

# STUDENTS' COUNCIL LATE ADDITIONS

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Tuesday, March 27, 2007  
Council Chambers 2-1 University Hall

**2006-23/1**      **SPEAKER'S BUSINESS**

**2006-23/1b**      The official Executive, Council and GFC results

Please see LA 06-23.01

**2006-23/2**      **PRESENTATIONS**

**2006-22/2a**      Student Groups Services Review: Draft Document, presented by VP Student Life,  
Omer Yusuf

Please see LA 06-23.02

**2006-23/3**      **EXECUTIVE COMMITTEE REPORT**

**2006-23/4**      **QUESTION PERIOD**

**2006-23/5**      **BOARD AND COMMITTEE REPORTS**

**2006-23/5c**      Access Fund Committee- March 7, 2007

Please see document LA 06-23.03

**2006-23/5d**      Board of Governors- March 23, 2007

Please see document LA 06-23.04

**2006-23/6**      **GENERAL ORDERS**

**2006-23/6d**      **COURNOYER/DOLLANSKY MOVE THAT** Students' Council create a  
political policy based on the following principles:

That the University of Alberta Students' Union 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 the ability of individual students to pay without having to accrue the burden of debt;

e) provides for the fact that tuition is only one of the costs when pursuing a postsecondary education;

f) ensures that no student will ever be denied the opportunity to pursue a postsecondary education because of their inability to pay.

That the University of Alberta Students' Union advocate to 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.

**2006-23/6e**

ERUVBETINE MOVED THAT Students' Council adopt a Political Policy based on the following principles:

1) The Students' Union will support the efforts of the International Center in regard to International Differential

2) The Students' Union will not support an increase in International Differential

3) The Students' union will lobby the University for the reduction of International Differential to a level that:

i) makes the University of Alberta competitive in recruiting and retaining International Students

ii) does not exploit International Students, making them cover costs outside of the purpose of the differential

**2006-23/7**

**INFORMATION ITEMS**

**2006-23/7d**

Samantha Power, President- Report

Please see document LA 06-23.05

**2006-23/7e**

Omer Yusuf, Vice President Student Life-Report

Please see document LA 06-23.06

**2006-23/7f**

The Alberta Public Interest Research Group- Opt Out Privacy

Please see document LA 06-23.07

**2006-23/7g**

Chris Cunningham, Vice President Operations and Finance-Report

Please see document LA 06-23.08

**2006-23/7h**

Amanda Henry, Vice President Academic- Report

Please see document LA 06-23.09

**2006-23/7i**

Budget Principles so amended from Students' Council March 13, 2007

Please see document LA 06-23.10



## Students' Union Election Office

Phone: (780) 492 7102 Email: cro@ualberta.ca

<b>To:</b>	➤ Mr. Jason Morris Speaker, Students' Council
<b>From:</b>	➤ Ms. Rachel Woynorowski Chief Returning Officer
<b>Subject:</b>	2007/08 Students' Union Executive, Board of Governors, Referendum and Plebiscite Results
<b>Date:</b>	March 26, 2007

I am pleased to announce the winners of this year's Students' Union Campus-Wide Election.

The Executive and Board of Governors Elections were held March 7<sup>th</sup> and 8<sup>th</sup>, during which time students also voted on both a single referendum and plebiscite question. Our elections were held in compliance with Bylaws 1500, 2000 and 2500 and I am satisfied that they were fair and that the results reflect the will of the electorate.

More detailed results, including breakdowns of each round of preferential voting, are available upon request. A final version of these detailed results will be published in my final report submitted to Students' Council.

- *President*
  - Mr. Michael Janz
- *Vice President (Academic)*
  - Mr. Bobby Samuel
- *Vice President (External)*
  - Mr. Steven Dollansky
- *Vice President (Operations and Finance)*
  - Mr. Eamonn Gamble
- *Vice President (Student Life)*
  - Mr. Chris Le
- *Board of Governors Representative*
  - Mr. Paul Chiswell
- *Universal Bus Pass (U-Pass) Referendum*
  - Passed
- *Coca-Cola Beverage Agreement Plebiscite*
  - Passed



## Students' Union Election Office

Phone: (780) 492 7102 Email: cro@ualberta.ca

<b>To:</b>	<ul style="list-style-type: none"><li>➤ Mr. Jason Morris Speaker, Students' Council</li><li>➤ Ms. Amanda Henry Vice President (Academic), Students' Union</li><li>➤ Mr. Garry Bodnar University Secretariat</li></ul>
<b>From:</b>	<ul style="list-style-type: none"><li>➤ Ms. Rachel Woynorowski Chief Returning Officer</li></ul>
<b>Subject:</b>	2007/08 Students' Council and General Faculties Council Results
<b>Date:</b>	March 26, 2007

I am pleased to announce the winners of this year's Councillor Elections.

The Students' Council and General Faculties Council Elections were held March 22<sup>nd</sup> and 23<sup>rd</sup>. Our elections were held in compliance with Bylaws 1500, 2000 and 2500, and I am satisfied that they were fair and that the results reflect the will of the electorate. There have been no appeals of any of my decisions or rulings and no recounts have been requested.

More detailed results, including breakdowns of each round of preferential voting, are available upon request. A final version of these detailed results will be published in my final report submitted to Students' Council.

