

STUDENTS' COUNCIL LATE ADDITIONS

Tuesday May 25, 2010
Council Chambers 2-1 University Hall

LATE ADDITIONS (SC 2010-03)

- 2010-03/1 SPEAKER'S BUSINESS
- 2010-03/2 PRESENTATIONS
- 2010-03/3 EXECUTIVE COMMITTEE REPORT
- 2010-03/4 BOARD AND COMMITTEE REPORTS
- 2010-03/5 QUESTION PERIOD
- 2010-03/6 BOARD AND COMMITTEE BUSINESS
- 2010-03/6b **KUSMU/SAIDANE MOVES THAT** Students' Council, on the recommendation of the Bylaw Committee, approve Bill #1 in the second reading:
Principles
1. The Vice President (Operations & Finance) be a mandatory standing member of the Grant Allocation Committee; and
2. The Vice President (Student Life) be a mandatory standing member of the Grant Allocation Committee.
- Please see document LA 10-03.01
- 2010-03/7 GENERAL ORDERS
- 2010-03/7a **FENTIMAN MOVES THAT** Students' Council adopt Bill #3 in first reading based on the following principles:
- That council recognize the World University Service of Canada Refugee Student Program Dedicated Fee Unit Board as proposed in LA 10-03.02.
 - That the distribution of WUSC funding be updated as referenced in LA 10-03.02.
- Please see document LA 10-03.02
- Please see document LA 10-03.03
- 2010-03/8 INFORMATION ITEMS
- 2010-03/8b Speaker/CRO/DRO Review Document

Please see document LA 10-03.04

2010-03/8c

Nick Dehod, President- Report

Please see document LA 10-03.05

2010-03/8d

Aden Murphy, VP External- Report

Please see document LA 10-03.06

2010-03/8e

Zach Fentiman, VP Operations and Finance- Report

Please see document LA 10-03.07

2010-03/8f

James Eastham, VP Academic- Report

Please see document LA 10-03.08

2010-03/8g

Rory Tighe, VP Student Life- Report

Please see document LA 10-03.09

- (b) are adopted, amended, or rescinded on a simple majority vote of Students' Council or the Council Administration Committee; and
 - (c) do not expire, but shall be reintroduced by the chair of the Council Administration Committee at the first meeting of each year's Students' Council.
- (4) General orders of Students' Council
- (a) are any non-procedural motions of Students' Council that do not adopt, amend, or rescind other legislation; and
 - (b) expire concurrently with the authority of the Students' Council that adopted them unless otherwise specified in the motion.

11. Standing Committee Membership

- (1) The Bylaw Committee ~~and the Grant Allocation Committee each~~ consists of seven (7) members of Students' Council.
- (2) The Grant Allocation Committee consists of
- (a) five (5) members of Students' Council;
 - (b) the Vice President (Operations and Finance); and
 - (c) the Vice President (Student Life).
- (3) The Budget and Finance Committee consists of
- (a) six (6) members of Students' Council; and
 - (b) the Vice President (Operations and Finance).
- ~~(34)~~ The Policy Committee consists of
- (a) six (6) members of Students' Council;
 - (b) the Vice President (Academic);
 - (c) the Vice President (External); and
 - (d) the Vice President (Student Life).
- ~~(45)~~ The Audit Committee consists of seven (7) members of Students' Council who are not also members of the Executive Committee.
- ~~(56)~~ The Council Administration Committee consists of
- (a) five (5) permanent members of Students' Council; and
 - (b) all members of Students' Council except the Speaker and the General Manager.
- ~~(67)~~ The Elections Review Committee consists of
- (a) five (5) members of Students' Council;
 - (b) a maximum of one (1) member from the Executive Committee; and
 - (c) the Chief Returning Officer as non-voting member.
- ~~(78)~~ The Awards Committee consists of
- (a) the Vice President (Academic) or designate;
 - (b) seven (7) undergraduate students selected annually by Students' Council; and

World University Service Canada

Student Refugee Program Board

Startup

The Student Refugee Program Board (SRPB) shall be appointed before 31 May of each year.

At a May meeting of Students' Council, the Vice President (Operations & Finance) of the Students' Union shall announce the date of the first meeting, at which the chair of the board shall be selected, and it shall be the responsibility of the chair at the first meeting to establish the dates of subsequent meetings.

Mandate

This board shall facilitate the transition of the University enrolled Student Refugee Program (SRP) student. The board is responsible for liaising with the WUSC Local Committee, WUSC Sponsorship Committee, and the University of Alberta Students' Union in order to administer the WUSC Refugee Student Program Dedicated Fee Unit.

The SRP students must be registered and attending the University and shall submit their class timetable notice to the chair of the SRPB before the first fall meeting.

