semesters will not be eligible for additional funding during the spring and summer terms. Students enrolled in one of the spring or summer terms will be allowed a maximum bursary of \$ 1500.00 per spring and summer terms. Access Fund Bursaries will be processed in May and in July.

**l) Statistics/dissemination or exchange of information**

(11/09/96) Revised (06/07/05)

The Director of the Access Fund will respond to requests for information from University, Students' Union and governmental departments. The reason for and purpose of the request will be verified in all cases. Any requests for information that is not public knowledge must be approved through the Vice-President (External) and the Access Fund Committee. The Associate Director will exchange information with Student Financial Aid Information Centre and the University Bursary and Emergency Fund or any other University or government departments in order to verify any information contained on an application, including, but not limited to registration status, GPA, and outstanding amounts owing to the University or governmental agencies the student has indicated an outstanding balance with.

**m) Recall**

(17/04/96) Revised (06/07/05)

During the selection process, the Committee may choose to have the Associate Director recall an applicant to verify information or to provide further details. A one-week period between Selection Committee meeting and ratification by the Access Fund Committee will allow for these recalls.

**n) Conflict of Interest**

(9/11/04) Revised (06/07/05)

No individual who has received an Access Fund bursary during a given council year can sit on the Access Fund Committee in the council year. Access Fund Committee members are ineligible to receive Access Fund bursaries in the current council year during their term of service.

## 2. Formal Policies Concerning the Allocation of Bursaries

### **a) Allocation of Funds for the purpose of bursaries in each application period** (07/08/03)

The funds available each year will be divided between the projected number of granting sessions upon the recommendation of the Access Fund Interviewers. The money available for granting in each year shall be divided into six portions for each competition.

### **b) Appeals (student loans)** (11/12/96) Revised (17/04/96)&(29/11/03)

Applicants who have loan appeals in progress will not be considered for funding unless their appeal has been processed prior to the meeting of the Selection Committee.

### **c) Concerning information on application form/materials required for application**

#### **i. Allowable Income** (08/01/98)

All income sources (CPP, Widow's & Orphan's benefit, GST, etc.) must be disclosed on application form.

#### **ii. Application Form** (07/08/03)

Applicants who have not completed an application form prior to their appointment will be considered to have missed their appointment.

#### **iii. Books Supplies and Instrument Costs** (08/01/98) Revised (21/11/02)

Applicants will be allowed expenses for books, supplies and instruments based on total prices quoted by their faculty for a full course load. Applicants who are not taking a full course load will be allowed the appropriate proportion of this total. Applications more than the maximum quoted by their faculty need to be supported by receipts. ~~Under no circumstances will the Access Fund allow additional expenses for computers or computer-related expense.~~ The Access Fund allows computer costs to match the amount allowed by Canada Student Loans.

#### **iv. Certification/Entrance Exams** (07/08/03)

~~Under no circumstances will the Access Fund cover the costs of Certification or Entrance Exams, or any exam preparation course for either certification or entrance exams.~~ The Selection Committee will consider certification or examination costs incurred by students, at their discretion

#### **v. Credit cards** (17/4/96) Revised (08/09/04)

The Access Fund will allow Minimum Monthly Payments (MMPs) up to a limit of \$40/month providing the student can demonstrate to the interviewer's satisfaction that the debt was used to cover legitimate academic or living costs that have accrued while registered at the University of Alberta. Legitimacy will be determined by the interviewer.

#### **vi. International Students** (07/03/98) Revised (06/01/00)

Applicants who are international students must provide a letter with their application detailing how they had planned on financing their education and living costs and why their original plan is no longer sufficient as well as current bank statements from all accounts in their possession.

#### **vii. Married/Common-law students** (11/12/96) Revised (21/11/02)

The financial information, both income and expenses are to include all family members in the household. The full family shortfall, up to the yearly maximum of \$3000 each will be recommended. If both spouses are U of A students, it is in their best interest to both apply. Separate applications should be filled out, but the financial information should be the same on both applications. Each applicant will be recommended one half of the family shortfall. In cases where loans or appeals are in progress, each applicant will receive one half of their living expenses for one month.

**viii. Medical Costs**

(08/01/98) Revised (06/07/05)

Medical/Dental expenses other than Alberta Health Premiums, University of Alberta Health Insurance Plan and Blue Cross Coverage will require documentation (doctor's note, prescription receipts) as proof for the Selection Committee. The Access Fund will allow Medical/Dental expenses up to a limit of \$500 per individual in the applicant's family per year.

**ix. Parental Contributions**

(07/08/03)

Applicants who are experiencing a shortfall due to a lack of expected parental contributions must submit either a letter from the applicant's parents or guardians confirming that they are unable or unwilling to provide the expected contribution or a letter from a third party, if a parent or guardian is unable or unwilling to provide such documentation.

**x. Required documentation**

(07/08/03)

At the time of their interview, applicants are required to submit a completed application form, their student loan Notice of Assessment, their University of Alberta Tuition and Fees Assessment as issued by the Registrar's Office, their University of Alberta ONEcard, and a copy of a pay stub from each job held in the last twelve months. In addition, applicants who are international students are required to submit copies of their bank statements for at least the previous four months. Applicants who do not provide the required documentation may have their applications considered incomplete and may not be eligible for funding at the discretion of the interviewer.

**xi. RRSPs**

(08/01/98) Revised (21/11/02)

Applicants must report the full value of all RRSPs. A \$2000 RRSP exemption will be allowed for each year out of high school. RRSPs must have been purchased before the commencement of post-secondary studies. For married and common-law applicants, if the applicant and their spouse are both in full-time studies, the total value of the RRSPs will be divided by two.

**xii. Student Lines of Credit or Student Bank Loan payments (interest only)**

(11/12/96) Revised (21/11/02)

The Selection Committee will allow additional expenses for student line of credit or student bank-loan interest payments. Applicants claiming Student Line of Credit interest payments must provide a copy of their most recent account statement.

**xiii. Vehicles**

(21/11/02)

Applicants should enter the full value of all vehicles, which includes leased vehicles and if married or living common-law, the value of the spouse's vehicles. For single applicants, a \$5,000 exemption will be allowed and a \$10,000 exemption will be allowed for married or common-law applicants or applicants with dependants, but the Selection Committee will take anything over that amount into consideration.

**xiv. Leased Vehicles**

(21/11/02)

Applicants with leased vehicles must have taken out the lease on their vehicle prior to the commencement of full-time studies. They must document the amount of monthly payments on the vehicle and provide a copy of the lease agreement including information on the breakability of the lease. The Selection Committee will waive the value of the leased vehicle, providing the above criteria have been met, but the Committee will not take into consideration monthly lease payments above the Access Fund's monthly expense guidelines.

**xv. Allowed Monthly Expenses**

(8/09/04)

Effective September 2004 the Access Fund living allowances will match those in the annual Canada Student Loans budget chart.

**d) Concerning bursary amounts**

- i. Maximum bursary** (26/02/97) Revised (06/07/05)  
The maximum bursary allowed per student is \$3, 000.00 per academic year (September 1 - August 31), to be reviewed on an annual basis by the Committee at the August meeting.
- ii. Minimum Bursary** (08/01/98) Revised (07/08/03)  
No bursary under the amount of \$100.00 will be granted by the Access Fund.
- iii. Maximum Lifetime Limit** (06/01/00) Revised (21/11/02)  
The maximum lifetime limit allowed per student is \$6,000.00.
- iv. Maximum Limit for Students in non-degree/designation programs** (29/11/03)  
The maximum bursary granted to a student in a non-degree / designation program is not to exceed the cost of that student's classes.
- v. First and Second Year Students** (07/08/03)  
Applicants in the first or second year of a program who are applying to the Access Fund for reasons other than unexpected emergency expenses will have their bursary pro-rated based on the lifetime maximum allowed under Access Fund guidelines and the number of years remaining in the applicant's program.
- vi. Graduating Students** (06/07/05)  
Students who apply in the term in which they are graduating and who have reached the yearly maximum but not the lifetime maximum may be granted an amount up to the lesser of their assessed financial shortfall or the lifetime maximum, at the discretion of the Selection Committee.
- e) Concerning Eligibility**
- i. Audits** (07/08/03)  
Applicants being audited by the Students' Finance Board must provide the Access Fund with documentation regarding the audit and steps that have been taken to comply with the auditor. An audit may be grounds for denying an applicant funding; however, the Access Fund Selection Committee will make decisions on these applications on a case-by-case basis and take individual circumstances under consideration.
- ii. Concurrently enrolled students** (07/08/03)  
If courses being taken at other institutions are leading towards a degree from the University of Alberta, all living and educational costs will be taken into consideration by the Access Fund. If courses being taken at other institutions are leading towards a degree from another institution, the Access Fund will take into consideration all costs for courses taken through the University of Alberta.
- iii. Defaults** (17/04/96) Revised (26/07/00)&(21/11/02)  
Applicants with previous student loan defaults must provide documentation describing the reasons why this default occurred and steps taken to remedy the situation. Technical defaults will not be held against the applicant. A previous student loan default may be grounds for denying an applicant funding; however, the Access Fund Selection Committee will make decisions on these applications on a case by case basis and take individual circumstances under consideration. In no circumstances will a student with a previous default on an Emergency Student Loan be granted a bursary.
- iv. Differential Fee Faculties** (07/08/03)  
Students in differential fee faculties offering bursaries to students entering certain programs will be required to apply for and be notified of their faculty bursary status prior to submitting an application to the Access Fund.

#### **iv. Student Contribution**

(07/08/03) Revised (06/07/05)

All applicants must have prior to the start of the school year, \$1350 in savings, or must, during the course of the year be contributing at least \$1350 towards their educational expenses through part-time work. This requirement may be waived for the following students:

- (a) Those students studying in one of the following faculties or programs: Dentistry, Medicine or Rehabilitation Medicine;
- (b) Those students with a dependant under the age of twelve (12) where the applicant is the primary care-giver of that dependant;
- (c) Those students with medical circumstances that prevent them from working—including but not limited to: chronic/temporary illness, disability, or recovery from a medical procedure.
- (d) Those students on or returning from a practicum or unpaid work experience at the discretion of the selection committee.

#### **v. Students on exchange**

(07/08/03)

Costs incurred in connection with academic exchanges above the costs that would have been incurred had the applicant not participated in the exchange will not be considered allowable expenses. Under no circumstances will the Access Fund cover debts incurred as the result of exchanges or study abroad experiences.

#### **vi. Students who opted out**

(17/04/96) Revised (03/12/98)&(21/11/02)&(29/11/03)

In all cases, students who opt out will not be eligible for an Access Fund bursary during the year in which they have opted out. This policy will be advertised widely to avoid confusion and misinformation. Students who are assessed for the whole year will be required to pay into the Access Fund for both terms.

### **3. Working Guidelines**

#### **a) International Students**

(no formal policy developed)

International Students in severe financial need early in their program may be denied funding by the Access Fund. This guideline is based on consultation with the International Centre, which related the low probability of such students completing their program, and the fact that international students, prior to coming to study in Canada, must document ability to cover the cost of their program. However, in such cases, the Access Fund Selection Committee may decide to grant a bursary which is pro-rated over the remaining years of the program. This guideline may be waived for students who have high shortfalls due to emergency or unexpected expenses.