## Students Union Council

- *Augustana*
  - Ms. Makrina Scott
- *Agriculture, Forestry & Home Economics*
  - Ms. Jacqueline Geller
- *Business*
  - Mr. Andrew Esposito
  - Mr. Ryan Payne
  - Mr. Scott Nicol
- *Education*
  - Ms. Hayley Shannon
  - Ms. Fatima Ahmed
  - Mr. Keith Vandersluis
- *Engineering*
  - Mr. Prem Eruvbetine
  - Mr. Scott McKinney
  - Mr. Nigel Parker
- *Law*
  - Mr. Ian Stedman
    - Councillor-in-Waiting (1)  
Mr. Robbie Armfield
    - Councillor-in-Waiting (2)  
Ms. Kathryn Baars
    - Councillor-in-Waiting (3)  
Ms. Melissa Bryden
- *Native Studies*
  - Ms. Stacey Lambert
- *Pharmacy*
  - Mr. Jay Gauthier
- *Faculte St. Jean*
  - Mr. Aden Murphy
- *Arts*
  - Mr. Dave Cournoyer
  - Mr. Al-Amyr Sumar
  - Mr. Naveed Bandali
  - Mr. Leslie Stitt
  - Ms. Jo Chan
  - Mr. Jesse Hahn
  - Ms. Beverly Eastham
- *Science*
  - Ms. Lindsey Campbell
  - Mr. Terence Fung
  - Mr. Douglas Owoo
  - Ms. Sihame Farhat
  - Mr. Adil Afzal
  - Ms. Aidan Wawchuk
  - Mr. Tanner Doerges
  - Mr. Kyle Friedt

## General Faculties Council

- *Business*
  - Ms. Dawn Tran
  - Mr. Scott Nicol
- *Education*
  - Ms. Fatima Ahmed
  - Ms. Hayley Shannon
- *Engineering*
  - Mr. Graeme Wicentowich
  - Mr. Prem Eruvbetine
  - Mr. Scott Rebman
  - Mr. Mathieu Johnson
    - Councillor-in-Waiting (1)  
Mr. Brady Bouchard
    - Councillor-in-Waiting (1)  
Mr. Stephen McFetridge
- *Law*
  - Mr. Ian Stedman
    - Councillor-in-Waiting (1)  
Mr. Robbie Armfield
    - Councillor-in-Waiting (2)  
Ms. Kathryn Baars
    - Councillor-in-Waiting (3)  
Ms. Melissa Bryden
- *Native Studies*
  - Ms. Stacey Lambert
- *Nursing*
  - Mr. Chris Mah
- *Pharmacy*
  - Mr. Naeem Ladhali
- *Faculte St. Jean*
  - Ms. Libby Padilla
- *Arts*
  - Mr. Alan Cliff
  - Mr. Naveed Bandali
  - Ms. Jo Chan
  - Ms. Beverly Eastham
  - Mr. Cody Lawrence
  - Ms. Rachelle Simard
  - Mr. Jesse Hahn
- *Science*
  - Mr. Mike Gaultois
  - Ms. Lindsey Campbell
  - Mr. Terence Fung
  - Ms. Sihame Farhat
  - Mr. Alin Florea
  - Mr. Adil Afzal
  - Mr. Tanner Doerges

## DRAFT FOR DISCUSSION

### **Student Groups Restructuring Initiative** *Final Report and Recommendations* *Compiled and Written by: Liz Bolivar*

#### **Executive Summary**

The emergence of “*Dare to Discover: A Vision for a Great University*” has highlighted the University’s desire to provide an “exceptional and life-changing university experience for students”. Student groups are a large component of student life, and thus must be properly supported by the UofA. The concerns about the current Student Group system have been voiced by a variety of stakeholders, including employees of the Student Group Services Office, representatives from involved University departments, and other representatives from within the Students’ Union (SU). In 2005-2006, an initiative was begun to address these issues. It was found that the project would require a time commitment beyond what the current staffing would allow. Before the year-end, a proposal was put forward to create the temporary position of the Student Groups Initiatives Assistant in the Office of the Dean of Students (DS). This individual was to work part-time to initiate the complete review of the Student Group Structure, and to research the structures implemented at other North American institutions. The project was to conclude with an official report detailing recommendations for a revised Student Group Structure.

#### **Recommendations**

**Recommendation #1:** Redefine the roles of the student group stakeholders to encourage each to take an active role in the student group system. This involves a shift from the term ‘stakeholder’ to ‘partner’ with all members held collectively responsible for the success of the system.

**Recommendation #2:** Create a Student Group Board made of up representatives from each of the organizations and departments who are members in the student group system.

**Recommendation #3:** Shift the registration system from the SU to the DS so that DS will become the sole registrar of all student groups.

**Recommendation #4:** Allow the DS to retain the ability to delegate authority to approve and monitor groups to other organizations as they see fit. A policy outlining the procedures these organization are required to use should be drawn up by the DS prior to implementation.

**Recommendation #5:** Between the DS and CR, explicitly define the relationship between the two departments. Below are two recommended options for this relationship

- 1) Apply the ability of DS to delegate the authority of registering student groups to the CR situation, with a key difference; CR would not operate independently from DS, rather would be seen as a specific category of groups with specific requirements.
- 2) Remove the governance of CR activity clubs from the student group structure altogether. CR groups would be registered and overseen independently from the DS and would constitute a separate system.

