STUDENTS' COUNCIL

Tuesday, April 10,2007
Council Chambers 2-1 University Hall

ORDER PAPER   (SC 2006-25)

2006-25/1	**SPEAKER'S BUSINESS**
2006-25/1a	President's Farewell Address
2006-25/2	**PRESENTATIONS**
2006-25/2a	University Architect presentation of Travel Demand Management presented by Mr. Len Rodrigues
2006-25/3	**EXECUTIVE COMMITTEE REPORT**
2006-25/4	**QUESTION PERIOD**
2006-25/5	**BOARD AND COMMITTEE REPORTS**
2006-25/5a	University Policy Committee- April 4, 2007

Please see document SC 06-25.01

2006-25/5a(I) **HENRY/KEHOE MOVE THAT** Students' Council, upon the recommendation of the University Policy Committee, approve the Political Policy "Quality Instruction-Student Evaluation of Teaching" (second reading).

Please see document SC 06-25.02

2006-25/5a(II) **KEHOE/LA MOVE THAT** Students' Council, upon the recommendation of the University Policy Committee, approve the Political Policy "Environmental Planning-University Operations" (second reading).

Please see document SC 06-25.03

2006-25/5b Access Fund Committee-

Please see document SC 06-25.04

2006-25/5c External Policy Committee-April 3,2007

2006-25/5c(I) **COURNOYER/SAMUEL MOVE THAT** Students' Council, upon the recommendation of the External Policy Committee, approve the Political Policy "Position at the Board of Governors-Tuition" (second reading).

Please see document SC 06-25.05

2006-25/6   <u>**GENERAL ORDERS**</u>

2006-25/6a   **ERUVBETINE MOVES THAT** Students' Council, upon the recommendation of the Audit Committee, prevent the Executive from purchasing alcoholic products during the upcoming Executive retreat.

2006-25/6b   **SHAMANNA/TRAYER MOVE TO** remove all members from the Budget and Finance Committee and remove any councillors currently sitting on another committee

2006-25/6c   **SHAMANNA/TRAYER MOVE THAT** any councillors currently sitting on another committee, in addition to the Budget and Finance Committee, will still receive their remuneration for the Winter semester.

2006-25/6d   **ERUVBETINE MOVES THAT** Students' Council hire the services of URSA Minor as an SU Robotic Affairs Advisor and order the Executive to investigate the logistics of replacing all SU Staff with robots.

2006-25/6e   **SUMAR/ERUVBETINE MOVE THAT** Students' Council appoint the unquestionably more competent and good-looking Soundwave for the position of SU VP External for the 07-08 academic year.

2006-25/7   <u>**INFORMATION ITEMS**</u>

2006-25/7a   Omer Yusuf, Vice President Student Life- report

Please see document SC 06-25.06

2006-25/7b   Votes and Proceedings Tuesday April 10, 2007

Please see document SC 06-25.07

Summary of Proceedings

University Policy Committee

Wednesday April 4, 2007

1. CALL TO ORDER
    The meeting was called to order by KEHOE at 4:15 pm.

2. APPROVAL OF AGENDA
    KEHOE/YUSUF moved that the agenda be approved with the addition of University Policy on Teaching added. 5/0/0 CARRIED

3. APPROVAL OF MINUTES
    HENRY/YUSUF moved to approve the minutes as presented. 5/0/0 CARRIED

4. EXECUTIVE COMMITTEE REPORTS
    a. Amanda Henry, Vice President (Academic)
    b. Omer Yusuf, Vice President (Student Life)

5. OLD BUSINESS
    a. Teaching Evaluations
    HENRY/KEHOE moved that UPC recommend the adoption of the Teaching Evaluation Policy to Students' Council 7/0/0 CARRIED

    b. Environmental Advocacy Political Policy
    c. KEHOE/LA moved that UPC recommend the adoption of the Environmental Advocacy Political Policy to Students' Council. 6/0/0 CARRIED

6. ADJOURNMENT
    Meeting adjourned by KEHOE AT 5:45

University Policy Committee

The University Policy Committee (UPC) met a total of 17 times throughout the past year, with:
- 8 meetings in the spring/summer,
- 5 meetings in the fall term, and
- 4 meetings in the winter term.

In comparison, Students' Council met 24 times throughout the past year. The Committee was unable to hold meetings and reach quorum during the months of December and January, as well as throughout late February and early March due to half of the Committee's membership being on leaves of absence as Elections candidates. Our meetings typically lasted two hours. We found that we were most easily able to schedule regular meetings, and could therefore achieve the most in terms of political policy discussion, review and recommendation, during the period from July-November.