#### **b) Students not living at home**

(15/01/98)

Given that the Access Fund is a last resort bursary, the AFB expects student to have done all they can to reduce their expenses. If a student is not living at home to reduce their costs, they must provide a reasonable answer in response to the question of why they do not live at home. In the past, acceptable reasons have been:

- that their parents live out of town (although if the town is accessible by public transportation such as St. Albert and Sherwood Park this answer is not sufficient)
- abusive home environment
- student has child/spouse
- student has several siblings that make it a very difficult environment in which to study
- parents are divorced/separated and student cannot adapt to either one of the new residences

- student is a returning student who has been in the workforce for several years
- parent(s) do not want the child living with them anymore

The Associate Director must use his/her judgement in assessing whether the student could reasonably be expected to live with his/her parents to reduce living expenses. If the AD - AF is unsure of the adequacy of the reason given, he/she should request that the student include a short letter with their application, addressed to the Selection Committee, explaining why they have not chosen to live with their parents in order to reduce costs.

**c) Trips home (passed as policy originally in 1996/1997? reaffirmed January 08, 1998)**

Return trips home are not to be included in an applicant's shortfall as expenses excepting for trips arising out of exceptional circumstances (ex. familial medical emergencies).

**d) Financial Plan**

(29/11/03)

The Selection Committee may choose not to grant a bursary to an application if it believes there is little or no likelihood that the applicant will be able to secure funding to complete their program.

**e) After degree or second-entry students**

(31/08/05)

After-degree or second-entry students who have no previous accumulated debt or no dependents will then be placed in an end of year consideration file at the discretion of the Access Fund Selection Committee.

## **Dare to Discover- The Students' Union's response to the first draft of the Vision Document**

**We have decided to make short comments on all sections in the order they appear in the draft document, and also to answer the questions posed at the end.**

### **VALUES**

Ever since its founding in 1908 as the Province's first postsecondary institution, the University of Alberta has been guided by values that have both focused our aspirations for continuous positive contributions to society and growth. We believe in:

- A commitment to engaging with all our communities in order to better serve and promote the public good
- Integrity and principles of ethical conduct built on the foundation of academic freedom.
- A diverse and inclusive collegial community valuing free and open inquiry with respect for each individual
- Pride in our history and traditions that serves to strengthen our optimistic embracing of present and future challenges
- A collegial commitment to inspire each other to be the best we can be and to support each other as we seek our highest levels of achievement

### Values

Notably absent in these values are two things: education and innovation. Most importantly, the values of this university need to specifically include a mention of students, and not only the collegial and research community-whereby it is unclear whether students are included in said 'collegial community'- and a clear commitment to the improvement, dissemination and creation of knowledge.

Therefore:

- The value of education and therefore a commitment to enhance the opportunities to access the resources of this university for potential students from all walks of life.

### **VISION**

Our vision is to inspire great achievements through learning, discovery and citizenship in a community committed to building one of the world's great universities by nurturing the human spirit and contributing to public good.

Again, we would like to see more inclusiveness.

- Our vision is to inspire great achievements through learning, discovery and citizenship by engaging a community committed to building one of the world's great universities by nurturing the human spirit and contributing to public good.

### **MISSION**

In the context of Alberta's prairie and northern values, the University of Alberta gives a national and international voice to Alberta innovation, taking a lead role in placing Canada at the global forefront. The far-reaching scope and celebrated quality of the

University's programs enhances student and staff opportunities as well as Alberta's economy and society.

Within a vibrant and supportive learning environment, the University community discovers, disseminates, and applies new knowledge through learning, life-long learning, research and creative activity, community involvement, and partnerships.

The phrase "In the context of Alberta's prairie and northern values" has caused some discomfort, especially in conjunction with the goal of an environment that supports free and open inquiry. The values of the University of Alberta should be the values of a University and not the values of a geopolitical entity, as there are potential clashes.

Also, it is unclear which global forefront Canada will be placed at- the global forefront of business? The global forefront of knowledge? Quality of life? The language in this section was unclear and did not resonate with us.

### **CORNERSTONES TALENTED PEOPLE**

Recruit the best students from Alberta, Canada and the world.

Create a dynamic, discovery-based learning environment by aiming for a mix of undergraduate and graduate students typical of leading public research universities and by attracting post-doctoral fellows, researchers and visiting faculty from around the world.

Improve access for excellent rural, aboriginal and non-traditional students through partnerships with colleges and by linkages with high-schools throughout the province.

Step up the recruitment and retention of outstanding and diverse academic staff through endowed professorships, competitive start-up funding, attractive career support and by celebrating and rewarding exceptional achievement.

Retain and recruit the best staff by fostering a culture of excellence, a healthy workplace, and progressive career opportunities and by rewarding leadership and outstanding accomplishments.

Enhance the global perspective and intercultural climate at the University by celebrating and drawing on the diversity within the university community

In this section, we would like to add the importance of structural flexibility to attract innovative staff, especially in the area of interdisciplinarity and cross-appointments. As long as there are severe institutional barriers that punish innovators as soon as they go off the beaten path, the University of Alberta will not attract potentially great innovators and pioneers.

Secondly, students would like to see active recruitment by current students or alumni taking place all over Canada and the world.

### **LEARNING, DISCOVERY AND CITIZENSHIP**

Create an exceptional and life-changing university experience for students through curricular and extra-curricular offerings which integrate learning, discovery and

citizenship to develop the intellect, educate leaders, enhance a global perspective and achieve clearly defined learning outcomes.

Engage students to improve retention, enhance graduation rates, and inspire high achievement through mentorship, and peer-based activities such as clubs, athletics, and social events.

Foster discoveries and scholarship that are transformative and at the cutting-edge by rewarding quality over quantity, creating “steeple of excellence”, and enhancing crossdisciplinary initiatives.

Increase the impact of university discovery and scholarship on public policy, and enhance social, cultural and economic dividends by celebrating and rewarding achievements in knowledge translation

Reward and recognize faculty who excel in innovative teaching, ground-breaking scholarship, and contribute to community and nation building as public intellectuals and professionals.

Inspire students, faculty and staff to engage in activities that develop leadership, foster social and moral responsibility, and contribute to the development of civil society and our democratic institutions

Even though mentorship, clubs and peer-based activities are an integral part of university life, they are not as integral as volunteering and community service activities.

Again, innovative teaching and ground-breaking scholarship often involves the integration of research and innovation between faculties, and true *interdisciplinary* research rather than merely crossdisciplinary research. This integration of knowledge will also prove helpful in making the University a better source for advice on policy issues.

Also, the importance of providing studying abroad or internship abroad experiences for students were found to be missing from this section.

## **CONNECTING COMMUNITIES**

Engage alumni in a life-long relationship with the University for mutual benefit, and enlist their support to achieve the University of Alberta’s vision and to assist us in connecting to communities around the world.

Build strong partnerships with the Government of Alberta, the Capital region, the city of Edmonton, Camrose, and other municipalities around the province, to fulfill our responsibility as Alberta’s university.

Strengthen our connections to the Government of Canada and other provinces to fulfill our obligations as a national university with global connections.

Foster excellent relationships with Capital Health and other provincial health organizations, the Post-secondary sector, Business, and Government to advance mutual goals, provide opportunities for our students, and translate our research outcomes.

Enhance relationships with other nations to create learning opportunities for students, research collaborations that address global challenges and initiatives to foster mutual understanding, global peace and prosperity.

Promote community pride and ownership of the university through physical and intellectual openness and by creating opportunities for dialogue and discussion.

What is lacking overall in this section is any discussion about connections to *people*. In addition to government, business groups and special interests, connections need to be made to citizens, students, and faculty all over the country and world.

Also, in paragraph 3, there are some notable omissions-in our opinion, it should read:

- Strengthen our connections to the people of Canada through the Government of Canada and its provinces and territories to fulfill...

The most notable omission, however, happens in the total lack of mention of providing international learning experiences for our own students. Not only do we need to bring the world here, we also need to send *our students* out into the world. Therefore:

- Provide students with critical international learning experiences such as study abroad programs and internships to foster the development of global perspectives and understanding.

Also, the integration of alumni could go further than the vague statement of “support”, or monetary donations. Alumni can be very useful when it comes to integrating knowledge and the working world, and could be a valuable resource for instructors who want to connect the teaching and learning experience to the real world.

Additionally, we think that alumni could serve well in a role as ambassadors for the University of Alberta, spreading the word and recruiting future students and instructors alike.

## **ORGANIZATION AND SUPPORT**

Develop an endowment comparable to the best public-research universities in the world.

Secure resources to provide the best education and to support world-class research and knowledge translation.

Provide bursaries and scholarships to increase affordability for all students and offer competitive fellowships to attract the best graduate students.

Build and enhance class-rooms, laboratories, libraries, museums, and extracurricular, social and residential facilities to provide a transformative university experience.

Set priorities and continue to invest in world-class research infrastructure.

Establish high standards of service, improve communication between units, enhance collaboration, discourage “silos”, implement transformative ideas, revise organization to respond to external changes, and promote administrative effectiveness and good governance.

We strongly support the formation of an endowment and the provision of bursaries and scholarships to students. Additionally, the list about including the university’s facilities should include all the different types of facilities students learn and study in and not be biased towards certain faculties and departments. Currently, studios, physical education facilities and others are not mentioned.

## **Questions**

1. What will distinguish the world's great universities from excellent institutions in the twenty-first century and what strategies will be required to advance the University of Alberta into that league? Should we and why?

The answers to this question focused around four main themes: Community, Outreach, Integration of knowledge, and international experiences.

#### A Great Community

- Improve and expand student residences to make this campus a more closely-knit community instead of a commuter campus
- Install cohort options
- Work at the better integration of foreign cultures and international students
- Ensure the Edmonton community feels connected to and has a stake in the University of Alberta

#### Outreach

- Bring in international students from a diverse variety of backgrounds and countries
- Build relationships with other universities

#### Integration of Knowledge

- Expand Community Service Learning
- Make available Co-ops to more students
- Provide Hands-on experiences
- Expand Interdisciplinary Programs
- Reward Student Volunteers

#### International Experiences

- Expand scholarships for study abroad programs
- Expand exchange opportunities, especially outside the western world
- Integrate exchanges more smoothly into the academic experience

2. What is the purpose of an undergraduate and graduate education in the twenty first century? What steps should we take to ensure students are receiving exceptional preparation to excel and be responsible citizens in this interconnected global environment?

The emphasis of the answer to this question varies according to what faculty or even department one speaks of. On the one hand, all undergraduates expect -or hope- to acquire some or all of the hard skills and knowledge base necessary to work in a field of their study, as demanded by their industry. On the other hand, these skills are often more than what is visible at first glance. In our view, the purpose of an undergraduate education is to provide students with the ability to:

- Think critically
- Connect and integrate knowledge from different disciplines
- See different perspectives on the same issue

- Communicate effectively both orally and on paper
- Conduct useful research on a topic of their choice
- Be imaginative, innovative and creative in their problem-solving strategies

The strategies for this goal can be found in our answer to question 1.