Composition

The SRPB shall be composed of:

1. The SRP Coordinator of the WUSC Local Committee
2. The Vice President (Operations & Finance) of the Students' Union
3. One Councilor, appointed by the Students' Union
4. One member of the Local Committee
5. One representative of the University of Alberta administration (non-voting)

Chair

A chair shall each be selected by the SRPB at the first meeting of each year. The chair shall be responsible for moderating meetings and ensuring the business of the SRPB proceeds. The chair shall be a non-voting member and only vote in the event of a tie.

Secretary

A secretary shall each be selected by the SRPB at the first meeting of each year. The secretary shall be responsible for coordinating meetings with assistance from the chair, maintaining a SRPB member contact list, and producing agendas and minutes for each meeting of the SRPB.

Quorum

Quorum for each meeting shall consist of the chair, the SRP Coordinator, and at least two other members of the SRPB.

Finances

1. Funds shall be collected pursuant to the Students' Union Bylaw Respecting Dedicated Fees (Bylaw 6000).

2. The SRPB shall allocate from the total fee collected an amount equivalent to the current HUB 4-bedroom residence rate, to be distributed to the student in his/her first year of study for the cost of housing for the first 12 months of their stay.
3. The SRPB shall allocate 3% of the *remaining amount after the allocation in (2)* to be distributed to the WUSC Local Committee for various administrative duties throughout the year, provided that a budget for these activities is forwarded to the SRPB.
4. The SRPB shall allocate 2% of the *remaining amount after the allocation in (2)* to the WUSC SRP Contingency Fund
5. During their four year tenure, each SRP student shall receive the total amount that is collected by the dedicated fee unit during their first year of sponsorship, minus the various costs associated with 2, 3 & 4. Specifically, this amount shall be disbursed as follows (rounded to the nearest dollar):
 - i. In his/her first year: 66% of the *remaining amount after the allocation in (2)*,
 - a. the student shall receive an amount totalling to 39% of the *remaining amount after the allocation in (2)* that is dispersed in equal monthly installments for the first six months.
 - b. the student shall receive an amount totalling to 27% of the *remaining amount after the allocation in (2)* that is dispersed in equal monthly installments for the last six months.
 - ii. In his/her second year: 16% of the *remaining amount after the allocation in (2)*,
 - iii. In his/her third year: 7% of the *remaining amount after the allocation in (2)*,
 - iv. In his/her fourth year: 6% of the *remaining amount after the allocation in (2)*.
6. Where a SRP student requires more than the amount allotted in (5), or requires a different payment scheme, this shall be decided by two-thirds majority by the SRPB. The SRPB shall submit a report detailing funds dispersed at the next Students' Union Grant Allocation Committee Meeting immediately following such disbursement of funds.

Conduct of Business

The SRPB shall:

1. Ratify the selection of refugee students made by the University of Alberta WUSC Sponsorship Committee,
2. Be responsible for approving the dispersal of the WUSC Refugee Student Program Dedicated Fee Unit,
3. Collect and table at its meetings the minutes of the University of Alberta WUSC Sponsorship Committee meetings,

4. Submit a final budget to the Students' Union Grant Allocation Committee and the Vice President (Operations & Finance) no later than 31 July of the following year.
5. Submit its meeting minutes to the Students' Union Grant Allocation Committee and the Vice President (Operations & Finance), and
6. Not subsidize WUSC SRP Students for more than four years.

Meetings

The SRPB shall meet at the call of the Chair and at least once per Fall and Winter Term.

The secretary shall contact all SRPB members at least one week prior to the meeting being held.

Accessing the Contingency Fund

To access the contingency fund, a written request must be submitted to the chair of the SRPB. This request must be approved by two-thirds majority, and the beneficiary of the accessed funds must at all times be the SRP student.

The Students' Union shall not be required to follow the above process if the fund is being accessed in order to balance any discrepancy arising from the disbursement of the SRP levy.

Dismissal

Any member of the SRPB, except the Students' Union Vice-President (Operations & Finance) and the WUSC SRP Coordinator may be dismissed by a two-thirds majority vote.

In the event that an SRP Student is unable to continue their studies, future payments shall be forfeited to the WUSC Contingency Fund.

Final Report

The chair shall submit, prior to 30 April, a written final report to the Students' Union Grant Allocation Committee detailing the SRPB's activities and recommendations for the year.

Bylaw 6000

A Bylaw Respecting Dedicated Fees

Definition

1. In this bylaw, “external dedicated fee recipient” means the Alberta Public Interest Research Group, the First Alberta Campus Radio Association, the Gateway Student Journalism Society, or Student Legal Services of Edmonton.