Our initial membership, as set at the Introductory Meeting of our Council, included the following members of Students' Council:
- Kehoe, Henry, Le, Eruvbetine, Janz, Sumar and Yusuf.

The Committee experienced two changes to its membership thereafter:
- Dollansky replaced Le after the September By-elections, and
- La replaced Eruvbetine in the Winter term.

The Committee had drafted and approved for recommendation to Students' Council the following political policies:
- *General Election Forum* (2006-10/5a (i)),
- *Access to Co-operative & Internship Programs* (2006-10/5a (ii)),
- *Add-Drop Deadline* (2006-10/5a (iii)),
- *Mandatory Non-instructional Fees* (2006-10/5a (iv)),
- *Quality Instruction* (2006-14/5a (ii)),
- *Student Space* (2006-14/5a (iii)),
- *Research* (2006-24/5a (i)),
- *Capital Projects* (2006-24/5a (ii)),
- *Involvement* (2006-24/5a (iii)),
- *Teaching Evaluations* (2006-25/), and
- *Environment* (2006-25/).

No political policies were abandoned after first reading; rather, all were drafted and recommended to Students' Council for second reading.

It has been a pleasure to serve as the Chair of the University Policy Committee, and I sincerely thank each of the members for their commitment throughout the year.

Justin Kehoe, Science Councillor & UPC Chair

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

Policy Number:		*Effective Date:*	*Page* **1** *of* **2**	
		Expiration Date: **April 30, 2009**		
Responsibility for Policy:		**University Policy Committee**		
Subject Matter -	*Category:*	**POLITICAL POLICY (GENERAL)**		
-	*Specific:*	***Student Evaluation of Teaching***		
-	*Topic:*	**Quality Instruction**		

WHEREAS Universal Student Ratings of Instruction (USRI) provide students with the opportunity to provide anonymous, confidential, and helpful feedback to instructors;

WHEREAS teaching evaluations are an important resource for students to help them select courses taught by excellent instructors;

WHEREAS USRI data plays an integral role in the University's multi-faceted faculty evaluation process;

WHEREAS the primary purposes of qualitative feedback from USRI, as well as from other sources, are to give students a voice in their learning environment and to help instructors improve their teaching;

WHEREAS giving students fair notice of evaluation dates could greatly improve the quality of that feedback;

WHEREAS providing ongoing opportunities for students to provide qualitative and quantitative feedback may also improve the quality of USRI feedback;

WHEREAS providing ongoing opportunities for students to provide qualitative feedback while a course is in progress gives instructors the opportunity to react to that feedback prior to their formal evaluation;

BE IT RESOLVED THAT the Students' Union will lobby the University to include the date(s) of USRI distribution and other teaching evaluations on the course syllabus;

BE IT FURTHER RESOLVED THAT the Students' Union also insist that any changes to the above-mentioned dates be announced prior to the deadline for withdrawal;

BE IT FURTHER RESOLVED THAT the Students' Union lobby the University to ensure that the numerical results of USRI be made available to students within six weeks of the end of the course;

BE IT FURTHER RESOLVED THAT the Students' Union actively support initiatives that facilitate instructors in soliciting mid-course feedback from their students;

BE IT FURTHER RESOLVED THAT the Students' Union work with the University to promote a culture where all University units and personnel give USRI results due consideration in light of their role in the determination of promotion, tenure and awards for professors;

BE IT FURTHER RESOLVED THAT the Students' Union lobby for the University to be more active in encouraging departments and faculties to include additional USRI questions when the addition of these questions is appropriate to further the purpose of USRI.

Policy History:
Reference/Vote	**Board/Committee**	**Date of Council Approval**
Created	University Policy Committee	

d. Teaching Evaluation Political Policy

2006-23/6a   **BLAIS MOVED THAT** Students' Council adopt a Political Policy based on the following principles:

1. ~~Teaching evaluations are an important resource for students to help them select courses taught by excellent instructors.~~

2. ~~Universal Student Ratings of Instruction (USRI) provide students with the opportunity to provide anonymous, confidential, and helpful feedback to instructors.~~

3. Date(s) of USRI distribution and other teaching evaluations (if any) must be included on the course syllabus. If this date is changed, instructors shall notify students ~~a minimum of two weeks in advance~~ prior to the withdrawal deadline. This would allow students to prepare their comments before the date of the teaching evaluation.