**Recommendation #6:** Create a mechanism for the registration of Faculty specific groups and place it into University policy.

## DRAFT FOR DISCUSSION

**Recommendation #7:** Incorporate certain RM functions into the DS, if resources are adequate.

**Recommendation #8:** Form operating policies, procedures and guidelines for all departments detailing their interactions with student groups.

**Recommendation #9:** Ensure all active partners of the student group system are given adequate access to the student group database.

**Recommendation #10:** Create a system within the DS where the SU and the GSA are notified if a group is interested in affiliating with them in order to assist them in providing benefits to their groups.

**Recommendation #11:** Change the online registration form to an online application for registration and create different forms for different categories of groups.

**Recommendation #12:** Require all groups applying for registration status to submit a written proposal detailing their planned activities for the year.

**Recommendation #13:** Create a categorization system for student groups in order to facilitate the provision of appropriate support and regulatory structures that responds to differing student group roles.

**Recommendation #14:** Create an appropriate risk level system through cooperation between the DS and RM.

**Recommendation #15:** Create a single reporting structure for the SU student group service Director, where they report directly to the Manager of Student Services only.

**Recommendation #16:** Create a permanent staff position within the DS to run the administration and registration of student groups.

**Recommendation #17:** Maintain and fill the Fraternity Advisor position and encourage that individual to take an active role in the operation of fraternities through relationships with their international organizations, and through involvement with the IFC and PHC.

**Recommendation #18:** Continue cost sharing in areas where there is mutual benefit for the University, the SU and/or GSA.

**Recommendation #19:** Create a comprehensive Student Group Policy that is supported and enforced by all partners of the student group system.

**Recommendation #20:** All active partners of the student group system review the minimum group requirements and recommend changes to ensure consistency.

**Recommendation #21:** Incorporate a Student Development Model into the requirements for all University groups.

**Recommendation #22:** Change the name of SGS to a name that more specifically relates to SU affiliated groups.

**Recommendation #23:** Create a mandatory Student Group Orientation with the purpose of disseminating information to groups and orienting them with the responsibilities of running a student group at the UofA.

The Students' Union, The University of Alberta

# Access Fund Committee

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## **Report to Council:**

Good evening council! The Access Fund met on March 7<sup>th</sup> to discuss the endowment fund, the budget and changes to standing orders. All members were present at the meeting!

We talked about the endowment fund and what it should be used for in the future. We decided that it would be a good idea to keep in as an emergency reserve, so if there is a year where we are short of money for granting, it could be pulled out of there. We also discussed the Access Fund fee and whether it should be increased next year to make up more of the short fall in granting. We will recommend to next year's committee to increase the fee (the fee was decreased in 2001 b/c of a lack of demand for the fund).

Jane and Shazin (the new Access Fund Director) presented the preliminary budget to the committee, however, we will not be approving the final budget until our meeting on March 28<sup>th</sup>.

We made a change to the standing orders, to allow a maximum of \$250 for program related clothing expenses (ie. Clothes for teaching practicum's or suits for interviews) and this money will be awarded to applicants at the discretion of the selection committees. We also discussed whether applicants who had been awarded bursaries should be allowed to opt out in subsequent years but we did not make any changes to the standing orders because an opt out is only available to students who are philosophically opposed to the fund, thus an applicant who was awarded a bursary would not be philosophically opposed and could not opt out.

Our last item was whether we should pursue a charity status. If the Access Fund achieves charity status, we will be able to issue tax receipts to anyone who donates to the fund. The process will be long and cost about \$150. CJSR and The Food Bank have gone through similar processes, so we will talk to them and see what the exact process is.

Our next meeting will be on March 28<sup>th</sup>!

-Sylvia

## **Access Fund Committee Standing Orders**

A Committee known as the Access Fund Committee will exist in order to set and implement policy regarding the disbursement of the Access Fund;

- Provide for the existence of an appeals mechanism.
- Recommend a budget for the Access Fund to Students' Council on or before April 30 of each year.
- Recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council.

In accordance with Bylaw 100 of the University of Alberta Students' Union.

### **Meetings**

1. Upon the formation of the Access Fund Committee, the interim chair will be the most senior member to the committee or to council, unless otherwise delegated. The chair for the rest of the year will be nominated and appointed at the first meeting of the committee.
2. The first meeting of the Committee shall be coordinated through the Office of the Speaker prior to the first meeting of Students' Council in order to:
  - a. elect a chair from within its voting members
  - b. set initial standing orders, and
  - c. set a meeting schedule for its first trimester.
3. All subsequent meetings will be:
  - a. Coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice.
  - b. Held in accordance with a meeting schedule as approved at the first meeting of the Committee.
  - c. Four of the voting members may call a meeting, provided that members are given 72 hours notice or if there is unanimous consent of members.
4. The Access Fund Committee shall establish a meeting schedule on a trimesterly basis, in advance, with the trimesters being:
  - a. May to August,
  - b. September to December, and
  - c. January to April.
5. Quorum for the Access Fund Committee meetings shall be four voting members.
6. It is the responsibility of the Chair to secure a location for each meeting.
7. It is the responsibility of the Chair to moderate debate.