Conditions of Receipt

2. (1) In order for an external dedicated fee recipient to receive funds from the Students’ Union reserve dedicated to its support, it must
 - (a) include in its bylaws provision for the appointment to its Board of Directors of at least one member of Students’ Council elected by Students’ Council for that purpose, as a voting or non-voting member;
 - (b) provide to the Students’ Union Audit Committee
 - i. a budget illustrating how funds received from the Students’ Union reserve will be spent during the coming year,
 - ii. its audited financial statements from the previous fiscal year,
 - iii. evidence of compliance with all contracts with the Students’ Union,
 - iv. evidence that they are fulfilling their mandate as described under this bylaw, and
 - v. such other information as may be required by the Audit Committee to determine whether it is fulfilling its mandate under this bylaw; and
 - (c) be fulfilling its mandate under this bylaw.
- (2) No funds shall be disbursed to an external dedicated fee recipient from the Students’ Union reserve dedicated to its support until such time as the Students’ Union Audit Committee has approved this disbursement.
- (3) Where an external dedicated fee recipient is in compliance with the conditions set out in §2.1, the Audit Committee shall approve the disbursement of funds to that external dedicated fee recipient by August 31 of that fiscal year or within four weeks, whichever is later.

- (4) Audit Committee may postpone its disbursement decision if:
- (a) there are any new inconsistencies or breaches from past years with the documents required during the relevant time period, and
 - (b) those new inconsistencies or breaches have not been rectified.

Mandates

3. (1) The mandate of the Alberta Public Interest Research Group is
- (a) to allow undergraduate students to work on public policy issues through undergraduate directed research, education, and action initiatives;
 - (b) to develop, advertise, and implement a procedure by which undergraduate students wishing to have their contributions to the Alberta Public Interest Research Group fund refunded to them may do so; and
 - (c) to develop and implement policy on
 - i. granting funds to undergraduate students to allow them to work on public-policy research, education, and action initiatives;
 - ii. an appeals process for undergraduate students pursuant to i.;
 - iii. addressing conflicts-of-interest; and
 - iv. ensuring proper expenditure of funds granted.
- (2) The mandate of the First Alberta Campus Radio Association is to operate an FM radio station that includes a University of Alberta focus.
- (3) The mandate of the Gateway Student Journalism Society is
- (a) to publish at least fifteen issues of the *Gateway* during each Fall or Winter term;
 - (b) to offer advertising rates discounted by at least ten percent to the Students' Union and registered student groups;
 - (c) to develop, advertise, and implement actions to resolve complaints about the editorial policy of the *Gateway* and its staff; and

- (d) to devote a portion of any budget surplus to providing scholarships for undergraduate students.
- (4) The mandate of Student Legal Services of Edmonton is to assist undergraduate students not enrolled in Augustana Faculty and members of Edmonton's low-income community with legal issues, free of charge.

The Access Fund

4. (1) There shall be an Access Fund endowment, consisting of
- (a) ten percent of the funds allocated to the Access Fund each year; and
 - (b) all revenues generated from the investment of the Access Fund endowment.
- (2) During the first year in which revenues generated from the investment of the Access Fund endowment exceed those Students' Union fees allocated to the Access Fund, Students' Council shall review the existence of the fee dedicated to the Access Fund.
- (3) Every undergraduate student shall have the opportunity to receive a refund of the portion of his/her Students' Union fee dedicated to the Access Fund.
- (4) The portion of the Access Fund that is neither added to the endowment nor spent on administrative purposes shall be disbursed to undergraduate students in the form of needs-based bursaries.

The Campus Recreation Enhancement Fund

6. (1) The Campus Recreation Enhancement Fund shall be distributed to undergraduate students, student groups, and for the purpose of ensuring that programs, equipment, and facilities offered by the University of Alberta's Campus Recreation remain of high quality, diverse, convenient, accessible, and affordable to undergraduate students not enrolled at Augustana Faculty.
- (2) Funds from the Campus Recreation Enhancement Fund shall not be used for
- (a) funding projects that are receiving other Students' Union funding;
 - (b) transportation;
 - (c) supplementing University of Alberta staff wages;
 - (d) awards; or

- (e) volunteer appreciation.
- (3) Not more than one quarter of the funds available in the Campus Recreation Enhancement Fund in any one year shall be allocated to any one project or recipient.
- (4) The Campus Recreation Enhancement Fund shall be allocated on an annual basis and shall not be allocated to commitments extending beyond one year from the time of granting.
- (5) Recipients of funding from the Campus Recreation Enhancement Fund shall be required to provide to the Students' Union receipts or other proof that the funds granted were used for the purposes for which they were intended.

The Golden Bear and Panda Legacy Fund

- 8. (1) The Golden Bear and Panda Legacy Fund shall be distributed to University of Alberta varsity athletic teams and the Athletics Department for the purposes of
 - (a) saving and stabilizing varsity athletic teams; and
 - (b) the promotion of varsity athletics.
- (2) Recipients of funding from the Golden Bear and Panda Legacy Fund shall be required to provide to the Students' Union receipts or other proof that the funds granted were used for the purposes for which they were intended.