4. Numerical results of USRI must be made viewable to students in written and electronic format within 6 weeks of the end of a course.

5. Instructors are encouraged to solicit mid-course feedback from their students. This allows the instructor time to react to such feedback before the completion of the course and the subsequent formal assessment of the instructor's performance.

6. Teaching evaluations are an important component for determining promotion, tenure and rewards for faculty and the University should endeavour to ensure that they are considered as such by all University units and personnel.

7. The University should encourage faculties to include additional USRI questions when the addition of these questions is appropriate to further the purpose of USRI.

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

Policy Number:	*Effective Date:*	*Page*	**1**	*of* **2**
	Expiration Date: **April 30, 2009**			
Responsibility for Policy:	**University Policy Committee**			
Subject Matter - *Category:*	**POLITICAL POLICY (GENERAL)**			
- *Specific:*	*University Operations*			
- *Topic:*	**Environmental Planning**			

WHEREAS environmental sustainability and efficiency is an important issue for students and the general public;

WHEREAS the University has long recognized the influential position of the institution in addressing climate change and environmental management;[1]

WHEREAS the University is experiencing massive capital growth;

WHEREAS institutional capital growth provides the opportunity to introduce new operational and managerial practices and policies;

WHEREAS institutional capital growth impacts green space on campus and expands waste volume;

WHEREAS institutional capital growth requires an environmental management strategy in order to be pursued responsibly;

WHEREAS the University has no published comprehensive environmental management strategy;

WHEREAS the University has no capacity within its own governance structure to create a comprehensive environmental management strategy;

WHEREAS utilities costs represent a much larger portion of the University's overall operational costs than has been previously experienced or expected;

WHEREAS energy efficiencies resulting from investment in viable alternatives yield long term benefits to the University;

WHEREAS the University is expanding its capacity to create its own solutions with the School for Energy and the Environment;

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[1] Dr. Rod Fraser, "Installation Address" (speech, University of Alberta, Edmonton, AB, 20 January 1995).

WHEREAS the University has enforced Leadership in Energy and Environmental Designs (LEED) certifications on recent large-scale capital projects.[2]

BE IT RESOLVED THAT the Students' Union shall advocate for a strong commitment from the University to make environmental sustainability a priority;

BE IT FURTHER RESOLVED THAT the Students' Union shall advocate to the University for the preservation and enhancement of naturalized green space on campus;

BE IT FURTHER RESOLVED THAT the Students' Union shall advocate to the University for increases to campus recycling and waste reduction programs;

BE IT FURTHER RESOLVED THAT the Students' Union shall advocate to the University for the implementation of a comprehensive environmental management strategy;

BE IT FURTHER RESOLVED THAT the Students' Union shall advocate for the University to make a commitment to minimize energy consumption and maximize energy efficiency through viable alternatives;

BE IT FURTHER RESOLVED THAT the Students' Union shall encourage the University to develop innovative solutions through the School for Energy and the Environment;

BE IT FURTHER RESOLVED THAT the Students' Union shall advocate to the University for the continued adherence to the highest environmental standards in the construction of new facilities and in the modification of existing facilities.

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[2] Notably, the Centennial Centre for Interdisciplinary Science.

Policy History:
Reference/Vote   **Board/Committee   Date of Council Approval**

Created April 4, 2007**/**7/0/0 University Policy Committee

KEHOE/POWER MOVED THAT Students' Council adopt a Political Policy based on the following principles:

The Students' Union shall advocate to the University for:

-the preservation and enhancement of naturalized green space on campus,

-increased programs of recycling and waste reduction on campus,

-a commitment to minimize energy consumption and to maximize energy efficiency through viable alternatives, thereby lowering utilities expenses and reducing pollutant emissions,

-the adherance to environmental standards in the construction of new facilities and eventually in the modification of current facilities,

-the development of innovative solutions through the new School for Energy and the Environment,

-the implementation of a comprehenisve environmental management strategy, and

-a strong commitment in making environmental sustainability a priority.

Report to Council:

Good evening council! The Access Fund met on March 28th to discuss the endowment fund and the budget. Brock, Paul, Bayan, Sylvia, Jane and Shazin were all present at the meeting.