3. Alberta lags behind other provinces in the percentage of students who pursue postsecondary education. What should the University of Alberta do to improve Alberta's record? What kind of students should we attract – rural, urban, national international, undergraduate versus graduate, mature, part-time etc.

Financial inaccessibility is one of the main problems in attracting students to a post-secondary education. Apart from expanding the scholarships and bursaries currently in place, the university can make an effort to convey to both the public and the government the importance of affordability. This will also help to attract non-traditional students such as mature students, or part time students, and lead to more students being willing to take on the additional investment of going to graduate school.

Additionally, the university should actively recruit students in the same manner other universities do, by employing their current and past students as ambassadors.

4. What strategies should we adopt to recruit and retain the best faculty in a period when the global competition for top talent is intense? How do we support faculty so their research discoveries and scholarship are in the top ten percent of all the knowledge generated worldwide? Is this important and why?

As we stated under the above heading of “Talented People”, innovative research often comes up against institutional barriers. These barriers should be minimized, and innovative and group research should be supported and rewarded. We agree with a “quality over quantity” approach, but wonder what it means for scholarship to be “in the top ten percent of all the knowledge created worldwide”.

Additionally, we believe that researchers need adequate support, be it from graduate students or undergraduates as in the existing arts initiative, and cutting edge facilities to realize their full potential.

5. How do we increase translation of university research into public policy, private industry, and societal dividends that improve the quality of life? In what ways can the University of Alberta support the government's twenty year plan and four pillars?

We think that increased connections with outside organizations, such as Capital Health, can be very beneficial. Also, an emphasis on interdisciplinarity and connectivity between the university's faculties and departments would lead to the integration of fractured knowledge which prepares scholarly results for practical applicability. To that end, cross-appointments of professors and the expansion of interdisciplinary programs are strongly suggested.

6. How should the University of Alberta strengthen its relationships with alumni, the city of Edmonton, other municipalities, the province of Alberta, Canada and the world? What strategies should the University adopt to play a leadership role provincially, nationally and internationally in challenges of importance to Alberta, Canada and the world?

As stated above, alumni can have a greater role than donors. It would be beneficial for students to be able to meet professionals, ask strategic career-related questions and make connections for the future.

7. What steps should we take to expand our resource base to provide students with a high quality learning experience and faculty and staff with an outstanding working environment in which they can make significant contributions to the overall goals of the institution and the province?

Again, much of the answer to this question has already been stated somewhere above, mainly under the four main themes in our answer to question 1. We also greatly support the creation of an endowment such that all of the above goals can be realized in the future.

## **AWARDS UPDATE**

Forwarded to Council for Information

January 10<sup>th</sup>, 2006

The Awards Committee was struck in September/October after the applications for membership were vetted by Council. The membership of the committee is as follows:

**Chair** (non-voting):

Amanda Henry, AVPA

**Voting members:**

Amanda Tsui

Simina Ionescu-Mocanu

Nancy Jacobsen

Cameron Elliott

James Montgomery

Joanna Jagiello

**Secretary** (non-voting, appointed at the discretion of the Chair):

Omer Yusef

The deadline for awards was set as **January 25<sup>th</sup>, 2006**. Awards advertising activities including posters, classroom speaking, invitations for awards night as well as the list of potential presenters were all discussed by the committee. It was agreed that President Samerasekera would be invited to be the keynote speaker for awards night. She has since accepted that invitation.

Awards selections are tentatively set to be held from February 4<sup>th</sup> to February 6<sup>th</sup> inclusive.

Awards night will be on March 27<sup>th</sup> in the Myer Horowitz Lobby.

Due to a general scaling down of Awards Night activities, some money has been 'freed up' that can go back into awards for students. It has been decided that this money will be put towards Student Group awards. Discussions are continuing regarding how exactly this money will be allocated.

Attached please find Awards Committee Procedures, approved at their first meeting (October 20<sup>th</sup>, 2005).

Attached, please also find the agenda and minutes from the Committee's first two meetings. My apologies for the informality of the minutes from the October 20<sup>th</sup> meeting.

## **AWARDS COMMITTEE PROCEDURES**

A committee known as the Awards Selection Committee will be selected according to Students' Council. The Committee must be selected no later than October 1 of each year. The committee exists according to Bylaw 6000/4000 for the purpose of the disbursement of Awards recognizing excellence in student and professor involvement in the campus community using funds from the Student Involvement Endowment Fund.

The composition of the Committee will be:

- a. VP Academic or designate as Chair.
    - i. The Chair shall be a non-voting member with speaking privileges except in the case of a tie, in which case the Chair will rule to break it.
  - b. The Chair will appoint a Secretary as a non-voting member of the Committee.
    - i. The Secretary will be a non-voting member with speaking privileges.
  - c. 7 Undergraduate Students selected by Students' Council.
  - d. Quorum will be the Chair and 4 additional voting members.
1. The incoming Chair will announce the date of the first meeting. The Chair, VPA, or at least half of the voting members may call a meeting. At least 36 hours notice will be given to all members.
  2. The Awards Committee must have a written record of the names, criteria, and value of the awards it disburses, application procedures, procedures for disbursement.
    - a. The committee shall select award recipients on the basis of their eligibility according to the written descriptions of the awards and application requirements. In case of a disagreement between the committee's internal listing of awards and the description on the application, the application description will take precedence.
    - b. In the case of a discrepancy between advertised descriptions for awards and the description on the application, the application will take precedence.
  3. The Awards application deadline will be set by the committee at its earliest convenience and once set, cannot be changed in a given year.
  4. Creation, amendment and elimination of awards must be in place before the commencement of the advertisement for awards. Any creations, eliminations, or amendments must be presented to Council for information and must not be in contravention of relevant bylaws.
  5. When deemed necessary by the chair, committee votes and proceedings may be carried out online, provided they are ratified at the following meeting of the committee.
  6. Committee members may not write letters of reference for applicants for awards disbursed by the Committee.

7. Awards selection will take place on one weekend shortly after the application deadline has passed. Applications must be made available to committee members at least 5 working days prior to the commencement of the selection weekend.
8. Selection will occur according to a system agreed upon by the committee. The system will be recorded for posterity and transparency. It is strongly advised that the process used in the past be reviewed.
9. To participate in the making of the final decision, members of the Committee must have been present for the entirety of the selection process.
10. Confidentiality
  - a. Only members of the Awards Committee will be present during selection deliberations.
  - b. Due to the personal nature of applications, the discussions surrounding deliberations for awards selection will remain confidential (as long as that confidentiality does not contravene superceding bylaws and/or operating policies). The results of those discussions, votes, recommendations, and other official proceedings will be made available to the public.
  - c. Committee business specifically relating to awards applications and taking place after the awards application deadline will remain confidential until after the Committee's decisions regarding award winners have been received by Council. In any other case, committee meeting minutes will be made available to interested parties.
11. Awards will be presented on a night recognizing the contributions of members of the community to student life.
  - a. The Committee will operate as a consultative body in the selection of a keynote speaker, theme and any needed presenters in preparation for awards night.
  - b. The committee will also operate as a consultative body for the purposes of drawing up plans to advertise for awards
12. The application and selection process for committee members will be entirely the responsibility of the Council Administration Committee (CAC).
  - a. Vacancies on the Committee will be filled by Students' Council.
13. These regulations may be amended as needed by a simple majority vote and must be reviewed at the first meeting of every year. Any changes must be reported to Student Council for information.

## **AWARDS COMMITTEE AGENDA**

October 20<sup>th</sup>, 2005

4pm SUB 424

1. Introductions
2. Purpose of Committee
3. Changes to Standing Orders (why and what)
4. Date of Selections
5. Theme?
6. Speaker?
7. Date of next meeting
8. Help publicizing awards?
9. Additions

The Students' Union, The University of Alberta  
**Awards Committee**

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October 20<sup>th</sup>, 2005, 4pm in SUB 424

**PRESENT:** Amanda Henry, Amanda Tsui, Nancy Jacobsen, Cameron Elliott, James Montgomery, Joanna Jagiello

**REGRETS:** Omer Yusuf, Simina Ionescu-Mocanu

After everyone introduced themselves, the committee voted unanimously to set the deadline for applications as January 25<sup>th</sup>, 2005. A discussion had taken place via email earlier as the committee could not attain quorum in September and deadline needed to be set so that applications could be made publicly available.

The committee then reviewed a draft procedures document. After review, the document was approved unanimously and became the committee's official guidelines of procedure.

The committee discussed potential dates for selections and tentatively settled on February 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> (if needed).

The committee discussed themes for the awards night invitations. After some discussion it was decided that the theme would be this quote:

"Whatever good things we build end up building us." –Jim Rohn.

There was also some discussion regarding potential graphics; it was suggested that building blocks could be considered.

Keynote Speaker discussion: It was decided that Norma Rodenburg would be asked.\*

The date of the next meeting was set for November 18<sup>th</sup>.

The plans for advertising awards were presented by the Chair. It was decided that committee members (and volunteers) would do classroom speaking in January to help advertise for awards (in particular, the Students' Union Involvement Awards and SALUTE). For a full summary of the awards plan including posters, banners, speaking, Gateway ads, and email updates or to volunteer to help with classroom speaking, please contact [avpa@su.ualberta.ca](mailto:avpa@su.ualberta.ca). The meeting was adjourned at 4:55 pm.

\*Via online consultation, it was decided that we ask President Samerasekara to be the keynote speaker. Norma was asked first, but indicated that she would be happy to step aside for the President.

## **AWARDS COMMITTEE AGENDA**

November 18, 2005

4pm SUB 424

10. Introductions
11. Review of Procedure
12. Go over the lists of awards
13. New Award?
  - a. Ideas for criteria
  - b. Name
  - c. Size: \$750 and a book store certificate
  - d. Horizons Award: Satisfactory academics, promotes inter-campus community and interaction between the U and the wider world
14. Recap: Theme, Speaker, Advertising and Classroom Speaking
15. Planning Selection weekend
16. SU Excellence Medallions
  - a. We're out. Should we get new ones or do something else?
17. Date of next meeting

The Students' Union, The University of Alberta  
**Awards Committee**

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18 November 2005 @ 14:00 - SUB 426

Present: Amanda Henry, Omer Yusuf, Nancy Jacobsen, Joanna Jagiello, Simina Ionescu-Mocanu, Cameron Elliott, James Montgomery

1. Introductions

2. Review of Procedure

Amanda presented the procedure from last meeting.

3. Go over the lists of awards

**HENRY:** All of the old awards are the same as they were last year. The student groups will be adding information to our website to promote student group awards.

4. New Award?

**HENRY:** There is extra money this year, mostly from programming changes such as using the Meyer Horowitz lobby instead of Dinwoodie Lounge, and from using a postcard-like invitation rather than the embossed ones. Because of the money we have, we have a few options: We can create a new award, even though it is a little bit late in the year (application is already up), we could not create one this year (develop this year, propose for the next), we can infuse it into the student group awards (there is a lack of funding in past years, but now there are 4), or we can do a combination of these ideas.