### **Records**

8. The Access Fund Committee must have a written record of its votes and proceedings that will be considered approved when submitted to the Speaker of Students' Council.
9. Members of the Access Fund Committee may amend their comments in the minutes at the meeting of the Committee immediately following the submission of the minutes to the Speaker of Students' Council.
10. The Chair of the Access Fund Committee shall, after each meeting of the Committee, submit to Students' Council a report including:

- a. attendance of members and guests;
- b. any decisions made by the Committee acting under authority delegated to it by Students' Council;
- c. any recommendations made by the Committee to Students' Council;
- d. any standing orders adopted by the Committee; and
- e. a document, titled "Summary of Proceedings", summarizing the activities of the Committee at the meeting in question, specifically all motions moved.

### **Responsibilities of Members**

- 11. Members of the Access Fund Committee are expected to attend committee meetings on a regular basis and contribute to the committee's achievement of its mandate as set out in relevant legislation and standing orders.
- 12. The Chair of the Access Fund Committee shall fulfill the duties of office as outlined in these standing orders.
- 13. Members of the Access Fund Committee are expected to serve, at minimum, of 5 hours per year for the Access Fund Selection Committee.

### **Powers of the Committee Concerning Membership**

- 14. If the Access Fund Committee comes to the conclusion that a member of the committee is failing to perform his or her duties as stipulated in these standing orders, the Committee may recommend to Council that this member be dismissed from the Committee. Such a recommendation requires a simple majority vote to carry forward to Council.
- 15. If the Access Fund Committee comes to the conclusion that the Chair is failing to perform his or her duties as stipulated in these standing orders, the Committee can move to dismiss the Chair. This motion requires a simple majority vote. In the event that such a motion passes, a new Chair will immediately be selected by the Committee.

### **Proxies**

- 16. To appoint a proxy to the Access Fund Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
  - a. stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
  - b. indicating the duration of the appointment, and
  - c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

### **Membership**

- 17. Should the membership of the Access Fund Committee not be full, then the Committee shall can recommend the nomination of additional member(s) to Students' Council at its next meeting.
- 18. The Student Financial Aid and Information Centre Director and the Access Fund Director shall be considered non-voting members of the Access Fund Committee.
- 19. A representative from the Office of the Dean of Students shall be considered a non-voting member of the Access Fund Committee

### **Amending Standing Orders**

20. These standing orders may be amended as needed by a simple majority vote. They must be reviewed at the first meeting of the Committee annually. Any changes must be submitted to Students' Council for information.

### **Operation of the Fund**

21. In addition to serving out its mandate, the Access Fund Committee ensures that the Access Fund operates according to the following policies:
  - a. Access to application information: 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 Chair and the Director – Access Fund, Director – Student Financial Aid Information Centre and any Access Fund staff. Application summaries will contain ID numbers and relevant budget, family size and program information. If an applicant presents a letter with the application, identifying information will be removed. Summary lists of applicants names, student ID numbers and award amounts will be made available to the University Bursaries and Emergency Funding staff for the purpose of Emergency Student Loans and Supplemental Bursary applications.
  - b. Appeals: Applicants who wish to appeal the committee's decision may do so by contacting their reviewer who will explain their decision in detail and allow them to explain other funding options if necessary. If the reviewer deems the success of the applicant's appeal to be unlikely they must meet with the Director – Access Fund. Should the applicant still wish to appeal the decision on their application, they can meet with the Director – Student Financial Aid Information Centre. Finally, applicants can write a letter to the Access Fund Appeals Selection Committee with the required supporting documentation 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 Board's decision.
  - c. Appointments: 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 discretion of the Director – Access Fund.
  - d. Donations: The Access Fund will accept donations from outside sources through donations made to the University of Alberta.
  - e. Funds not granted: 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 internal reserve.
  - f. Old Application Information: 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: 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: 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: In order to ensure students are having input into the selection process, the Selection Committee must always be composed of two Access Fund committee members, as well as the reviewer as a non-voting member. A councilor may not appoint a proxy to sit on the Access Fund Selection Committee.
- j. Appeals selection committee composition: The Access Fund Appeals Selection Committee must be composed of at least two students not on the original Selection Committee in addition to the reviewer or Access Fund Director as a non-voting member. A councilor may not appoint a proxy to sit on the Access Fund Selection Committee.
- k. Spring/Summer Sessions: 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 Board 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 for the Spring term and \$1500.00 for the Summer term.
- l. Request for Information: The Chair and the Access Fund Director will respond to requests for information from University and Students' Union 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 Director will exchange information with the Student Financial Aid Information Centre and Emergency Aid 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 other agencies the student has indicated an outstanding balance with.
- m. Recall: During the selection process, the Committee may choose to have the 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: Access Fund Committee members are ineligible to receive Access Fund bursaries in the current council year during their term of service.