Jane and Shazin presented the finalized budget to the committee, which included the extra administration expenses that were approved form the last meeting. The budget was approved unanimously by the committee. If you are interested in seeing a breakdown of the budget, it has been attached to tonight's order paper.

Brock thought that it would be a good idea to make a decision pertaining to the endowment fund this year, because next year's committee will be full of new councilors, who will not be familiar with the endowment fund. We discussed leaving the fund as it is to collect interest or using it as an emergency fund to draw funds from when there is not enough money to grant, instead of prorating applicants. Since all of the applicants from this year are now going to be un-protated because we were under budget (this was due to decreased awareness of the fund and increased money available to students through student loans), we decided to explore the option of not prorating applicants next year. There is also enough money in the reserves (money repaid from the SU loan and money not granted from previous years) that it will be possible to not prorate applicants next year. Thus, we decided to changed the standing orders to remove the proration for applicants next year, and if there is a shortfall in money for granted, it should be pulled out of the reserve fund. If the money in the reserves is depleted, then money will be taken out of the endowment fund, but not to exceed 10% of the total endowment fund in any year.

That's all for tonight council! It's been great serving as the Chair of the Access Fund Committee and best of luck to everyone in the new council year!

-Sylvia

THE STUDENTS' UNION, THE UNIVERSITY OF ALBERTA
975 Access Fund

Profit and Loss Statement

For the Ten Months Ending February 28, 2007

	Past Year's Actuals			Current Year		Next Year	Monthly Budgeted Amounts											
	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2007 Budget	2008	May	June	July	August	September	October	November	December	January	February	March	April
REVENUE																		
Student Fees																		
6010-000 Student Fees	$851,782	$896,546	$969,602	$728,043	$950,760	$1,022,765	$11,157	$50,000	$50,000	$0	$190,402	$50,000	$190,402	$25,000	$25,000	$190,402	$50,000	$190,402
6019-000 Allocation-Fees	(1,175)	(2,372)	(1,198)	(410)	(4,895)	($3,000)		(250)		(250)		(1,250)				(1,250)		
Total Student Fees Revenue	850,607	894,174	968,404	727,633	945,865	1,019,765	11,157	49,750	50,000	(250)	190,402	48,750	190,402	25,000	25,000	189,152	50,000	190,402
Interest Revenue																		
6420-000 Interest	54,978	45,902	79,189	23,531	27,925	$27,925												27,925
Revenue Subtotal	850,607	894,174	968,404	727,633	945,865	1,019,765	11,157	49,750	50,000	(250)	190,402	48,750	190,402	25,000	25,000	189,152	50,000	190,402
Revenue SubtotalB	54,978	45,902	79,189	23,531	27,925	27,925	0	0	0	0	0	0	0	0	0	0	0	27,925
Total Revenue	905,585	940,076	1,047,593	751,164	973,790	1,047,690	11,157	49,750	50,000	(250)	190,402	48,750	190,402	25,000	25,000	189,152	50,000	218,327
Total Gross Profit	905,585	940,076	1,047,593	751,164	973,790	1,047,690	11,157	49,750	50,000	(250)	190,402	48,750	190,402	25,000	25,000	189,152	50,000	218,327
EXPENDITURES																		
Staff Costs																		
Wages																		
8110-000 Casual Wages	8,438	6,726	4,088	12,171	18,427	$20,709	0	0	0	1,153	2,860	2,306	2,306	2,306	2,860	2,306	2,306	2,306
8111-000 Salaries	19,047	22,563	19,910	20,915	26,880	$27,960	2,330	2,330	2,330	2,330	2,330	2,330	2,330	2,330	2,330	2,330	2,330	2,330
8113-100 Vacation-Hourly	55	100		17	172	$847	0	0	0	47	115	95	95	95	115	95	95	95
8114-100 Stat. Holiday-Hourly		47		484		$770	0	0	0	0	0	110	110	110	110	110	0	220
Total Wages	27,540	29,436	23,998	33,587	45,479	50,286	2,330	2,330	2,330	3,530	5,305	4,841	4,841	4,841	5,415	4,841	4,731	4,951
Government Deductions																		
8131-100 EI-Hourly	40	100	18	336	110	$480	0	0	0	26	65	54	54	54	65	54	54	54
8131-200 EI-Salary	416	547	548	545	720	$648	54	54	54	54	54	54	54	54	54	54	54	54
8132-100 CPP-Hourly	29	101	21	354		$0	0	0	0	0	0	0	0	0	0	0	0	0
8132-200 CPP-Salary	539	812	882	905	1,164	$1,212	101	101	101	101	101	101	101	101	101	101	101	101
Total Government Deductions	1,024	1,560	1,469	2,140	1,994	2,340	155	155	155	181	220	209	209	209	220	209	209	209
Employee Benefits																		
8141-200 Great West Life-Salary	(47)	39	3			$0												
8143-100 WCB-Hourly	19	1	2	46	20	$81	0	0	0	5	11	9	9	9	11	9	9	9
8143-200 WCB-Salary	22	45	76	77	108	$108	9	9	9	9	9	9	9	9	9	9	9	9
8144-200 Pension-Salary		261	12			$0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employee Benefits	(6)	346	93	123	128	189	9	9	9	14	20	18	18	18	20	18	18	18
Employee Development																		
8165-100 Recruitment-Hourly			50		50	$100		50					50					
8165-200 Recruitment-Salary			19	50	50	$50										50		
8173-100 Conference-Transportation						$1,200	1,200											
8173-200 Conference-Accomadation						$830	830											
8173-300 Conference-Registration						$850	850											
8173-400 Conference-Other						$240	240											
Total Employee Development	0	0	69	50	100	3,270	3,120	50	0	0	0	0	50	0	0	50	0	0
Total Staff Costs	28,558	31,342	25,629	35,900	47,701	56,085	5,614	2,544	2,494	3,725	5,545	5,068	5,118	5,068	5,655	5,118	4,958	5,178
Supplies																		
8230-200 Office Supplies-Other	5	11	71			$200	100				100							
Total Office Supplies	5	11	71	0	0	200	100	0	0	0	100	0	0	0	0	0	0	0