The Refugee Student Fund

- 9. (1) The Refugee Student Fund shall be used for the support of four undergraduate refugee students at the University of Alberta selected by the World University Service of Canada Refugee Student Sponsorship Committee and consisting of
 - (a) one refugee student in his/her first year of study;
 - (b) one refugee student in his/her second year of study;
 - (c) one refugee student in his/her third year of study; and
 - (d) one refugee student in his/her fourth year of study.
- (2) Not more than three percent of the funds available in the Refugee Student Fund in any one year shall be used for administrative purposes.

- (2) Sixty-six percent of the Fund's annual revenues shall be disbursed to the refugee student in his/her first year of study.
- (3) Sixteen percent of the Fund's annual revenues shall be disbursed to the refugee student in his/her second year of study.
- (5) Seven percent of the Fund's annual revenues shall be disbursed to the refugee student in his/her third year of study.
- (6) Six percent of the Fund's annual revenues shall be disbursed to the refugee student in his/her fourth year of study.

First Reading	2005-04-05
Second Reading	2005-04-12
Implementation	2005-05-01
Updated	2006-08-22
Updated	2007-02-13
Updated	2009-11-03

Bylaw 3000
A Bylaw Respecting Students' Union Finances

Fiscal Year

1. The fiscal year of the Students' Union lasts from May 1 until the following April 30.

Audit

2. (1) The Students' Union's financial statements shall be audited annually by a qualified accountant.
- (2) Students' Council shall approve each fiscal year's audited financial statements before the conclusion of the ensuing fiscal year.

Reserves

3. (1) Students' Union reserves are
 - (a) the General Operations Reserve,
 - (b) the Capital Equipment Reserve,
 - (c) the Building Reserve,
 - (d) the Sponsorship Reserve,
 - (e) the Elections Reserve,
 - (f) the Student Refugee Fund,
 - (g) the CJSR-FM88 Fund,
 - (h) the Student Involvement Endowment Fund,
 - (i) the Golden Bear and Panda Legacy Fund,
 - (j) the Campus Recreation Enhancement Fund,
 - (k) the Access Fund,
 - (l) the Student Legal Services of Edmonton Fund,
 - (m) the Alberta Public Interest Research Group Fund, and
 - (n) the Gateway Student Journalism Fund.
- (2) The General Operations Reserve shall be used for the operations of the Students' Union as provided for in the operating budget.
- (3) The Capital Equipment Reserve shall be used for the purchase and replacement of Students' Union capital equipment.
- (4) The Building Reserve shall be used for the enhancement of facilities controlled by the Students' Union.
- (5) The Sponsorship Reserve shall be used for the support of such Students' Union activities as may be identified in the operating budget as requiring sponsorship support.
- (6) The Elections Reserve shall be used to support Students' Union endorsed political campaigns related to municipal, provincial, and federal elections.

- (7) The Student Refugee Fund shall be used for the support of those students selected as participants in the World University Service of Canada Student Refugee Sponsorship Program.
- (8) The CJSR-FM88 Fund shall be used for the support of the First Alberta Campus Radio Association.
- (9) The Student Involvement Endowment Fund shall be used for the support of the awards provided by the Awards Committee.
- (10) The Golden Bear and Panda Legacy Fund shall be used for the support of University of Alberta varsity athletics.
- (11) The Campus Recreation Enhancement Fund shall be used for the support of University of Alberta Campus Recreation programs.
- (12) The Access Fund shall be used for the support of undergraduate University of Alberta students requiring financial assistance.
- (13) The Student Legal Services of Edmonton Fund shall be used for the support of Student Legal Services of Edmonton.
- (14) The Alberta Public Interest Research Group Fund shall be used for the support of the Alberta Public Interest Research Group.
- (15) The Gateway Student Journalism Fund shall be used for the support of the Gateway Student Journalism Society.
- (16) Except as otherwise provided in Students' Union bylaw, Students' Council retains the sole authority to transfer or spend money in a Students' Union reserve.

Form of Operating Budget

4. (1) The Students' Union's operating budget shall take the form of the level of revenue and expenditure for each Students' Union operational unit.
- (2) The Students' Union operating budget shall include an allocation of not more than fifty thousand dollars per year, designated the Projects Allocation, to be used for projects that may arise over the course of the fiscal year.
- (3) The Students' Union's operating budget shall include an allocation of thirty thousand dollars per year, designated the Contingency Allocation, to be used for vital and unforeseen expenditures that may arise over the course of the fiscal year.

- (4) Except as otherwise provided for by Students' Union legislation, no person has the authority to make any expenditure of Students' Union funds or to seek actively to raise any revenue not contemplated in the operating budget.

Allocation Spending Authority

5. (1) Students' Council has the authority to approve expenditures from the Projects Allocation.
- (2) The Executive Committee has the authority to approve expenditures from the Projects Allocation of not more than five thousand dollars for any single purpose.
- (3) The Executive Committee has the exclusive authority to approve expenditures from the Contingency Allocation.