### **Allocation of Funds**

22. The Allocation of Access Fund bursaries will be governed according to the following policies:
  - a. Allocation of Funds for the purpose of bursaries in each application period: 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): 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: All income sources (CPP, Widow's & Orphan's benefit, Government rebates, etc.) must be disclosed on application form.
  - ii. Application Form: Applicants who have not completed an application form prior to their appointment will be considered to have missed their appointment.
  - iii. Credit cards/Lines of Credit: The Access Fund will allow Minimum Monthly Payments (MMPs) 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 upon receipt of 2 months of credit card/Line of Credit statements for each.
  - iv. International Students: 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.
  - v. Married/Common-law students: 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 apply, and attend a review session, together. 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.
  - vi. Parental Contributions: 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.
  - vii. Required documentation: 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 may be requested to provide a copy of a pay stub from each job held in the last twelve months or additional documentation in order to fully assess the applicant.
  - viii. Leased Vehicles: 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.
- d. **Assessment Protocols:** The Access Fund will follow the Canada Student Loan Guidelines for the purposes of assessing Access Fund Bursary Applications with regards to allowed monthly expenses, books, supplies, instrument costs, student contribution, certification/entrance exams, medical costs, RRSPs, vehicles and student contributions. These guidelines will be followed at the discretion of the Selection Committee. The costs for trips home will not be included in the assessment, except at the discretion of the Selection Committee. A maximum of \$250 will be allowed for clothing, at the discretion of the committee (examples of appropriate clothing are suits for interviews for Law students, work clothing for Education students in their practicum etc.).
  - e. **Concerning bursary amounts**
    - i. **Maximum bursary:** The maximum bursary allowed per student is \$3,000.00 per academic year (September 1 - August 31).
    - ii. **Minimum Bursary:** No bursary under the amount of \$100.00 will be granted by the Access Fund.
    - iii. **Maximum Lifetime Limit:** The maximum lifetime limit allowed per student is \$6,000.00.
    - iv. **Maximum Limit for Students in non-degree/designation programs or Part Time students:** The maximum bursary granted to a student in a non-degree/designation program is not to exceed the cost of that student's books and tuition.
    - v. **First and Second Year Students:** 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:** 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.
  - f. **Concerning Eligibility**
    - i. **Audits:** Applicants undergoing a student loan audit 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:** 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: 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: 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.
  - v. Students on exchange: 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: 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.
  - vii. GPA Requirements: No continuing student will be granted a bursary unless that student has a GPA of at least 2.0(or “Pass” in the case of MD and DDS programs) in the student’s last academic term, with the Selection Committee empowered to make exceptions in special cases.
  - viii. Financial Plan: 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 sufficient funding to complete their program.

### **Prorating Disbursements**

- 23. In the event that the Access Fund is unlikely to meet the expected need in terms of monetary disbursements, the Access Fund Committee determines a mechanism for prorating student bursaries for the September – August application year.

**Board Meeting – March 23rd, 2006***\*City Council/Board of Governors Dinner Meeting*

As per annual custom, the BoG and City Council met on the evening prior to the Board Meeting, to discuss ways in which the city and the university would be able to cooperate. Unfortunately, I was not able to attend the dinner, but President Samantha Power would be able to answer any questions about the specifics of those activities.

*\*Mandatory Retirement*

We voted to eliminate the policy of mandatory retirement at the University of Alberta. This means professors may continue working past 65. While this can be viewed as a positive step, the real impact of this change is somewhat minimal. Data from other institutions indicates that the majority of professors will still retire before 65.

*\*2007/2008 Budget*

The Board approved the budget upcoming for the 2007/2008 year, and also Capital and University plans for 2007-2011. In summary, the projected deficits are minimal, but they require a certain amount of investment from the province in order to be tenable. Additionally, they are predicated on the revenue from maximum tuition increases. The documents are quite lengthy, but I would be pleased to speak more on them if there are questions.

*\*Mandatory Student Fees*

The Board approved a number of mandatory student instructional fees in a handful (14) of courses. These fees had been passed through Academic Planning Committee and Board Finance and Property Committee before coming to the Board level.

*\* So I actually submitted a report*

Yeah. What's up now, haters?

**Upcoming:**

\*The mother of all Council reports

## President's Report March 27<sup>th</sup>

**Board of Governors meeting** – The University has responded to a Supreme Court ruling and removed the mandatory retirement policy. This is a huge improvement for the University. At the Board meeting we also approved the University Plan, Capital Plan and Budget.

**Board/City Council Joint Meeting** – Issues such as international reputation and how to improve the working relationship between the university and city council were discussed. The best idea I heard to make us internationally competitive was to create free transit like many European cities.

**Meeting with President Samarasekera** – We discussed the success of the UPass, the use of the Powerplant as student space and the changes to Faculty Evaluation Committees.

**Professor of the Week Awards Celebration** – A great end to a great program. We received many compliments from students and professors on the program and President Samarasekera came to speak.

**CAUS lobby con** – we lobbied, it was good.

**PIA PSE** – the Post Secondary Learning Task force at PIA released their document. It's available at our office for those interested.

**Workin' On:** Advocacy year end report, changes to the Advocacy Dept strategic document, EPP compilation, changes to council retreat and exec retreat, final UPass steps.

### **Comin' Up:**

APC – March 28<sup>th</sup>

GFC – March 29<sup>th</sup>

Awards Night – April 2<sup>nd</sup>

U-Pass meeting w. Kim Krushell – April 3<sup>rd</sup>

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# Omer Yusuf, Vice President (Student Life)