Account	Description																		
	Total Supplies	5	11	71	0	0	200	100	0	0	0	100	0	0	0	0	0	0	0
	Marketing, Advertising and Promotion																		
8321-100	Ext. Advertising-Media	1,386	2,648	2,026	1,747	2,966	$2,459	119		119		815	465	119		465	119	119	119
8322-100	Int. Advertising-Media	1,310	1,200	1,200	1,200	1,200	$1,200		1,200										
8322-300	Int. Advertising-Design Other	218	1,729	83	60	660	$330		300									30	
8331-000	External PR	25					$0												
8332-000	Internal PR	117	22	66	143	160	$400	0	20	0	70	0	40	0	90	50	40	0	90
	Total Marketing, Advertising and Promotion	3,056	5,599	3,375	3,150	4,986	4,389	119	1,520	119	70	815	505	119	90	515	159	149	209
	Printing and Duplicating																		
8411-000	External Printing	150	631	15		1,050	$450				450								
8412-000	Internal Printing	307	584	458	264	800	$650	50		175		75	125	75		75		75	
8422-000	Internal Duplication	147	7				$0												
	Total Printing and Duplicating	604	1,222	473	264	1,850	1,100	50	0	175	450	75	125	75	0	75	0	75	0
	Operational Expenses																		
8520-000	General Expense Allowance	3,456	3,456	3,456	2,880	3,456	$3,600	300	300	300	300	300	300	300	300	300	300	300	300
8541-000	Cash Over	(6)	(1)				$0												
8610-000	Grant Expense	636,450	1,139,992	857,140	389,626	803,985	$980,866	3,010	40,090		40,090	0	224,419	0	224,419	0	224,419		224,419
	Total Operational Expenses	639,900	1,143,447	860,596	392,506	807,441	984,466	3,310	40,390	300	40,390	300	224,719	300	224,719	300	224,719	300	224,719
	Communications																		
8650-000	Telephone Rentals		19				$0												
8655-000	Postage	276	344	325	3	400	$400									400			
	Total Communications	276	363	325	3	400	400	0	0	0	0	0	0	0	0	400	0	0	0
	Legal and Professional																		
8720-000	Legal Fees	100	100	120		150	$150			150									
	Total Legal and Professional	100	100	120	0	150	150	0	0	150	0	0	0	0	0	0	0	0	0
	Space Costs																		
8849-000	Other Rent			1,800		3,555	$0												3,555
	Total Space Costs	0	0	1,800	0	3,555	0	0	0	0	0	0	0	0	0	0	0	0	3,555
	Capital																		
8870-100	Capital Expend <$500-General		(300)	570	2,800		$500	500											
	Total Capital	0	(300)	570	2,800	0	500	500	0	0	0	0	0	0	0	0	0	0	0
	General Overheads																		
8910-000	Travel			93		200	$200							100			100		
8920-000	Publications						$75					75							
8921-000	Associations						$125					125							
	Total General Overheads	0	0	93	0	200	400	0	0	0	0	200	0	100	0	0	100	0	0
	TOTAL EXPENDITURES	672,499	1,181,784	893,052	434,623	866,283	1,047,690	9,693	44,454	3,238	44,635	7,035	230,417	5,712	229,877	6,945	230,096	5,482	233,661
	NET PROFIT (LOSS)	233,086	(241,708)	154,541	316,541	107,507	0	1,464	5,296	46,762	(44,885)	183,367	(181,667)	184,690	(204,877)	18,055	(40,944)	44,518	(15,334)