Budget Process

6. (1) Students' Council shall approve an operating budget before the beginning of each fiscal year.
- (2) In the event that Students' Council does not approve an operating budget before the beginning of a fiscal year, that fiscal year's operating budget shall be identical to the previous year's operating budget until Students' Council does approve an operating budget.
- (3) Students' Council shall approve a set of budget principles dictating the priorities to be enshrined in the operating budget prior to the approval of each operating budget.
- (4) A budget process shall be set out in standing orders of Students' Council.

Fees

7. (1) The Students' Union's operating budget shall include the level of the base Students' Union membership fee.
- (2) The base Students' Union membership fee shall not fluctuate by more than fifteen percent from year to year
- (3) In addition to the base Students' Union membership fee, Chair of Audit Committee shall maintain a schedule of dedicated fees to be collected.
- (4) The fees on the schedule shall be divided into Class A Fees, Class B Fees, Class C Fees, and Class D Fees.
- (5) Class A Fees may be amended or abolished only by

- (a) Students' Council, or
 - (b) referendum.
- (6) Class B Fees may be amended or abolished only by
- (a) a joint resolution of Students' Council and one other body, specified in the schedule; or
 - (b) referendum.
- (7) Class C Fees
- (a) shall include fees established after September 2009 and may only be amended or abolished by
 - i. Students' Council; or
 - ii. referendum;
 - (b) shall include Class A fees that are being increased beyond its current rate of change as per the schedule; and
 - (c) shall exclude:
 - i. the Students' Union membership fee;
 - ii. the Access Fund fee; and
 - iii. any fee that is implemented for the direct purpose of paying a bond or mortgage which was approved by Students' Council.
- (8) Class D Fees
- (a) shall include fees established after September 2009 and may only be amended or abolished by
 - i. a joint resolution of Students' Council and one other body, specified in the schedule; or
 - ii. referendum; and
 - (b) shall include Class B fees that are being increased beyond its current rate of change as per the schedule;
- (9) Class C Fees and Class D Fees shall
- (a) implement an unconditional online opt-out for the total amount of the fee;
 - (b) be reaffirmed by majority support for the total amount of their fee by campus-wide referendum at least once every five (5) years.
- (10) Unless otherwise specified in the schedule, all fees in the schedule increase annually at a rate equal to the Consumer Price Index for the province of Alberta.
- (11) Each Class A Fee, Class B Fee, Class C Fee, and Class D Fee listed on the schedule shall be allocated to a reserve specified in the schedule.

- (12) the schedule shall stipulate whether each fee is payable by students enrolled at Augustana Faculty
- (13) The Students' Union shall not allow for the introduction of a dedicated fee unit unless:
 - (a) undergraduate students' at the University of Alberta are the direct and primary beneficiaries, or
 - (b) the purpose of the fee is to eliminate obstacles for undergraduate students in pursuit of a post-secondary education at the University of Alberta.

Loans

8. Except as otherwise noted in Student Union bylaw, the Executive Committee has the exclusive authority to approve loans of Students' Union funds.

Contracts

9. A contract shall require the approval of Students' Council where
 - (a) the term of the contract exceeds one year;
 - (b) there are no means by which the Students' Union may cancel the contract on six months notice or less; and
 - (c) the contract requires of the Students' Union a financial commitment exceeding five thousand dollars in any one year or twenty-five thousand dollars in aggregate.

Signing Authority

10. All cheques and contracts, excepting cheques issued to individuals selling items on consignment through the Students' Union, must be signed by at least one of the Vice President (Operations and Finance) or the President.

Feb 9/10

March 24/09

Sept 9/08

Apr. 10/06

March 21/06

April 12/05 – Implemented May 1/05

April 5/05 – Implemented May 1/05

Schedule to Bylaw 3000 Respecting Students' Union Finances

Class A Fees				
<i>Reserve</i>	<i>Level</i>	<i>Indexing</i>	<i>Augustana</i>	<i>Limit</i>
Access Fund	F: \$17.02 P: \$17.02 S: \$7.48	Average Cost	Yes	Tuition from 2010/2011
Class B Fees				
<i>Reserve</i>	<i>Level</i>	<i>Indexing</i>	<i>Augustana</i>	<i>Joint Consent</i>
Refugee Student Fund	F: \$0.43 P: \$0.43 S: \$0.00	CPI	Yes	World University Service of Canada Refugee Student Sponsorship Committee
CJSR-FM Fund	F: \$1.89 P: \$0.68 S: \$0.00	CPI	No	First Alberta Campus Radio Association of Directors
Golden Bear and Panda Legacy Fund	F: \$3.79 P: \$3.79 S: \$0.00	CPI	No	University Athletics Board of the University of Alberta
Campus Recreation Enhancement Fund	F: \$3.53 P: \$3.53 S: \$3.53	CPI	No	Recreation Action Committee of the University of Alberta
Student Legal Services of Edmonton Fund	F: \$0.65 P: \$0.65 S: \$0.00	CPI	No	Student Legal Services of Edmonton Board of Directors
Alberta Public Interest Research Group Fund	F: \$3.06 P: \$1.52 S: \$0.00	CPI	No	Alberta Public Interest Research Group Board of Directors
Gateway Student Journalism Fund	F: \$3.09 P: \$3.09 S: \$0.39	CPI	No	Gateway Student Journalism Society Board of Directors