## Report to Council

March 27, 2007

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Greetings Council,

- ❑ **Transition:** First and foremost on my list of to-dos is transitioning the incoming VPSL, Chris Le. There are a lot of things to teach him, and not very much time! However, transition has started off quite well, and we're moving into more detailed planning for next year at the end of this week.
- ❑ **Hiring:** The Students' Union is hiring for its student positions! Chris and I will spend the next few weeks selecting service directors (Safewalk, SDC, SGS, Ombuds, ECOS), the AVPSL and our student life committees!
- ❑ **Student Group Services Review:** This is still on the agenda for a presentation item. If anyone wants to table the presentation, feel free to do so, I'm only presenting because I've received a number of questions regarding the SGS review in past council meetings.
- ❑ **COSA:** The latest COSA meeting went over two fees, the first being a presentation from the HSAG regarding the health fees, and the second was a preliminary UPass meeting outlining the results from the election, the next steps, and the structure of the fee in regards to student input, accountability and transparency.
- ❑ **Mandatory Non-Instructional Fees:** Had a meeting with some exec and advocacy folks to discuss where we've come to in the recent year regarding mandatory fees, and what directions we'd like to pursue. In my opinion, we've gathered a considerable amount of information through HSAG, FSAG and COSA on the health fee, mandatory meal plan and athletics and rec fee, and we've established a preliminary structure for oversight. However, we need to focus on key areas to improve the way we work with MNIFs. First, there needs to be better analysis of the information that we have before we begin to ask for more information. Financial information analysis is the most important here. Second, managing the workload for these new committees in addition to the traditional operations of the VPSL (I sat down and counted the number of committees and boards I was leaving up to next year's VPSL, and that came to 34... However, of those 34, 10 didn't exist when I started! I'm sure that's not a good thing).
- ❑ **CCIS Bike Library:** This project is still going ahead. The location is looking like the corridor between Chem East and Tory Business Atrium. It will likely be attached to a "headhouse". More updates to follow next year!
- ❑ **Meeting with Indira:** We had a brief meeting with the president, mostly for updates and to comment on what we've been working on this year, and what we hope will continue next year. There were high-fives all around.

On the horizon!  
HIRING EVERYONE!



The Alberta Public Interest Research Group

Dear Mr. Cunningham,

As per our recent conversation, I would like to outline the steps that APIRG takes to ensure the privacy of students who opt out of the APIRG dedicated fee.

1. When a student comes in to the APIRG office to have their opt out processed, the opt out form is filled in and signed by an APIRG staff member. The form is then placed in a lock-box in the filing cabinet. It should be noted that only voting board members and staff members have access to this filing cabinet and the lock box.
2. At the end of every opt out period, an APIRG staff member compiles an “opt out list,” which is an Excel spreadsheet containing student ID numbers, the amount of cash disbursed to each student and the term out of which the student has opted out. No names appear on this list. This spreadsheet is password protected, as is the staff account in which the file is kept. The hard copy of this list is kept in the filing cabinet. Once this spreadsheet is compiled, hard copies of opt out forms are destroyed.
3. At the end of each fiscal year, the abovementioned spreadsheet is deleted from the computer files and the hard copy is shredded. The only record of opt outs kept from year to year is a running tally of the number of students who have opted out and the amount of money disbursed to students.
4. As we explained, only APIRG board and staff members are allowed access to these ID numbers. This complies with the Alberta Societies Act Section 36.1(2), which states that: “a society may disclose the register or an annual list of members or an excerpt of either or both of them to a member of the society only if the information contained in the register, list or excerpt is to be used by the member for matters relating to the affairs of the society.” Additionally, all those with access to this information have signed confidentiality agreements.

Access to this information is necessary in order to identify our membership, to determine who qualifies for APIRG funding and resources and for voting positions on the APIRG Board of Directors. While not accessed frequently, this list is an important part of the day-to-day functioning of APIRG.

If you have any further questions, do not hesitate to contact us.

Sincerely,  
Christopher Alderson

On Behalf of the APIRG Board

**APIRG** - Alberta Public Interest Research Group  
HUB International Mall – 9111, 112<sup>th</sup> St.  
University of Alberta, Edmonton, AB T6G 2C5  
Ph: (780) 492-0614 Fax: (780) 492-0615 email: [apirg@ualberta.ca](mailto:apirg@ualberta.ca)  
[www.apirg.org](http://www.apirg.org)

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Chris Cunningham, Vice President – Operations & Finance  
Report to Students' Council  
March 27, 2007

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Good evening Council,

**Budget**

Bill, Anita, and myself have submitted a break even budget for BFC to approve (Exec has already given its approval). Once BFC has given it's approval, it will be submitted to council for debate. As it stands, there will be no fee increase above the 3.9% CPI increase.

**APIRG opt out**

I have included a written statement by APIRG outlining their security measures surrounding student IDs. (Info Item LA 06-23.07)

APIRG's board has also agreed to create a mail in opt-out form which will be implemented next fall. This will create an alternative means by which students can opt-out of APIRG with out having to physically walk in to the APIRG office.

**RATT Summer Operations**

The Powerplant has typically remained open during the summer months to off set some of its fixed costs. However looking at last summer's actuals and to take advantage of RATT's momentum we have decided to keep RATT open during the summer as opposed to the Powerplant.,

**Amanda Henry, Vice President (Academic)**  
**Report to Students' Council**  
*March 27<sup>th</sup>, 2007*

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First things first. Here are the contents of the report that I should have submitted before March 13<sup>th</sup> now being submitted retroactively...

**Back.**

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Now then...

**Awards Night** – Coming up next week. Congratulations to all recipients. Also, thanks to everyone who helped spread the word and to the Councilor(s) involved in the Awards Committee Selection Committee.

Dr. Kahane, one of the University's two most recent 3M award winners and a professor of philosophy/political science, will be giving the keynote address.