Access Fund Committee Standing Orders

A Committee known as the Access Fund Committee will exist in order to set and implement policy regarding the disbursal 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. <u>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.).</u>

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.~~ Money from the reserve fund will be used to make up the shortfall. If there is not enough money in the reserve fund, money will be taken from the endowment fund, but not to exceed 10% of the total endowment fund. If there is still a shortfall in money to be granted, then the Access Fund Committee will determine a mechanism for prorating student bursaries for the September – August application year.

~~24.~~ $100,000 will be kept in the reserve fund and any monies exceeding that will be moved into the endowment fund at the end of the fiscal year.

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:	**External Policy Committee**	
Subject Matter - *Category:*	**POLITICAL POLICY (GENERAL)**	
- *Specific:*	***Tuition***	
- *Topic:*	**Position at the Board of Governors**	

WHEREAS the decision to increase tuition comes from the Board of Governors;

WHEREAS the current level of tuition is too high;

WHEREAS tuition can legally increase no more than the annual average of Alberta July-June CPI;

WHEREAS increases in tuition serve as ever mounting barriers to beginning and completing an education;

WHEREAS education at the University of Alberta is the right of any individual who meets the academic standards of the institution;

WHEREAS students are expected to earn an income during the summer months in order to save for the expenses directly and indirectly related to their education.

BE IT RESOLVED THAT the Students' Union shall campaign that attendance at the University of Alberta should be based on academic merit alone and not the financial status of a prospective or current student;

BE IT FURTHER RESOLVED THAT the Students' Union shall advocate to the Board of Governors that tuition be rolled back to a level based on what students can save, on average, in the summer months;

BE IT FURTHER RESOLVED THAT the Students' Union shall not vote in favor of any increase in tuition.

Omer Yusuf, Vice President (Student Life)
Report to Council
April 10, 2007

Greetings Council,

❑ **Transition**: The number one priority for me in my last few weeks is to transition Chris Le, and leave a paper trail for some of the work that's been started this year regarding programming, service and advocacy efforts. This means a large number of final reports! Hopefully they will be done in time for Chris Le to study during exams! Exciting (for him!). Another important aspect of this process to to identify the resources I used in each arena, and possible shortfalls in the coming year. I'm also developing a "to-do" list of things that I would do if I were coming back, to leave in the hands other VPSLs. I promise this will not be like an exit letter to Council similar to 2004-2005.

❑ **Student Group Services Review**: I've told you what the recommendations are, and some of the next steps. If anyone has any questions, please let me know and I'll answer them to the best of my ability.

❑ **Services**: All of our service directors have been selected, and almost all have been made public at this point (that should at least be the case come council Tuesday). I'd like to welcome them all for next year, and wish them luck in their goals! Also, Chris Le and Norma Rodenburg are in the process of interviewing for the associate director positions, and that should come to a close in the coming weeks.

❑ **Easter Eggs**: Did anyone notice any colorful Easter Eggs on campus he day of April 4th? Well, I sure did! Every student that found one of these Easter Eggs was able to redeem them in SUB for a prize. This was an event created and run by the Programming Committee, one of the Student Life Committees under my portfolio.

❑ **Public Health Response Committee**: The last meeting was quite interesting in terms of reviewing what this committee has done for this University. Notably, there were updates on Capital Health trials regarding pandemic preparedness and a conference in Toronto of Canadian Association of Business Officers.