**IONESCU-MOCANU:** how many student group awards?

**HENRY:** Four.

**JACOBSEN:** Is there any criteria that we're missing from the previous/current awards?

**HENRY:** Nothing made it through from proposals last year.

**JACOBSEN:** I think it would be good to have another award, because we had a few students that were really deserving of an award, but didn't get one.

**HENRY:** This year we have a provision that will only allow an individual to apply for 3 awards, where the committee reserves the right to 'shuffle'.

**ELLIOTT:** we could make a current award more valuable.

**IONESCU-MOCANU:** We could spread all the money on all the awards (another \$50).

**HENRY:** that would make the paperwork easier than creating a new award. Maybe we'll spread it evenly, or make some of the more prestigious awards more valuable.

**MONTGOMERY:** Could you explain the student group awards?

**HENRY:** Gateway ads, trips, for the whole group/exec, not individuals. I'll look into this, and send an email regarding the matter. Do you all think an email vote is okay, or do we need another meeting for this semester?

Everyone agrees that emails would be most appropriate.

A. Ideas for criteria

i.

B. Name

i.

C. Size: \$750 and a book store certificate

i.

D. Horizons Award: Satisfactory academics, promotes inter-campus community and interaction between the U and the wider world

i.

5. Recap: Theme, Speaker, Advertising and Classroom Speaking

**HENRY:** “What good things we build end up building us” is the tagline. The poster reads “It’s payback time”. The poster itself is grayscale that has a Dick Tracy/Sin City feel.

We’re looking into a French poster.

**YUSUF:** We should really work the classroom speaking angle, as its most effective in raising awareness for Access Fund, and should work just as well here.

**HENRY:** I’ll look into transparencies, and will try to get people to do their classrooms. I’ll send an email afterwards regarding the information. We’ll do a concerted rush in the second semester; right now it’ll be more informal more to your classes. Speaker will likely be President Indira, and backup is Norma.

6. Planning Selection weekend

**HENRY:** We’ll go through selection the first weekend in February. This is the week before Midterm Week. Awards night: March 27<sup>th</sup>. Friday night dinner, food all of Saturday, and tentatively Sunday. We’ll split into two groups, and better organize the way the applicants are presented.

7. SU Excellence Medallions

A. We’re out. Should we get new ones or do something else?

**HENRY:** In past years, the winner of the SU Award of Excellence. Now that we’re out, we can either reorder them, or we can look into getting them something that can be displayed. Most people thought that a plaque might be better, because it can be hanged. It’s also much nicer than the medallion. We can also order plaques each year, and avoid shipping in a specific number of medallions and storing them.

**IONESCU-MOCANU:** We could also get a larger plaque can have the names engraved in there every year.

**JAGIELLO:** We could still give smaller plaques to the winners.

**HENRY:** I’ll look into the costs, and get back to you by email.

8. Date of next meeting

We won’t have any other meetings this semester.

Additions



## Awards Committee Procedures

A committee known as the Awards Selection Committee will be selected according to Students' Council. The Committee must be selected no later than October 1 of each year. The committee exists according to Bylaw 6000/4000 for the purpose of the disbursement of Awards recognizing excellence in student and professor involvement in the campus community using funds from the Student Involvement Endowment Fund.

The composition of the Committee will be:

- a. VP Academic or designate as Chair.
    - i. The Chair shall be a non-voting member with speaking privileges except in the case of an intractable tie, in which case the Chair will rule to break it.
  - b. The Chair will appoint a Secretary as a non-voting member of the Committee.
    - i. The Secretary will be a non-voting member with speaking privileges.
  - c. 7 Undergraduate Students selected by Students' Council.
  - d. Quorum will be the Chair and 4 additional voting members.
1. The incoming Chair will announce the date of the first meeting. The Chair, VPA, or at least half of the voting members may call a meeting. At least 36 hours notice will be given to all members.
  2. The Awards Committee must have a written record of the names, criteria, and value of the awards it disburses, application procedures, procedures for disbursement.
    - a. The committee shall select award recipients on the basis of their eligibility according to the written descriptions of the awards and application requirements. In case of a disagreement between the committee's internal listing of awards and the description on the application, the application description will take precedence.
    - b. In the case of a discrepancy between advertised descriptions for awards and the description on the application, the application will take precedence.
  3. The Awards application deadline will be set by the committee at its earliest convenience and once set, cannot be changed in a given year.
  4. Creation, amendment and elimination of awards must be in place before the commencement of the advertisement for awards. Any creations, eliminations, or amendments must be presented to Council for information and must not be in contravention of relevant bylaws.

5. When deemed necessary by the chair, committee votes and proceedings may be carried out online, provided they are ratified at the following meeting of the committee.
6. Committee members may not write letters of reference for applicants for awards disbursed by the Committee.
7. Awards selection will take place on one weekend shortly after the application deadline has passed. Applications must be made available to committee members at least 5 working days prior to the commencement of the selection weekend.
8. Selection will occur according to a system agreed upon by the committee. The system will be recorded for posterity and transparency. It is strongly advised that the process used in the past be reviewed.
9. To participate in the making of the final decision, members of the Committee must have been present for the entirety of the selection process.
10. Confidentiality
  - a. Only members of the Awards Committee will be present during selection deliberations.
  - b. Due to the personal nature of applications, the discussions surrounding deliberations for awards selection will remain confidential (as long as that confidentiality does not contravene superceding bylaws and/or operating policies). The results of those discussions, votes, recommendations, and other official proceedings are of course available to the public.
  - c. Committee business specifically relating to awards applications and taking place after the awards application deadline will remain confidential until after the Committee's decisions regarding award winners have been received by Council. In any other case, committee meeting minutes will be made available to interested parties.
11. Awards will be presented on a night recognizing the contributions of members of the community to student life.
  - a. The Committee will operate as a consultative body in the selection of a keynote speaker, theme and any needed presenters in preparation for awards night.
  - b. The committee will also operate as a consultative body for the purposes of drawing up plans to advertise for awards
12. The application and selection process for committee members will be entirely the responsibility of the Council Administration Committee (CAC).
  - a. Vacancies on the Committee will be filled by Students' Council.
13. These regulations may be amended as needed by a simple majority vote and must be reviewed at the first meeting of every year. Any changes must be reported to Student Council for information.



Allocating Spending Authority

1. Changes to the Operating budget above \$10,000 must be approved by Students' Council
2. Changes to the Operating Budget between \$5,000 and \$10,000 must be approved by the Budget and Finance Committee
3. Changes to the Operating Budget between \$1000-\$5000 must be approved by the Executive Committee
4. Changes to the operating budget below \$1000 must be approved by the Vice-President Operations and Finance, as well as the Executive Committee Member or Senior Manager responsible for the department requesting the change.
5. Changes to the operating budget that do not impact the net profit or loss of an operating unit must be approved by the Vice-President Operations and Finance.

Signing Authority

1. Consignment Cheques issued by SUBTitles do not require the signature of an elected officer.

Budget Process

1. The Budget Process currently described in bylaw shall be replaced by this bill.
2. The fiscal year of the Students' Union shall begin May 1 and end April 30.
3. Budget Principles describe in words the priorities to be enshrined in the final budget.
4. The Budget process shall be described in the Standing Order of Students' Council and shall be the purview of the Budget and Finance Committee
5. A final operating and capital budget must be approved by Council prior to the beginning of each fiscal year.
6. In the event that any parties are unable to meet the obligations outlined in the budget process, Students' Council shall retain the authority to appoint an appropriate proxy.
7. In the event that a final operating and capital budget is not passed before the beginning of the fiscal year, the previous year's budget may be used as an interim substitute.

VOTE ON MOTION

5/0 CARRIED

**c. Changes to Standing Orders**     **LEWIS/PATZ MOVED THAT** BFC recommend the following changes to standing orders:

Standing Order Changes (Budget Process)

1. The Vice-President shall submit or cause to be submitted a proposed set of budget principles to the budget and Finance Committee.
2. The Budget and Finance Committee shall recommend a set of budget principles to Students' Council.
3. Students' Council shall approve a set of budget principles.
4. The Executive Committee shall submit or cause to be submitted a final operating and capital budget reflecting the set of budget principles approved by Council to the Budget and Finance Committee.
5. The Budget and Finance Committee shall recommend a final operating and capital budget to Students' Council.
6. Students' Council shall approve a final operating and capital budget.

VOTE ON MOTION

5/0 CARRIED

NEXT MEETING:     BFC will meet every Wednesday at 5:00 p.m. for the rest of the semester.

ADJOURNMENT:     6:12 p.m.

# MINUTES

2005-08

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## External Policy Committee

Tuesday, November 22, 2005

CALL TO ORDER: Meeting called to order at 5:26 p.m..

ATTENDANCE: Kawanami, Crossman, Power, Lewis, Berghoff

ITEMS OF BUSINESS: (a) Report Of The Vice-President (External):  
The Committee received a report from the VPX. Topics covered included the U-Pass, Roll It Back Ralph Campaign, and a Parkland conference attended by the VPX.  
(c) Review Of Existing Policies:  
i. Tuition Levels And Regulation Political Policy:  
The VPX presented her draft of the new policy, which was ammended and passed as follows:

WHEREAS the Government of Alberta has shown an increased awareness of the importance of post-secondary education in our province; and

WHEREAS the Government of Alberta has the duty to fund the cost of a post-secondary education system that has the capacity for all eligible individuals to participate given the increased importance of an educated populace and the growing demands of an emerging knowledge economy; and

WHEREAS the current tuition levels and costs of obtaining a post-secondary education do not reflect the values of a public post-secondary education system; and

WHEREAS it is essential that Government of Alberta craft a policy recognizing the need to alleviate the financial burdens borne by Alberta's students and families in accessing the post-secondary education system.

BE IT RESOLVED THAT The Students' Union, the University of Alberta advocate for a tuition policy that:

- a) provides long-term, sustained base operating funding for our universities that will be protected from negative changes in our government's financial situation;
- b) protects tuition from increasing due to fluctuations in funding grants to the university from the government;
- c) ensures tuition levels are predictable;
- d) has as its primary indicator of affordability and accessibility the ability of individual students to pay without having to resort to financing options;
- e) provides for the fact that tuition is only one of the costs when pursuing a post-secondary education;
- f) ensures that no student will ever be denied the opportunity to pursue a post-secondary education because of their inability to pay.

BE IT FURTHER RESOLVED THAT The Students' Union, the University of Alberta lobby the Government of Alberta to legislate a policy on tuition fees that:

- a) provides strict guidance to an institution's ability to set tuition, including annual and ultimate limits on the maximum amount of tuition fees that can be levied on students; and
- b) requires post-secondary institutions to provide to the Board of Governors of the institution, the Auditor General of Alberta and the Minister of Advanced Education a detailed and verifiably transparent public plan on how additional tuition revenues will be spent.

Kawanami/Crossman moved that the External Policy Committee recommend that Students' Council rescind the current political policy "Tuition Levels and Regulation" and replace it with this policy.

(4-0-0)

(b) New Policies

i. Income Contingent Loan Repayment Policy:

Discussion of this item was postponed until January.

(d) Discussion:

i. Loan Policy:

Discussion of this item was postponed until January.

(e) Other Business:

No other business was discussed.