**FA Shakedown**<sup>1</sup>

**AFHE** – Stay tuned for Logger Sports, yo. The other members of the confederation that is AFHE are also doing a lot of interesting events to finish off the term.

**ASA** – As you may have heard, there is no more Arts' Students' Association. We're having a Town Hall Meeting in Arts to answer questions and get the setting up of the new faculty association underway.

**ASA** – The Augustana Students' Association<sup>2</sup> is doing well. We're trying to have some end-of-term getting in touches, and I'm still working on our info-sharing agreement with the University to hook them up with elections info. Also, they're hosting a Day of Debt today (as in, today, Council Tuesday).

**AUFSJ** – We've had two meetings this term about various things that have been fairly productive. I'm trying to set up another in order to make some serious progress on the renewing of the SU's agreement with the AUFSJ, as well as the improving of our cooperating with them.

**BSA** – Successfully passed their FAMF. Now for the paperwork.

Don't forget the BSA's beer gardens – last two days of classes.

**DSA** – Exists again. Just so you know.<sup>3</sup>

**ESA** – Ran a number of really successful events and programs this year, including an Education Week that was fantastic (even the faculty said so) and are wrapping up their year (transitions and audits, mostly).

**ESS** – Just had a General Meeting and elected a tri-partite slate to the position of president.

**LSA** – Law, as well as running their usual operation, has put together and submitted their Faculty Membership Fee annual report. On time.

**MSA** – Didn't have much contact with the MSA this year, but I hear through the grapevine that some of their lobbying for loan reform for students doing their residency has paid off, among other successes.

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<sup>1</sup> In case you're one of those horrible people who doesn't pay attention to your faculty association. Also, because they've been keeping me busy, and if they're keeping me busy, it's only fair that you should have to read about it.

<sup>2</sup> Ha! Not a Typo.

<sup>3</sup> By "DSA" I mean Dentistry Students' Association. Just so you know.

**NUA** – At the time of this report, in the process of voting on their FAMF, as well as dealing with a bit of a situation involving emails sent by their faculty.

**PERCS** – The PERCS exec is currently about halfway through their term. They're getting ready for their year-end events, as well as trying to get faculty representation out (changing committee members in December/January is tricky).

**PSA** – I haven't had much contact with them lately, but they seem to be ticking along just fine (that's Pharmacy, by the way).

**RMSA** – Is transitioning into a graduate faculty and out of my jurisdiction. Sadness.

**UASUS** – I've kidnapped the UASUS President by virtue of his upcoming elected office.<sup>4</sup> Additionally, UASUS ran a Science Week that sounds like it was a success and are now also in the throes of transition.

**NSSA** – What's this, you say? A new acronym?<sup>5</sup> The Student Group Services Director and I have a meeting later with some people from the *Faculty*<sup>6</sup> of Native Studies to discuss recognizing the Native Studies Students' Association as a Faculty Association. I find it very exciting.<sup>7</sup>

**COFA** – Our last meeting was a great success, IMO, co-hosted by the BSA and AFHE. Our next meeting is our last one of the year. I could talk about COFA's successes... though it's not really about COFA, it's about the FAs, so that would be both self-aggrandizing and a of waste paper. Moving on then.

**ARG** – Also coming up on its last meeting of the year. I would like to take a moment to pontificate on its successes.

Members!

Establishment of a mandate

Participation in a UTS panel, as well as an impromptu focus group for the Writing Task Force.

Submission of a topic for roundtable discussion at the upcoming Society for Teaching and Learning in Higher Education Conference

Members! Whom I mention with !, because of their awesomeness

A facebook group. Though I don't know if that counts as a success.

Moment complete.

**Transition** – I already told you that I've kidnapped the President of UASUS. What more do you need to know?

**GFC** – Seems to have ceased to exist. This concerns me, and I will be investigating. Either ASC, CLE or Exec will be my staging ground (probably Exec, though I'll see which comes first).

**Bearscat** – I have a meeting with Bearscat's administrator later this week to discuss future steps for supporting the program.

**PotW** – Since I saw you last, we wrapped up the program and had a Wine and Cheese reception. President Samarasekara spoke at the Wine & Cheese, which was very well-

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<sup>4</sup> Mwahahaha.

<sup>5</sup> Just smile and nod like you knew that all along so the other kids don't make fun of you.

<sup>6</sup> That's new too (in September). Also, rumour has it we're the only university with a Faculty of Native Studies in either Canada or North America (I can't remember which. Meh. Next time, I'll just say the world and see if anyone notices.)

<sup>7</sup> Yes, I am nerdy like that. I've accepted it and moved on with my life.

received by attendees. Also, wine and cheese were served, and also well-received by attendees.

### **Miscellaneous Projects**

In no particular order, other things either I or the staff are working on...

- Political policy (second readings) for UPC
- TLEF Proposal Implementation
- University policy project – what happens when the rules are broken?
- Bookstore Advisory Group and Academic Materials Delivery Advisory Group meeting and such
- Exam registry
- FA Bylaws (yes, still)
- Teaching Quality Indicators – we’re actually getting somewhere in this meeting. Really.
- Etc. etc. so on and so forth. I think you all are sufficiently convinced that I’m doing “work” of some useful variety.

Okay folks. There are fifty<sup>8</sup> things on my to-do list, not including this report. I really should get back to doing them, methinks.

All right, fine. One last thing.