March 24/09

Sept 9/08

Apr. 10/06

March 21/06

April 12/05 – Implemented May 1/05

April 5/05 – Implemented May 1/05

Reserve: This is the reserve to which the fee is allocated, in accordance with Section 7 (8) of The Bylaw Respecting Students' Union Finances.

Level: This indicates the level of the fee, in accordance with Section 7 (3) of the Bylaw Respecting Students' Union Finances.

- "F" indicates the fee payable by each full-time student per Fall or Winter Term;
- "P" indicates the fee payable by each part-time student per Fall or Winter Term; and,
- "S" indicates the fee payable by each student per Spring or Summer Term.

Indexing: This is the indexing provision of the fee.

- "CPI" denotes that the fee is indexed in accordance with Section 7 (7) of the Bylaw Respecting Students' Union Finances.
- "Tuition" denotes that the fee increases each year at the same rate as the increase in tuition and non-tuition fees charged by the University of Alberta.
- "Average Cost" denotes that the fee "F" and "P" shall be equivalent to the budgeted administrative costs for the following fiscal year and the average of the total monies dispersed and net transfers to the fund over the previous three (3) fiscal years, pro-rated on a per-student basis. Spring/Summer Fees (S) shall be equivalent to 44% of F.

Augustana: This indicates whether or not the fees are assessed to students at Augustana Faculty in accordance with Section 7 (9) of the Bylaw Respecting Students' Union Finances.

- "Yes" denotes that students at Augustana Faculty are assessed the fee at the same rate as all other undergraduate students.
- "No" denotes that this fee is not assessed to students at Augustana Faculty.

Limit: This indicates the maximum level of the fee.

- "Tuition from 2010/2011" denotes the fee shall never exceed the Access Fund Fee in 2010/2011 indexed to tuition.

Joint Consent: This identifies the body which must consent to the amendment of the fee, as set out in Section 7 (6) of the Bylaw Respecting Students' Union Finances.

March 24/09

Sept 9/08

Apr. 10/06

March 21/06

April 12/05 – Implemented May 1/05

April 5/05 – Implemented May 1/05

May 19, 2010

To: Craig Turner, Chair, Council Administration Committee

Thomas L'Abbe, Chair, Elections Review Committee

Cc: Steven Dollansky, Speaker of Students' Council

Re: CRO/DRO/Speaker Report

Dear chairs,

At the March 23, 2010 meeting of Students' Council, I was directed to review the wages of the CRO, DRO, and the Speaker of Students Council.

I am pleased to report that this review has been completed and a final draft is attached for your respective committees to discuss.

Yours,

Zach

Executive Summary

This report is intended to guide the Council Administration Committee and the new Elections Review Committee in the administration of Students' Council's hired officers. At the March 23, 2010 meeting of Students' Council, this report was commissioned.

A survey was conducted of past Speakers, CROs, and DROs in order to inform the review. There were three speaker respondents, five chief returning officer respondents, and six deputy returning officer respondents.

The review also makes use of comparator information acquired from other student organizations (see appendix H); however, many organizations did not provide information on request, so the data should be viewed circumspectly. It is interesting to note the wide variety of methods employed by the various organizations that provided information. Also see a summary of the honorarium levels for two of the three positions (CRO and DRO positions only—Speaker information was unavailable) from the past ten years at the University of Alberta Students' Union (see appendix I).

What is a Job Description?¹

Job descriptions (see appendix D – F) are written statements that describe the:

- duties,
- responsibilities,
- most important contributions and outcomes needed from a position,
- required qualifications of candidates, and
- reporting relationship and coworkers of a particular job.

Job descriptions are based on objective information obtained through job analysis, an understanding of the competencies and skills required to accomplish needed tasks, and the needs of the organization to produce work.

Job descriptions clearly identify and spell out the responsibilities of a specific job. Job descriptions also include information about working conditions, tools, equipment used, knowledge and skills needed, and relationships with other positions.

The best job descriptions are living, breathing documents that are updated as responsibilities change. The best job descriptions do not limit employees, but rather, cause them to stretch their experience, grow their skills, and develop their ability to contribute within their organization.

¹ humanresources.about.com

Recommendation: Standardize the formatting of job descriptions for the Speaker, CRO, and DRO positions.