ADJOURNMENT:

Kawanami/Crossman moved to adjourn.

(4-0-0)

Meeting adjourned.

# ***THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA***

## **POLITICAL POLICY STATEMENT**

<i>Policy Number:</i>	<i>Effective Date:</i> <b>April 6, 2004</b>	<i>Page</i> <b>1</b> <i>of</i> <b>2</b>
	<i>Expiration Date:</i> <b>April 30, 2007</b>	
<i>Responsibility for Policy:</i>	<b>Academic Affairs Board/External Affairs Board</b>	
<i>Subject Matter</i>	<b>- Category: POLITICAL POLICY (GENERAL)</b>	
	<b>- Specific: Tuition Levels and Regulation</b>	
	<b>- Topic:</b>	

WHEREAS Albertans ought not to have their access to post-secondary education restricted for financial reasons;

WHEREAS the benefits of an educated population and of an accessible system of education are reaped largely by society as a whole;

WHEREAS the state of Alberta's economy and public finances is among the best in Canada;

WHEREAS the present level of investment by the provincial government in post-secondary education is among the lowest in Canada;

WHEREAS tuition in Alberta has been climbing at rates well in excess of inflation for more than a decade and is now among the highest in Canada;

WHEREAS government controls on tuition levels have been steadily eroded during this time;

WHEREAS no system of student finance can eliminate all financial barriers to Post-Secondary Education;

WHEREAS the fact that all Canadian jurisdictions require from University undergraduate students an upfront payment of a portion of the cost of their education puts Canada in a minority of industrialized countries;

WHEREAS the current upfront payment tuition model poses a financial barrier to accessibility;

BE IT THEREFORE RESOLVED THAT the Students' Union, University of Alberta, consider the present levels of tuition to be unacceptably high and support decreases in these levels;

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta, support an immediate freeze on existing tuition levels as a necessary first step in an equitable and fair system of financing for undergraduate education;

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta, support firm, provincially legislated controls on tuition to reflect society's interest in accessible education;

### **Policy History:**

	<b>Reference/Vote</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	2003-25/10g	Students Council	April 6, 2004

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta, support an increase in base government funding to Alberta's Universities, such that the present quality of undergraduate education can be preserved and enhanced in the absence of tuition increases;

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta, support a meaningful exploration of alternatives to the requirements that undergraduate students pay a portion of the costs of their education in advance of the completion of their studies;

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta support of a meaningful exploration of alternatives to the current upfront payment tuition model.

**Policy History:**

	<b>Reference/Vote</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	2003-25/10g	Students Council	April 6, 2004

## **Proposed: Tuition Levels and Regulation**

WHEREAS the Government of Alberta has shown an increased awareness of the importance of post-secondary education in our province; and

WHEREAS the Government of Alberta has the duty to fund the cost of a post-secondary education system that has the capacity for all eligible individuals to participate given the increased importance of an educated populace and the growing demands of an emerging knowledge economy; and

WHEREAS the current tuition levels and costs of obtaining a post-secondary education do not reflect the values of a public post-secondary education system; and

WHEREAS it is essential that Government of Alberta craft a policy recognizing the need to alleviate the financial burdens borne by Alberta's students and families in accessing the post-secondary education system.

BE IT RESOLVED THAT The Students' Union, the University of Alberta advocate for a tuition policy that:

- a) provides long-term, sustained base operating funding for our universities that will be protected from negative changes in our government's financial situation;
- b) protects tuition from increasing due to fluctuations in funding grants to the university from the government;
- c) ensures tuition levels are predictable;
- d) has as its primary indicator of affordability and accessibility the ability of individual students to pay without having to resort to financing options;
- e) provides for the fact that tuition is only one of the costs when pursuing a post-secondary education;
- f) ensures that no student will ever be denied the opportunity to pursue a post-secondary education because of their inability to pay.

BE IT FURTHER RESOLVED THAT The Students' Union, the University of Alberta lobby the Government of Alberta to legislate a policy on tuition fees that:

- a) provides strict guidance to an institution's ability to set tuition, including a annual and ultimate limits on the maximum amount of tuition fees that can be levied on students; and
- b) requires post-secondary institutions to provide to the Board of Governors of the institution, the Auditor General of Alberta and the Minister of Advanced Education a detailed and verifiably transparent public plan on how additional tuition revenues will be spent.

The Students' Union, The University of Alberta  
**Student Affairs Committee**

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5 December 2005 @ 17:00 – SUB 420

**Report to Council (SAC 2005-05)**

Good evening, Council. The Student Affairs Committee met on the 5<sup>th</sup> of December. The members that were in attendance were the VPSL and Councillors Aperocho, Gordon, and Khanna.

We continued our policy review and started off with the Policy “Discriminatory Business Practices”. Discussion did not last long, and in the end, we decided that we wanted to recommend to rescind it. We then moved on to the Policy “Faculty Weeks”. Everyone liked the policy but wanted to strike “Faculty Weeks” and replace it with “Faculty Association events” to make it more inclusive of other faculties. After that, we did some reformatting and rewording.

Our next meeting took place on January 17, 2006. I will submit the report for that meeting as soon as I can. The meeting after that will hopefully take place during the week of January 30, 2006.

Thanks!

Sheena Aperocho

The Students' Union, The University of Alberta  
**Student Affairs Committee**

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5 December 2005 @ 17:00 – SUB 4-20

**Order Paper (SAC 2005-05)**

1. Call to Order
2. Approval of the Orders of the Day (KHANNA/APEROCHO)
3. Approval of last meeting's minutes: 22 November 2005 (KHANNA/GORDON)
4. Business
  - a. Meeting schedule for winter semester
  - b. Policy Review

KHANNA/GORDON moved that the Student Affairs Committee recommend to Students' Council to rescind the Political Policy "Discriminatory Business Practices".  
CARRIED, 4/0/0

KHANNA/GORDON moved that the Student Affairs Committee recommend to Students' Council the proposed changes to the Political Policy "Faculty Weeks".

WHEREAS Faculty Associations hold events which promote pride and camaraderie within faculties and amongst the University community;

WHEREAS Faculty Association events foster valuable tradition by presenting an opportunity for involvement from students, faculty staff and alumni;

BE IT RESOLVED THAT the University of Alberta Students' Union support Faculty Association events that follow relevant University guidelines.

CARRIED, 4/0/0

- c. Service
  - d. Future Plans
5. Next meeting
6. Adjournment (KEHOE/APEROCHO)

# ***THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA***

## **POLITICAL POLICY STATEMENT**

<i>Policy Number:</i>	<i>Effective Date:</i> <b>September 23, 2003</b>	<i>Page</i> <b>1</b> <i>of</i> <b>1</b>
	<i>Expiration Date:</i> <b>April 30, 2007</b>	
<i>Responsibility for Policy:</i>	<b>Student Life Board</b>	
<i>Subject Matter</i>	- <i>Category:</i> <b>POLITICAL POLICY (GENERAL)</b>	
	- <i>Specific:</i>	
	- <i>Topic:</i> <b>Discriminatory Business Practices</b>	

WHEREAS diversity is an integral part of society today;

AND WHEREAS the Students' Union believes in promoting the acceptance of diversity in both the university and surrounding community;

AND WHEREAS discrimination, as defined in the University of Alberta's Code of Student Behaviour, is still found in the university and surrounding community;

AND WHEREAS there are local businesses that actively discriminate against members of the university and surrounding community;

BE IT RESOLVED THAT the Students' Union actively communicate to the university community the local businesses where students experienced discrimination;

### **Policy History:**

	<b>Reference/Vote</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	September 23, 2003	Students' Council	September 23, 2003

# ***THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA***

## **POLITICAL POLICY STATEMENT**

*Policy Number:*

*Effective Date:* **January 21, 2003**

*Page* **1** *of* **1**

*Expiration Date:* **April 30, 2006**

*Responsibility for Policy:*

**Student Life Board**

*Subject Matter*

- *Category:*

**POLITICAL POLICY (GENERAL)**

- *Specific:*

***Faculty Week***

- *Topic:*

MOVED THAT Students' Council adopt the following as political policy:

As Faculty Weeks promote a sense of pride and camaraderie amongst students and form one thread of a continuing relationship between students and the University community; and

given that Faculty Weeks weave a closer connection between past and current students; and

given that Faculty Weeks constitute a valuable, venerable, and rare tradition at the University of Alberta:

Students' Council **states** its continued support for Faculty Weeks as a safe and inclusive means of promoting faculties, within the faculty, within the campus community, and throughout the broader community;

Students' Council **states** its desire for positive involvement by staff and alumni in assisting Faculty Associations and other relevant groups when organizing Faculty Weeks; and

Students' Council **affirms** its continued support for Faculty Weeks and **aids** these faculties with these endeavors by providing the necessary resources where practical and with the caveat that these faculties follow all relevant guidelines and legal protocols.

### **Policy History:**

	<b>Reference/Vote</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Created	SC 02-19/12j (31/1/7)	Student Life Board	January 21, 2003

PROPOSED CHANGES TO POLITICAL POLICY "FACULTY WEEKS":

WHEREAS Faculty Associations hold events which promote pride and camaraderie within faculties and amongst the University community;

WHEREAS Faculty Association events foster valuable tradition by presenting an opportunity for involvement from students, faculty staff and alumni;

BE IT RESOLVED THAT the University of Alberta Students' Union support Faculty Association events that follow relevant University guidelines.

# ***THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA***

## **POLITICAL POLICY STATEMENT**

<i>Policy Number:</i>	<i>Effective Date:</i> <b>September 23, 2003</b>	<i>Page</i> <b>1</b> <i>of</i> <b>1</b>
	<i>Expiration Date:</i> <b>April 30, 2007</b>	
<i>Responsibility for Policy:</i>	<b>Student Life Board</b>	
<i>Subject Matter</i>	- <i>Category:</i> <b>POLITICAL POLICY (GENERAL)</b>	
	- <i>Specific:</i>	
	- <i>Topic:</i> <b>Tobacco Ban</b>	

WHEREAS smoking is currently prohibited in all campus buildings;

WHEREAS tobacco products are addictive and potentially harmful to both the user and those who are around second-hand smoke;

WHEREAS students who currently live in campus residences would not be able to smoke near their home;

WHEREAS the large size of campus would make it prohibitively difficult for students on campus to smoke;

WHEREAS a smoking ban will have negative effects on the mental health of tobacco smokers while on campus;

WHEREAS a campus wide smoking ban does not contain provisions to accommodate student smokers;

BE IT RESOLVED THAT the Students' Union oppose a total ban on smoking on all University of Alberta property.

BE IT FURTHER RESOLVED THAT the Students' Union supports both awareness campaigns highlighting the dangers of tobacco use and cessation support.