From the archives... I couldn’t find a Space Moose clean enough to put on a Council report, so try on some old-school Council report quotes instead.<sup>9</sup>

“You think this organization’s dumb enough to entrust a multi-million dollar building expansion to a twenty year old kid who charts policy based on hidden messages he receives in his dreams? Don’t make me laugh!”

### **“General Faculties Council Executive Meeting (September 9)**

No major issue was discussed at this meeting.”



“I’m debating getting \*\*\*\*\* a shirt that says "Hot Piece of Ass", and making him wear it to council next year.

Is this appropriate?”

*“I’m Alex Abboud, and I approved this message.”*

And... the Presidents are boring. I could find nothing sufficiently amusing to include.

VP Appointments (& Disappointments) out.

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<sup>8</sup> You know what would be really great? If I were hyperbolizing here.

<sup>9</sup> Ha! You thought I was actually going to put something fun in my report? Keep dreaming.

BUDGET PRIORITIES OF STUDENTS' COUNCIL, UNIVERSITY OF ALBERTA STUDENTS' UNION  
*FOR THE FISCAL YEAR BEGINNING MAY 1, 2007 AND ENDING APRIL 30, 2008.*

*This document is intended to serve as an outline of the fiscal priorities of the Students' Union.*

## **1. General**

The four key focuses of the Students' Union are

- Undergraduate Student Representation (Advocacy)
- Providing Student Services
- Operating the Students' Union Building
- Operating businesses for the purpose of funding Students' Union activities

Total operating and capital expenditures will not exceed the amount of total operating and fee revenues.

All departments must work within the mandate of the Students' Union.

External entities such as dedicated fee units shall be managed as per existing Students' Union bylaw and any applicable contracts.

Capital expenditures shall be incurred based upon the following criteria:

- Replacement due to wear and tear
- To ensure continued operations of a particular unit
- To enhance the security or functionality of a particular unit

In the event that one section of this document conflicts with any other section, BFC shall identify such a conflict and propose any necessary changes in the presentation of the final budget.

Unless otherwise noted:

- Operating and fixed costs increase at a rate, relative to the previous fiscal year, commensurate with inflation.
- Activity of the Students' Union will continue in a manner consistent with the precedent set in previous fiscal years.

## **2. Staff**

Staff costs shall increase as specified in the CUPE collective agreement. Managerial staff are entitled to a merit increase of *up to* 4%. Unionized staff are eligible for a merit increase of up to 4%.

## **3. Fees**

Operating, dedicated and capital fees shall increase in accordance with Students' Union Bylaw 3000. The consumer price index will be calculated as 3.9%. Tuition increases will be calculated as 3.3%

Operating and capital fees shall account for between 15%-25% of overall revenues.

#### **4. Advocacy and Representation**

The Advocacy and Representation units of the Students' Union are:

- The Executive Committee and each individual executive member
- Students' Council
- Advocacy department
- Elections
- Awards night

#### **5. Services**

The service units of the Students' Union are:

- Info Link
- Orientation and Transition Programs
- Ombudservice
- Student Financial Aid and Information Center and Access Fund
- Student Group Services
- Safewalk
- Student Distress Center
- Handbook
- ECOS

#### **6. Business**

The business units of the Students' Union are:

- SUBmart
- SUBtitles
- Print Center
- Cue
- Cramdunk
- Postal Outlet
- Room at the Top
- Powerplant
- L'Express and L'Express Catering
- Juicy
- SUB Rental Operations

All reasonable attempts to maximize the profitability of these business units, consistent with the mandate of the Students' Union as a service provider, shall be made.

There will be an average margin increase on non-academic materials of no more than 10%.

## **7. Entertainment and Programming**

The Entertainment and Programming units of the Students' Union are:

- Week of Welcome
- Myer Horowitz Theatre
- Dinwoodie Lounge
- Antifreeze
- High School Leadership Conference
- SU Kid's Christmas Party
- SUB Programming
- Other Entertainment and Programming

For the purpose of the budget principles discussion, programming that takes place in an SU venue that is not specifically mentioned in the above list shall be considered as separate from the entertainment and programming units.

Where possible, all entertainment and programming units should plan to recoup all costs. Either admission sales or sponsorship are acceptable sources of revenue. Exceptions shall be made clear in the presentation of the final budget.

## **8. Administration, Operations and Support**

The administrative, operational and support units of the Students' Union are:

- Marketing
- Sponsorship
- Facilities
- Administration

Any expenditure relating to marketing will be outlined in each individual unit's marketing plan, to be submitted to the executive committee or designate for approval .

## **9. Changes from 06/07 Budget Principals**

- Info Link shall include a Job Posting Registry. This Registry is intended to provide a central access point to a Part-Time Job Database.
- Myer Horowitz and Dinwoodie Lounge will be considered units of "Entertainment and Programming" instead of "Business".

- ~~ECOS (Environmental Coordination Office of Students) will cease to be a student service funded by the Students' Union Operating budget.~~
- The Consumer Price Index shall be calculated as 3.9% and Tuition increases will be calculated as 3.3% when calculating increase in Operating , Dedicated and Capital Fees.
- ~~Councilors will not be paid.~~
- ~~The Students' Union may sell tobacco products.~~
- A margin increase of 10% for non-academic materials
- The CRO's remuneration shall be increased
- Students' Union membership fees will increase