On the horizon!
April 5:   Meeting regarding transition
April 6-9:   Four day weekend/weekend of final reports!
April 10:   Students' Council
April 12:   Responsible Hospitality Panel/Bar Safety
April 13:   Transitioning!
April 16:   CFB Board
April 21:   Services shin-dig!
April 23:   My final exam!
April 24:   Public Health Response Committee
April 26-30: Changeover Retreat
June 24:   CLRC
June 30:   Meeting with President Indira
July 4:   WOW Planning

STUDENTS'COUNCIL
VOTES AND PROCEEDINGS

Tuesday, April 3,2007
Council Chambers 2-1 University Hall

Votes and Proceedings   (SC 2006-24)

2006-24/1	**SPEAKER'S BUSINESS**
2006-24/1a	Meeting called to order at 6:10 PM

DOLLANSKY/PAYNE MOVED TO add to the agenda that Students' Council appoint (1) member to Coucil Administration Committee

Motion: CARRIED TO ITEM 2006-24/5a

Speaker: The Introductory meeting for councilors 07/08 will be requested for April 24, 2007.
  The agenda will be the following:
  1) Selecting a speaker
  2) Appointing people to Committees
  3) Setting the schedule for meeting for the rest of the year

2006-24/2	**PRESENTATIONS**

CUNNINGHAM/PAYNE MOVED THAT Item 2006-24/5e(i) from LateAds be made a special order

Motion:CARRIED

2006-24/5e(i)	**CUNNINGHAM/BLAIS MOVED THAT** Students' Council, upon the recommendation of Budget and Finance Committee, approve the 07/08 Budget (second reading)

Speaker's List: Cunningham, Dollansky

Motion: CARRIED

CUNNINGHAM/BUGLER MOVED THAT Item 2006-24/6c be made a special order.

ERUVBETINE OBJECTS

Motion: CARRIED

2006-24/6c	**BUGLER/CHAPMAN MOVE TO** censure Vice-President Operations and

Finance Chris Cunningham.

Speaker's List: Bugler, Shamanna, Chapman, Dollansky

Point of Order: Chapman "It is against Roberts Rules to suppose the intent"

Speaker: Point of Order not well taken

Speaker's List: Dollansky, Payne

Speaker: The topic of hours is germane

Speaker's List: Payne, Lewis, Janz, Bugler, Chapman, Kehoe, Eruvbetine

SHAMANNA/ PAYNE MOVED TO amend the motion by replacing "Vice President Operations and Finance, Chris Cunningham" with the words "Budget and Finance Committee."

Speaker's List: Shamanna

TAYNER MOVED THE previous question

Motion: CARRIED

Amendment: DEFEATED

LEWIS MOVED THE previous question

Main Motion: DEFEATED

2006-24/2   **PRESENTATIONS**

2006-24/2a   Student Groups Services Review: Draft Document, presented by VP Student Life, Omer Yusuf

KEHOE MOVED TO limit the presentation to 15 minutes

Motion: CARRIED

DOLLANSKY/ERUVEBETINE MOVE THAT Students' Council appoint (1) member to Council Administration Committee

Speaker's List: Dollansky

Dollansky nominates Kehoe; Kehoe accepts

Richardson nominates Janz; Janz declines

Speaker: Nominations are closed and Councillor Kehoe is appointed to CAC

Recess

2006-24/4   **QUESTION PERIOD**

2006-24/5   **BOARD AND COMMITTEE REPORTS**

2006-24/5a(i)   HENRY/KEHOE MOVED THAT Students' Council, upon the recommendation of the University Policy Committee, approve the Political Policy "Research" (second reading)

Speaker's List: Henry

Main Motion: CARRIED

2006-24/5a(ii)   JANZ/ HENRY MOVED THAT Students' Council, upon the recommendation of the University Policy Committee, approve the Political Policy "Capital Projects-Student Fees" (second reading)

Speaker's List: Janz

DOLLANSKY MOVED TO amend the policy by adding to point 2 to read "WHEREAS Students bear an increasing number of costs associated with their education."

Amendment: CARRIED

PAYNE/ERUVBETINE MOVED TO amend the policy by

1) replacing the words "and should not depend on" in the first clause with "other than".

2) amend clause 3 to read "WHEREAS the tenure of many students is relatively short as many would not benefit directly from current capital projects."

3) amend clause 4 by appending the words "but are not of benefit until completed".

Scott Nicol has been sponsored to speak by Councillor Payne

Speaker's List: Nicol, Kehoe

ERUVBETINE MOVED TO divide the question into 3 sections

Motion: CARRIED

Speaker's List (am1): Bugler, Power

Payne sponsored Scott Nicol

Speaker's List (am1): Nicol, Dollansky, Lewis

Amendment: DEFEATED (Show of hands)

Speaker: We'll just take it without objection that the question is being divided into 4 amendments. The 2nd amendment is therefore to "strike the 3rd WHEREAS clause.