### **Policy History:**

	<b>Reference/Vote</b>	<b>Board/Committee</b>	<b>Date of Council Approval</b>
Updated	January 10, 2006	Students' Council	January 10, 2006
Created	September 23, 2003	Students' Council	September 23, 2003

# THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

## POLITICAL POLICY STATEMENT

*Policy Number:*

*Effective Date:*

Page 1 of 1

*Expiration Date:* April 30, 2009

*Responsibility for Policy:*

**University Policy Committee**

*Subject Matter*

- *Category:*

**POLITICAL POLICY (GENERAL)**

- *Specific:*

**General Election Forum**

- *Topic:*

**Class Consideration**

WHEREAS the Students' Union is founded on the basis of democratic representation, which fundamentally depends on informed voters making the correct choice of representatives;

WHEREAS General Faculties Council policy states that "One outcome that should be expected from a program of undergraduate study at the University of Alberta is an informed understanding of and a desire to participate in the intellectual, cultural, social and political life of local, national and global communities";

WHEREAS attending a live forum of candidates is one of the best ways to actively garner information about candidates;

WHEREAS the University of Alberta is a commuter campus where the only available time to attend a forum for many students is during regular class time hours;

WHEREAS in 2006 there are approximately 9000 students attending class from 12:00-1:00 on Mondays, yet the Horowitz theatre only seats 720 students;

WHEREAS it is unfair that over 9000 students are refused instruction so that 720 may go to the general election forum;

WHEREAS there are multiple forums and methods by which students may garner information on candidates;

WHEREAS the general election forum generally runs from 12:00-3:00;

BE IT RESOLVED THAT the Students' Union not support cancellation of classes from 12:00 to 1:00 for the purposes of students attending the general election forum;

BE IT FURTHER RESOLVED THAT the Students' Union support the implementation of a process by which a student is not penalized for attending the forum from 12:00 – 3:00 and not class;

WHEREAS no student should have to choose between being involved in their democratic process and their academics;

WHEREAS the general election forum is the best attended and most recognizable part of the SU campaign process, in large part due to cancellation of classes from 12:00-1:00 for the purpose of attending the forum;

BE IT RESOLVED THAT the Students' Union support the continued cancellation of classes from 12:00-1:00 for the purpose of students attending the general election forum.

### Policy History:

**Reference/Vote**

**Board/Committee**

**Date of Council  
Approval**

Created

Graeme Wicentowich  
 VP Finances & Operations, ESS  
 January 06, 2006

To Whom It May Concern:

The following displays the current and proposed allocation of the FAMF for all undergraduate engineering students for the 2006-2007 academic school year:

Current 2005-2006:

General Description	Amount (per term)	Approx. total amount per year *
	\$ 1.00	\$ 6,580.00
Discipline clubs	\$ 1.00	\$ 6,580.00
Engineering student groups (not including discipline clubs)	\$ 0.45	\$ 2,961.00
Geer Week	\$ 0.65	\$ 4,277.00
Engineer's Handbook	\$ 0.33	\$ 2,171.40
Conferences and Competitions	\$ 0.10	\$ 658.00
First Year Orientation	\$ 0.20	\$ 1,316.00
The Bridge		
	\$ 3.73	\$ 24,543.40

\* Based on 3290 on-campus students that do not opt-out

Proposed 2006-2007:

General Description	Amount (per term)	Approx. total amount per year *	
Discipline clubs	\$ 1.00	\$ 6,580.00	
Engineering student groups (not including discipline clubs)	\$ 1.00	\$ 6,580.00	
Geer Week	\$ 0.25	\$ 1,645.00	Proposed
Engineer's Handbook	\$ 0.65	\$ 4,277.00	
Conferences and Competitions	\$ 0.70	\$ 4,606.00	Proposed
First Year Orientation	\$ 0.10	\$ 658.00	
The Bridge	\$ 0.30	\$ 1,974.00	Proposed
	\$ 4.00	\$ 26,320.00	

\* Based on 3290 on-campus students that do not opt-out

## Reasons for Changes

### Geer Week

Previously, Geer Week revenue was \$6,961 (\$2,961 from FAMF (\$0.45/student), \$4000 in ticket sales for Engg Ball). The expected expenses of Geer Week are \$ 5,412.75. This resulted in a net profit of \$1,548.25.

The proposed allocation for Geer Week only takes \$0.25 from FAMF. This results in revenue of \$5,645 (\$1,645 from FAMF, \$4000 in ticket sales for Engg Ball) and a net profit of \$232.25 for any unexpected expenses.

Although Geer Week is on the upstream to improvement, the layout is relatively set for the events and any expected expenses. It is unfair for students to be paying the extra \$1316 per year when there are no new events being introduced or any major improvements being made.

### The Bridge

Since the Bridge's existence is on shaky ground, it is reasonable to increase the cost from FAMF from \$1,316 to \$1,974 (\$0.20/student to \$0.30/student). Currently the Bridge is losing a lot of money but this increase will aid in the Bridge's future.

The cost to print the Bridge for 8 issues and 1 issue of the Godiva is \$4,224.16. The Bridge is budgeted to earn \$500 for the first 3 issues in the winter semester and \$400 for the last issue. Currently, Campus Plus is giving the ESS \$100-\$200 per issue. This turns into approximately \$1000 revenue instead of the expected \$1900. This loss of expected revenue needs to be reimbursed by FAMF.

**Budgeted**

<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
\$3,216	\$4,224.16	(\$1,008.16)

**Realistic**

<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
\$2,316	\$4,224.16	(\$1,908.16)

**Proposed & Expected**

<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
\$2,974	\$4,224.16	(\$1,250.16)

The Bridge will still lose money, but since its future is uncertain, it is unreasonable to increase FAMF to cover costs. This way, the losses are minimized while still not committing to its future.

**Conferences & Competitions**

The FAMF allocation for Conferences & Competitions will be increased to allow any student the ability to attend conferences unrelated to the ESS.

Previously, Conferences & Competitions obtained \$2,171.40 (\$0.33/student). This was all used for Congress, WESST, WEC and CEC, invariably. By increasing Conferences & Competitions to \$4,606.00 (\$0.70/student), the ESS can set \$2000 for Congress, WESST, WEC and CEC while using the extra \$2,606.00 to give to any student who applies for a grant for a conference.

This granting session will be done twice a year in conjunction with the Engineering Student Groups Fund (ESGF). Attached is a drafted policy for this fund that will be brought to the ESS's next AGM for approval. It will be known as the Engineering Conferences & Competitions Fund (ECCF).

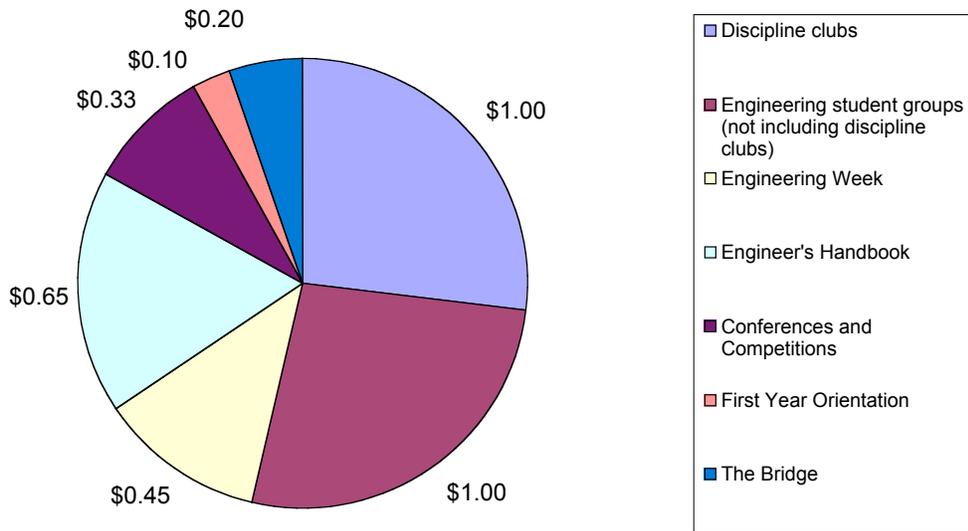
**Lifetime**

The Faculty Association Membership Fee is renewed on a 3 year basis and therefore will be up for renewal again in January, 2009. The amount allocated can only be changed at this time. The distribution of FAMF can be changed, however, at an ESS AGM since the collection is approved by Undergraduate Engineering Students.

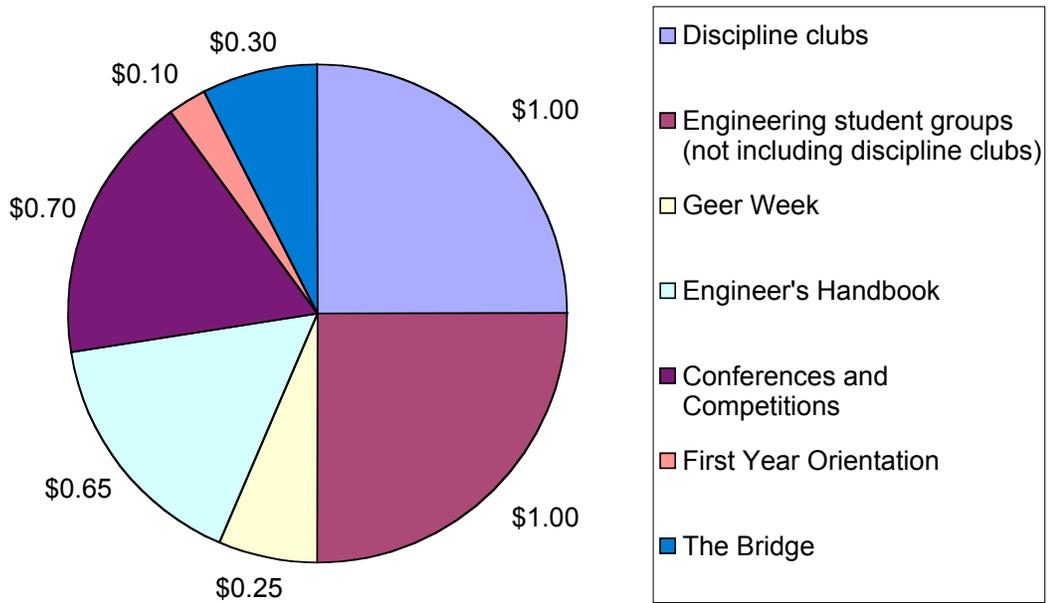
## **Refund Mechanism**

All Undergraduate Engineering students are able to opt-out of paying FAMF. They must simply fill out a form stating their intent to avoid paying this fee. The fee opt-out works very similar to APIRG's opt-out.

**Current FAMF Distribution**



**Proposed FAMF Distribution**



The following are the operating policies of the granting committees.

Engineering Students' Society Policy Manual C  
Policy C.12: Engineering Conferences & Competitions Fund (ECCF)

## **C.12: Engineering Conferences & Competitions Fund (ECCF)**

### ***C.12.1: Conferences & Competitions Fund (ECCF)***

#### ***Preamble:***

This Fund is designed to give undergraduate engineering students an opportunity to attend conferences and/or competitions that are unaffiliated with the ESS.