The three job descriptions are formatted vastly differently from each other (see appendix D – F) and should all follow the same convention. Chairs of relevant committees should work with the Personnel Manager to update/standardize these documents.

What is an Employment Contract?²

An employment contract (see appendix G) is a written legal document that lays out binding terms and conditions of employment between an employee and an employer. An employment contract generally covers:

- an overview of job responsibilities,
- reporting relationships,
- salary,
- benefits,
- paid holidays,
- paid vacation,
- paid sick leave,
- paid time off (PTO),
- sales commissions,
- bonus pay potential and how bonus is determined,
- profit sharing and how profit sharing is determined,
- stock options and stock buy-back provisions,
- employment contract signing bonus,
- phone allowance,
- car and travel allowance, and
- moving and transition expenses,
- any additional negotiated perks,
- details of employment termination including cause, severance package, and notice.

Depending on the position the employment contract defines, the employee may be required to sign a non-disclosure agreement (something the Students' Union would require of the three positions reviewed in this report) and/or a non-compete agreement.

At the Students' Union, job descriptions are appended as a schedule to the employment contract and are referred to within the employment contract itself. By Bylaw 3000 (Respecting

² humanresources.about.com

Students' Union Finances) §10, contracts must be signed by at least one of the Vice President (Operations and Finance) or the President; however, we recommend considering that the chairs of respective committees also be signatories on any employment contracts for the Speaker, CRO, or DRO(s). After an employment contract is signed, the Personnel Manager is informed and processes the employment.

Chief Returning Officer

The chief returning officer position currently receives an honorarium of \$6,667.50.

Recommendation #1: Consider implementing an annual review of the CRO job description and updating the CRO's contract.

Generally, the survey responses indicated that the job responsibilities are fairly clear as currently stated. Bylaw 2000, the employment contract, year-end reports, and a "task list" are the primary sources of job responsibility information for the position. However, it is unclear when/how the job duties are reviewed. We recommend that the CRO job description and current version of the basic CRO contract be added as an appendix to the Elections Review Committee's standing orders in order to be annually reviewed. The contract itself also stipulates that the CRO reports to the President in the execution of some duties—this is likely to put both positions in a conflict-of-interest situation. While the CRO needs to *liaise* with the President in order for access to the university's mailing list (the Registrar designates the President alone with the responsibility for appointing delegates that may access student information), the CRO should not be stated to *report* to the President. It is recommended that the CRO reports to the ERC, much in the same fashion that the Speaker reports to CAC and Students' Council.

Recommendation #2: Clarify hourly job requirements.

The survey also indicated that the hourly requirement was unclear and varied significantly during the time of year. We recommend that the hourly job requirements be better clarified by describing the month-to-month workflow of the positions (outlining the "ebbs and flows" of tasks). Notably, it is difficult to predict the level of intensity dictated by the number of candidates that run in a given election season.

Recommendation #3: Consider increasing the honorarium of the Chief Returning Officer.

The survey also indicated that while most CROs felt the work was rewarding and provided good experience, the remuneration was perceived as fairly low. It was suggested by one respondent that the CRO be compensated at a level comparable to other student employees within the organization—but it is unclear which student positions are most comparable. Almost all respondents clearly recommended a pay increase for the CRO position is warranted. One respondent suggested that the CRO should be offered administrative support for the completion of mundane tasks. We recommend that the payment schedule be adjusted to reflect the actual hourly commitment of the given period of time (i.e. higher proportion delivered in February/March than in December/January, for example). Any change in honorarium of the CRO should also be updated in the employment contract. It is also worth considering tying an annual base increase to the overall staff increase of unionized staff at the Students' Union.

Recommendation #4: Consider having the Elections Review Committee manage the CRO hiring process and annual review of elections staff job descriptions and contracts.

As was referred to in the previous recommendations, it is advisable that the Elections Review Committee extend its mandate to manage the hiring process of the CRO and elections staff job descriptions and honoraria review (thereby relieving CAC of some of its responsibility for these processes). It is also recommended the CRO report to the ERC rather than the President as is currently stipulated in the employment contract.

Deputy Returning Officer

The deputy returning officer position currently receives an honorarium of \$2,000.00.

Recommendation #1a: Consider making the most commonly preferred DRO staffing level permanent.

In a given year, it is at the CRO's discretion how they go about hiring DROs. We report in the past ten years the typical DRO staffing level be anywhere from one to three people, with two being the most commonly used configuration.

It is clear from the survey that many people felt that hiring two DROs should be sufficient in most, if not all, cases. Further, designating one DRO responsible for marketing and logistics and the other for human resources appears to be a combination that has worked well in the past. Therefore, we recommend that the elections office at the baseline be staffed by the CRO, a DRO (Marketing & Logistics), and a DRO (Human Resources).