Speaker's List: Lewis, Henry

Amendment: DEFEATED

PAYNE/ERUVBETINE MOVED TO amend the policy by amend clause 4 by appending the words "but are not of benefit until completed".

Speaker's List: Bugler

Point of Order: Justin "This amendment goes beyond anything that was ever mentioned with the principles."

Speaker: Point of Order well taken. The amendment is ruled Out of Order

PAYNE/ERUVBETINE MOVED TO amend the policy by inserting a clause 3 to read "WHEREAS the tenure of many students is relatively short as many would not benefit directly from current capital projects."

Point of Order: Justin " This has not connection to the principles that were passed on first reading. It is beyond the confines of the 2nd reading."

Speaker: Point of Order well taken. The amendment is ruled Out of Order

Main Motion: CARRIED

2006-24/5a(iii)   **DOLLANSKY/ KEHOE MOVED THAT** Students' Council, upon the recommendation of the University Policy Committee, approve the Political Policy "Involvement" (second reading)

Speaker's List: Dollansky, Eruvbetine, Henry

Main Motion: CARRIED

2006-24/6   **GENERAL ORDERS**

HENRY/PAYNE MOVED IN-CAMERA

LEWIS/ERUVBETINE MOVED EX-CAMERA

LEWIS/COURNOYER MOVED THAT Item 5f(i) be moved from LA as a special order

Motion: CARRIED

POWER/COURNOYER MOVED THAT Item 6d be moved from LA to the main agenda

Motion: CARRIED

2006-24/5f(i)   **SAMUEL/COURNOYER MOVED THAT** Students' Council, upon the recommendation of External Policy Committee, approve the Political Policy "Affordable Housing Policy (second reading)

Speaker's List: Samuel

SAMUEL MOVED TO amend the policy to expand the PSE abbreviations to "Post Secondary Education" and add apostrophes to the appropriate place of Studetns' Union

Amendment: CARRIED(Friendly)

ERUVEBETINE/NEARINGBURG MOVED TO amend the policy by removing "BE IT RESOLVED…" and adding it to all 3 points.

Amendment: CARRIED (Friendly)

YUSUF/ERUVBETINE MOVED TO amend point 2 and 3 to read "BE IT FURTHER RESOLVED…"

Amendment: CARRIED (Friendly)

BUGLER/HENRY MOVED TO amend point 2 by adding a comma between "large scale" and "one time"

Amendment: CARRIED (Friendly)

YUSUF MOVED TO amend the appending of "BE IT RESOLVED" and "BE IT FURTHER RESOLVED " POINT 2 with semicolons

Amendment: CARRIED (Friendly)

Main Motion: CARRIED

2006-24/6a   COURNOYER/DOLLANSKY MOVE THAT Students' Council create a political policy based on the following principles:

Speaker's List: Cournoyer

YUSUF/DOLLANSKY MOVED TO amend point d) by adding "of affordability" after the word "indicator"

Amendment: CARRIED

Motion: CARRIED (Referred to External Policy Committee)

2005-24/6b   ERUVBETINE MOVED THAT Students' Council adopt a Political Policy based on the following principles:

ERUVBETINE/LEWIS MOVED TO withdraw item 6b and make Item 6e a special order

Motion: CARRIED

2006-24/6e   ERUVBETINE MOVED THAT Students' Council adopt a Political Policy based on the folloing principles:

Speaker's List: Eruvbetine, Dollansky, Cournoyer, Yusuf, Bugler

YUSUF/TRAYNER MOVED THAT Point 3 be removed

Speaker: There is an objection

Amendment: DEFEATED

POWER/ERUVBETINE MOVED TO amend Section 4a by replacing all the words following International Students with "and only goes towards the cost of student services provided to internation students."

Speaker's List: Power

Amendment: CARRIED

Main Motion: CARRIED Referred to External Policy Committee

2006-24/6d   **KEHOE/POWER MOVE THAT** Students' council adopt a Political Policy based on the following principles:

Speaker's List: Kehoe, Bugler, Henry, Sumar, Kehoe

Main Motion: CARRIED Referred to University Policy Committee

LEWIS/TRAYNER MOVED TO adjourn

Motion: CARRIED