#### ***Policy:***

1. The applicant must be an undergraduate engineering student enrolled at the University of Alberta.
2. The conference and/or competition must:
  - a. be related to an engineering discipline.
  - b. not be all-expenses-paid.
3. The student must apply by filling out an application form and handing in two days before the announced meeting of the ECCF Committee.
4. The student awarded will be decided upon by the ECCF Committee.
5. The first meeting will run at the same time as the first ESGF meeting of the academic year. They will accept applications for conferences/ competitions in the fall semester.
6. The second meeting will run at the same time as the second ESGF meeting of the academic year. They will accept applications for conferences/ competitions in the winter semester.
7. If the conference/ competition occurs during the winter or summer break, the student can apply for funding from the granting session immediately before or immediately after the event.
8. A student can only apply for an event once a year.
9. If the Fund has excess money after the granting session, the money will then be used to pay for the conferences/competitions that are affiliated with the ESS.

## ***C.12.2: Engineering Conferences & Competitions Fund (ECCF) Committee***

### ***Preamble:***

Selections of recipients of the ECCF will be made through an ECCF Committee.

### ***Policy:***

1. The ECACF Committee will be the same as the ESGF Committee. They will meet at the same time and date.
2. The Engineering Conferences and Competitions Funding Committee is composed of the following:
  - a. the Vice President (Finances & Operations);
  - b. the Associate Vice President (Operations);
  - c. two (2) members of the Board of Directors; and
  - d. two (2) engineering students appointed by the Board of Directors who are neither members of the Engineering Students' Society Executive Committee, hold appointments as Associate Vice-Presidents or coordinators for the Engineering Students' Society, nor are members of the Engineering Students' Society Board of Directors.
3. Any member of the committee that has submitted an application must be replaced by a person with the same authority in the ESS.
4. The committee shall evaluate and approve proposals as follows:
  - a. The committee shall determine which proposals are considered acceptable for voting; and if the sum of grants deemed acceptable for voting does not exceed the total available for granting, then the grants shall be awarded.
  - b. In the event that the sum of grants deemed acceptable for voting exceeds the sum available for granting the following procedures will be followed:
    - i. Each committee member shall rank each proposal (1. being the first choice, 2. being the second choice, etc.) until all proposals have been ranked; and
    - ii. After each committee member has ranked their choices, points shall be totaled and funds shall be awarded starting from the least total points and continuing until either the funds available for the current granting session are exhausted or no further proposals require funding.

### **C.11.1.3: The Engineering Student Groups Fund**

#### **Preamble:**

Non-discipline club engineering student groups contribute to student life in the Faculty of Engineering and are worthy of financial support through the Faculty Association Membership Fee. Accordingly, the Engineering Student Groups Fund provides financial support to assist these groups.

#### **Policy:**

1. Qualifications to receive grant:
  - a. The student group must be registered with the Engineering Students' Society.
  - b. The student group must not receive funds via the Engineering Student Activities Fund Committee.
2. All grants will be judged on the merit of the project, by:
  - a. how the funds will contribute to the success of the student group's event or function;
  - b. how the Engineering Students' Society, the student group, the University campus, and engineering students will benefit from the event;
  - c. how the money will improve the operations of the student group; and
  - d. preference may be given based on financial need.
3. Applicant organizations are required to provide:
  - a. a budget for the current year;
  - b. contact information for a representative of the student group ;
  - c. a detailed budget for the specific request, including a budget, description and receipts (if applicable), and
  - d. a description of current fundraising activities including details of all funding currently received with respect to the request.
4. Written notice of a grant request must be received by the Associate Vice-President (Operations) at least two (2) days prior to the Engineering Student Groups Funding Committee meeting at which the request is to be considered.
5. If the organization is a subsidiary, an affiliate of, or maintains a membership of a larger organization, any funds received from said organization must be reported. As well, any sum paid to said organization must be reported.
6. Documentation of revenues and expenses must be submitted within ninety (90) days of holding or attending an event, or at the time of the granting if it is for a past event. Failure to do so will result in a grant being converted into a loan which will be immediately repayable to the Engineering Students' Society.
7. The Engineering Student Groups Funding Committee is composed of the following:
  - a. the Vice President (Finances & Operations);
  - b. the Associate Vice President (Operations);
  - c. two (2) members of the Board of Directors; and

- d. two (2) engineering students appointed by the Board of Directors who are neither members of the Engineering Students' Society Executive Committee, hold appointments as Associate Vice-Presidents or coordinators for the Engineering Students' Society, nor are members of the Engineering Students' Society Board of Directors.
9. A member of the Engineering Student Groups Funding Committee that is a member of a group which has submitted a proposal or who has a conflict of interest concerning a proposal shall, at the meeting where that group's proposal is being considered, inform the Committee of that fact.
9. The committee shall evaluate and approve proposals as follows:
  - a. The committee shall determine which proposals are considered acceptable for voting; and if the sum of grants deemed acceptable for voting does not exceed the total available for granting, then the grants shall be awarded.
  - b. In the event that the sum of grants deemed acceptable for voting exceeds the sum available for granting the following procedures will be followed:
    - i. Each committee member shall rank each proposal (1. being the first choice, 2. being the second choice, etc.) until all proposals have been ranked; and
    - ii. After each committee member has ranked their choices, points shall be totaled and funds shall be awarded starting from the least total points and continuing until either the funds available for the current granting session are exhausted or no further proposals require funding.
10. The committee shall meet at least once per academic year.
11. This policy is intended as an interim policy until a more thorough one can be developed. This policy expires 30 April 2006.

# Science Faculty Association Membership Fee Bylaw

## January 25, 2005

### **1.0 Purpose**

- 1.1 The purpose of the Science Faculty Association Membership Fee (SFAMF) for is to aid both the University of Alberta Science Undergraduate Society (UASUS) and departmental associations financially with the goal to improve the quality of education for students in the faculty of science.

### **2.0 Definitions**

- 2.1 The Science Faculty Association Membership Fee (SFAMF) is the monies received from a student levy applied to the undergraduate science student population at the University of Alberta
- 2.2 The University of Alberta Science Undergraduate Society (UASUS) receives the fee from the registrar and administers it to the departmental associations
- 2.3 These bylaws govern the SFAMF and UASUS
- 2.4 The Board of Directors (BOD) is a body with absolute power over all operations of UASUS. The BOD is primarily responsible for maintaining UASUS' financial integrity. On the BOD, student representatives have majority over UASUS executive representatives

### **3.0 Amount**

- 3.1 The amount of the Fee shall be \$1.00 per student per semester for full-time students and part-time students.

### **4.0 Lifetime**

- 4.1 The fee will be collected for two years, except in the case of extenuating circumstances. Such events include the ceasing of UASUS to be a Faculty Association, an opposing referendum that adheres to Students Union guidelines, or a clear misuse of funds as determined by the Students Union or the Board of Directors.

### **5.0 Scope**

- 5.1 The Fee shall apply to all undergraduate students, full-time and part-time, enrolled in the Faculty of Science.

### **6.0 Eligibility**

- 6.1 Any departmental association deemed in accordance with section 7.1 by the BOD is eligible for money collected by the fee. The Departmental associations must submit proposals based on planned events in the semester to the BOD for review and consideration by September 15<sup>th</sup> for the fall term and January 15<sup>th</sup> for the winter term. The proposals will be reviewed by the BOD and the SFAMF will be allocated at the discretion of the BOD.

### **7.0 Allocation**

- 7.1 SFAMF's breakdown will be as follows:

1. \$2,250 will be set aside per semester for the normal operating expenses of UASUS
  2. \$500 per semester will be put towards a yearly \$1000 scholarship for Science Students given out in the winter semester
  3. The remaining money will be divided in half, wherein one half will be put towards UASUS and the other half to a granting fund for departmental associations in both fall and winter terms. These monies will be granted in both the fall and the winter semesters as outlined by section 7.3.
- 7.2 The SFAMF money will be allocated to the departmental associations by the discretion of the BOD based on the following criteria:
1. Academic benefit for the student body
  2. Maximizing benefit for the greatest number of individuals
  3. Proven financial need
  4. Promotion and support to the faculty association and faculty as a whole
  5. Membership in CoDA
- 7.2 Any surplus from the Fee will be placed in a separate bank account by the VP Finance of UASUS and will serve the following purposes:
- a) Act as an account buffer up to a maximum of \$5,000
  - b) Disbursed in future years at the discretion of the BOD with the criteria set out above
- 7.3 Money will be distributed on September 30<sup>th</sup> for the fall term and January 31<sup>st</sup> for the winter term to the departmental associations by the BOD as stipulated in section 6.1

## **8.0 Refund mechanism**

- 8.1 The Fee may be refunded upon student request within two weeks after the first day of classes of each term. Refunds will only be provided for the semester in which the student is currently enrolled. The student will be required to complete a form stating that they have received a refund. All refunds will be tracked in order to ensure that double refunds are not granted. All forms will be maintained in a locked filing cabinet until the start of the next fall or winter term. Refunds may only be granted for that semester with signed approval of the VP Finance or the UASUS President.
- 8.2 Once the fee has been relinquished, that student's membership in UASUS will be irreversibly terminated for that term and that student will no longer have access to the UASUS office, nor any service or event provided by UASUS for that term. Refunded students will also not be permitted to apply for scholarships provided by UASUS and they will not be able to occupy any volunteer, coordinator, or executive position within the organization for the semester refunded.

## **9.0 Management**

- 9.1 All funds are to be managed by the BOD, which will be responsible for tracking all requests for funds by the department associations and disbursements of funds to the department associations. The VP Finance and

the UASUS President will serve as the sole signatories on the UASUS bank account.

### **10.0 Penalties**

- 10.1 Any breach of any of the stipulations in this bylaw by any department will result in penalties determined by the BOD.
- 10.2 Any other gross misconduct by departments will result in penalties at the discretion of the BOD.
- 10.3 Expulsion from CoDA will result in cessation of SFAMF monies being distributed to the expelled association until the next fall or winter term

### **11.0 Financial Oversight**

- 11.1 UASUS will require each departmental association to submit a budget to the VP Finance or President of UASUS in the first week of both fall and winter terms that the fee is collected. A financial report of all spending must also be provided to the VP Finance or UASUS President in the last week of each fall and winter term. The UASUS will report to Students' Council as required by Bylaw 5841 and fully comply with any other legislation adopted by Students' Council with respect to financial oversight. The UASUS will also open its books to Students' Council or delegated bodies for inspection under reasonable terms of access with respect to the fee.

### **12.0 Amendment Formula**

- 12.1 Amendments to this bylaw can only be performed in a BOD meeting under the same amending formula used to amend the UASUS constitution.

## **STUDENT HEALTH FEE.**

Every few years the health services fee has to be adjusted to reflect competitive changes within the health industry and university community. This means that every few years the Students' Union Council and GSA Council have to make the decision about increasing the health fee. Up until 2000-2001 there was a fees committee which comprised of University representatives with input from the Students' Union and GSA. However after 2000-2001 the decision making process was passed over to the Students' Union and GSA councils. At the same time, the health services fee was adjusted yearly according to the Alberta cost of living index. The last time that a formal health fee adjustment was requested was in 1997 and the health fee since then has gone up approximately \$ 1.70 per term per student. In order to make an attempt to clarify a difficult situation and to try to answer most of your questions in advance, the following presentation will be divided into six small sections.

1. A brief description of the University Health Centre and it's function.
2. The pressures facing the University Health Centre and the reasons for requesting an increase in the health services fee.
3. What the students get for the health fee at the present time.
4. The proposed increase and what the students will get for this increase.
5. What will happen if the increase is refused.
6. Comments

### **1. Health Centre Perspective:**

UHC is regarded by the University of Alberta as an ancillary unit alongside the Bookstore, the Halls of Residence and Parking Services. This means that it is expected to function on its own as a business unit and as a result receives no hard funds from the University. It sees over 50,000 visits per year and fills over 50,000 prescriptions per year. UHC revenue comes from three major sources:

- a. Student Health Fee
- b. Physician billings to Alberta Health.
- c. Pharmacy revenue.

### **2. Pressures Facing the Health Centre:**

- a. UHC faces a unique situation in that unlike the other ancillary units, it cannot increase its revenue to cover cost increases. UHC cannot increase the health fee without students consent, Alberta health care fees, as this would be illegal and pharmacy prescription revenue as this is fixed by the Alberta College of Pharmacists. In a time of rising expenses, these fiscal pressures are magnified by the fact that UHC, unlike any private medical facility has little control over salaries and wages as UHC has to apply the contract agreements negotiated by NASA and AASUA with the University. Those agreements result in salary rates increasing at a faster

rate than inflation. Therefore it is inevitable that the rising costs of salaries and wages will result in expenses bypassing revenue.

- b. Physician Negotiations – As you may be aware there is an extreme shortage of physicians in the community and this results in a highly competitive environment to attract and keep physicians. Bear in mind that, in the Health Centre, only two of the physicians are salaried and the remaining are contract physicians who pay a percentage of their income to UHC to use the Health Centre as their work environment. On three occasions, we have unsuccessfully advertised to attract family physicians to UHC. As we did not wish to lose the family physicians we have renegotiated their contracts and we are presently looking at adjusting their basic minimum payment.
- c. Computerization – In modern medicine it is essential that medical practices are computerized and networked. In a facility the size of UHC this is an expensive proposition not only in the purchasing of computers and maintenance of hardware but also the maintenance of software contracts and support personnel.
- d. Pharmacy – Over many years, we have subsidized a portion of our drugs but we have had a curve thrown at us in that the graduate students' passed their health plan but the undergraduate students did not. This caused some confusion and we tried to get clarification from the College of Pharmacists as to the appropriate and ethical way of dealing with insurance plans considering the undergraduate student subsidy. It took the College of Pharmacists several days to formulate their response given that this was a unique situation. We were advised that if we provided subsidies to the undergraduate students, then we also had to give the same subsidies to not only the graduate student health plan but all other drug plans which would include the academic and nonacademic staff plans, teachers plans, etc. If we consider one area alone - the area of the birth control pill, UHC loses in the region of \$ 120,000 per year due to subsidies. This loss is magnified by the fact that the more one subsidizes prescriptions the higher the demand for prescriptions and therefore the more specialized support one has to have to fill those prescriptions. In other words the more subsidies one makes the higher the overhead to produce the subsidies.
- e. The general costs of running a health facility have rapidly increased in the past few years well beyond the rate of inflation and indeed the increase in the student health fee since 2001 adjusted to the Alberta cost of living has not even covered this increased cost.

3. **What the Students get for the health fee:**

Over the past number of years the students have been receiving considerable benefits from the health fee and I shall briefly outline those.

- a. During the summer months, the health fee allows UHC to continue operations. A private medical facility cannot operate running at approximately one-third capacity for four months of the year. It is essential that extra monies are available to maintain UHC over the summer months for the use of the students who are here as it would be an impossible situation to close the clinic in May and open it again in August.
- b. The health fee supports an internationally renowned health education program which was awarded the Capital Health Innovation Award for 2004. This program employs a health education coordinator and fifteen to twenty highly trained student peer health educators.
- c. The health fee supports a nutrition program, which employs a nutritionist, and ten peer nutrition educators. I am not aware of any private medical facility or student health service that employs a nutritionist and peer nutrition educators, This area has become an extremely important area of health and wellness. This service is not covered by insurance plans and students do not pay a fee unlike the staff who pay a fee.
- d. Subsidies –Areas of subsidies include certain drugs, medicals, physicians signatures and forms. An example of a drug subsidy would be the fact that a student can save in the region of \$8 per month on the birth control pill at the UHC pharmacy. UHC charges \$40 for a third party medical and does approximately 1200 per year. The cost of a third party medical outside the University is usually in the recommended range of \$80-120 but is occasionally less. It should be noted that it is illegal for a physician to bill a third party medical through Alberta Health. Immunization updates are included in this \$40 fee when we do health faculty medicals. If one obtains vaccinations such as Hepatitis B via Capital Health Public Health clinic, the charge is \$ 20 per visit for three injections (ie \$60). As such it is possible for a student to receive a \$ 140 service for \$ 40 via UHC. Another area of subsidization which is typically overlooked, is in the area of doctors' signatures. It should be realized that the only form that a doctor signs but cannot bill for legally is a passport or prescription. If we take for example, an absence from work form, the fee is typically \$10-25 but our students receive the service for free. Students are charged 50% of the going rate for filling out insurance forms. The community rate for filling out an exam deferral form is between \$20 and \$40 and again the students are not billed at UHC. It should be noted that the fee for an exam deferral form is very close to the entire health fee for one term for a full time student. I indeed have had students coming to see me because they have

seen outside physicians and been charged between \$20-40 and wished me to fill out the form for free. It does not necessarily mean that a private physician will bill this fee but it is an option available to the physician. For interest sake, the University of Calgary Health Services charges the student \$ 25 per exam deferral form (see attachment). There are other areas that students have received subsidies (eg up until the last negotiations between physicians and Alberta Health the treatment of warts other than plantar and genital warts was not covered). Those services were billed to the staff but not to the students.]

4. **Increasing the health fee and what students will obtain for this increase.**

The fee increase request will be divided into 2 sections, the first which is absolutely essential and the second which I strongly recommend.

**1 Essential increase** – see attachment

The health fee increase is substantial and students will rightly ask, “What are we going to get for this?” The answer is maintenance of services and subsidies.

**2 Recommended increase.**

Discussion with students and our last survey, indicated that students strongly wish to have an appointment system. The appointment system that we are considering would be a web based appointment system that integrates with our current Medifile system. It is a system whereby doctors, can by the click of a mouse button, open up certain lab reports for students online (eg blood sugars, pregnancy tests, cholesterol levels, etc).

A natural question is “why should this cost?” The cost would be triggered by two specific elements. In order to initiate an appointment system UHC would have to employ an additional staff member. Much more important, however, is the fact that we see University staff as a courtesy. If we opened up an appointment system to both the students and staff it is reasonable to assume that staff would monopolize this system and effectively shut the students out. This would happen in a relatively short period of time. It would be impossible to run a service with a full walk in system for staff and an appointment system and a partial walk in system for students.

The obvious answer is to discontinue seeing staff members but unfortunately that comes with a price tag. By seeing staff members UHC brought in over \$200,000 in health care billings last year alone. This is equivalent to reducing the health fee by approximately \$3 per term per student. I have no doubt that this is the correct decision particularly when one considers that there will be more students in the future along with an increase in scarcity of physician resources off campus. If UHC stops seeing staff then this sum of money must be recovered through the health fee as a balanced budget is mandated. If SU and GSA Councils decide to increase

this portion of the health fee, then one thing will happen and a second should happen.

The first is that the name of the University Health Centre Centre will be changed to the Student Health Centre. The second is that cost of the health fee is expensive and it is only natural and correct that the students should require information as to what is happening with respect to the UHC's finances. Every year we present our current reality and present budget and plans for the future to my superior who is Dean of Students, Dr. Bill Connor. It is my suggestion that this identical presentation be given to SU and GSA representatives.

**5. What would happen if either SU or GSA Councils turn down the health fee:**

The University administration does not allow me to run a deficit budget and therefore I am required to have an emergency plan, which has been outlined to the senior university finance committee. If SU or GSA turns down the request for the essential health fee increase the following will be necessary:

- A The Health Education program and Nutrition programs must be dismantled with the loss of the Health Education coordinator and the Nutritionist position along with the loss of 25 – 30 paid student jobs.
- B All subsidies must be removed which means that medicals would be charged at the going market rate, there would be no subsidies for drugs and all forms including exam deferral forms would be charged at the recommended rate.\
- C Positions would have to be cut back within UHC resulting in support positions to physicians being lost. The area most impacted would be the psychiatric department as it would be closed with the loss of four psychiatrists. This would be followed by cutting back on family physician support which would result in the loss of 2-3 family physician positions.
- D With a reduction of staff and physicians, areas within UHC would close down as it would be pointless to rent space and pay for utilities for areas not in use.

**6. Comments**

The reality of changing times means that the student health fee will need to be periodically adjusted to maintain and improve services to students, both present and future. It is therefore imperative that a strong relationship exists between UHC, SU and GSA in order to facilitate those changes when needed. I hope this presentation gives all the information necessary for SU and GSA Councils to make a balanced decision about a health fee increase.

# **University Health Services (Calgary)**

## **Uninsured Services**

(Fees charged by University of Calgary effective 27 September 2005)

### Third Party Medicals

- Drivers Medical ..... \$ 80.00
- Varsity Team Medicals..... \$ 75.00
- Pre-employment Medicals ..... \$ 75.00
- RCMP Employment Medicals ..... Based on time for assessment
- University and College Medicals ..... \$ 75.00
- All other Third Party Medicals ..... \$ 75.00 and up

### Certificates and Forms

- Attending Physician's Statement..... \$ 80.00- \$ 200.00  
re: Insurance eligibility
- Deferral Form ..... \$ 25.00
- Disability Benefit Form..... \$ 40.00 and up
- Immunization Form..... \$ 30.00 and up
- Return to, or Absence from Work/School (sick note)
  - Note only ..... \$ 25.00
  - Examination and form ..... by assessment

### Splints/Sling

Finger Splint..... \$ 5.00

Shoulder Sling..... \$ 10.00 C

Tensor Bandages ..... All sizes \$6.00

Crutches ..... \$20.00 deposit

- *refunded on return*

University Health Centre does not charge students for the above items if authorized by a physician.

Flu Vaccine.....\$ 20.00 (UHC charges \$8)

## **University Health Centre Fee Proposal**

Potential Health Fee Options:

**Current Projected Health Fee 2006-07\*:** 24.27/term

\*Fee calculation assumes 1.70% inflation rate and estimated student population of 4,500 part-time students and 31,000 full-time students.

### **Option 1 (minimum requirement):**

a) Increase the fee by 24% /term (\$6.00) in 2006-07 with a further gradual increase of 6.3% (\$2.00) in 2007-08 and 6.3% (\$2.00) in 2008-09.

or

b) Increase the fee by 24%/term (\$6.00) in 2006-07 and then index the health fee at a rate greater than inflation (7% annually). The rate should reflect the competitive health market and account for the negotiated staff salary increases.

### **Option 2 (recommended):**

As discussed in my presentation, the addition of an appointment system would carry a number of benefits for students but would also result in the Centre no longer servicing University staff. We have calculated this lost revenue at approximately \$ 2.50/term. If an appointment system is to be developed, this additional cost would have to be factored into either Option 1 a or b.