Recommendation #1b: Develop and maintain clear job descriptions and update employment contracts for each of the two DRO roles.

The survey indicated that job responsibilities were largely up to the CRO's discretion and in a given year could be unclear. Along with the prior recommendation, it is essential to develop and maintain clear job descriptions for each of the two DRO roles. This could be an annual process conducted by the CRO and the Elections Review Committee. The job descriptions and contracts should be added as an appendix to ERC's standing orders to ensure the committee annually reviews them. It is also recommended that training manuals be developed and provided for these positions.

Recommendation #2: Clarify hourly job requirements.

The survey indicated that the hourly requirements varied based on the elections schedule—but that hourly requirements were generally unclear and volatile. Akin to the recommendation for the CRO, we recommend that the hourly job requirements be better clarified by describing the month-to-month workflow of the positions (outlining the “ebbs and flows” of tasks). Again, note it is difficult to predict the level of intensity dictated by the number of candidates that run in a given election season.

Recommendation #3: Consider increasing the honorarium of the DRO.

Most DRO respondents indicated that an honorarium increase is warranted for the positions. We also recommend that the payment schedule be adjusted to reflect the actual hourly commitment of the given period of time (i.e. higher proportion delivered in February/March than in December/January, for example). It is also worth considering tying an annual base increase to the overall staff increase of unionized staff at the Students' Union.

Speaker

The speaker is currently receives an honorarium rate of \$166.00 per council meeting (expected 26 meetings/year = \$4,316.00).

Recommendation #1: Update the Speaker's job description.

The speaker's job description on file (see Appendix F) was last updated in February 1999. It is recommended that the Council Administration Committee consider updating the job description to reflect current and expected duties of the position. It would also be recommended that the Speaker's JD be added as an appendix item to CAC's standing orders, to ensure an annual review is conducted.

Recommendation #2: Consider implementing an employment contract to better outline the role, responsibilities, and expectations of the position.

The CRO/DRO positions are enter into an employment contract that also dictates job responsibilities and hourly requirements—it is recommended that CAC maintain such an agreement in order for clarity of expectations on both the side of the speaker and Students' Council.

Recommendation #3: Consider restructuring the payment schedule to better reflect responsibilities of the Speaker outside of preparing and chairing council meetings.

The respondents indicated that the workload outside of preparing and chairing council meetings varied on the individual in the position and the demands of the council. Most indicated that the remuneration seemed overall fair, and that the work was rewarding and provided good experience. However, it does seem that the honorarium should be investigated to reflect the overall efforts of the speaker (perhaps converting it to a monthly honorarium, rather than per meeting). If, while updating the job description, council decides to add significant duties to the position, it is recommended that remuneration levels be updated as well. It should be noted that significant time requirements such as council retreat or introductory committee meetings do not appear to be considered in the current compensation scheme of the speaker; therefore, council could consider a modest honorarium increase to compensate for these time-consuming duties. It

is also worth considering tying an annual base increase to the overall staff increase of unionized staff at the Students' Union.

DRAFT

Q1: Did you feel the job responsibilities were clear?

Respondent #1 Yes. The CRO job, as it was advertised, was fairly clear with respect to what the CRO is expected to do. What was unclear were the expectations related to the amount of time that was required to complete those tasks.

Respondent #2: Yes.

Respondent #3: Yes.

Respondent #4: Bylaw 2000 outlines a number of the broader tasks of the CRO, but what benefited me the most is a month-by-month comprehensive guide of tasks to perform that my predecessor put together. It can be challenging in that the position is arguably the most isolated from the rest of the organization (understandably so). Many of my stresses came from having issues come up that should have been dealt with months earlier but that neither myself nor the DROs would have ever thought of. I think the best way to combat this is to continue to grow this "task list" I mentioned in the hopes that eventually virtually every task will be mentioned in it. One thing I found odd is that when I took the position of CRO, the position is mentioned in bylaw as reporting directly to Students' Council, and could only be removed by Students' Council. However, I was also required to sign an employment contract indicating, in part, that the CRO would perform tasks as designated by the President. I'm not sure if that contract still exists in current CROs, but I'm not sure what mess we would be in if one side was terminated and not the other (e.g. the employment contract was terminated but Council refused to carry a motion to remove). I'm also not sure it is appropriate to have the CRO report to an elected official (who could very well choose to run for re-election).

Respondent # 5: I felt that the overarching responsibilities of the job were very clear, but the subtle nuances that the CRO has to deal with were not outlined as well. Because the job is so multi-faceted in dealing with things like marketing, HR, candidate relations, tech, etc. it is difficult to keep track of every responsibility the CRO is meant to handle. This, I think, needs to be outlined more clearly in the job position.

Q2: How many hours were you expected to work per week?

Respondent #1: This was never clearly stated anywhere. The job description (though not explicitly) communicated that the CRO was expected to put in as many hours as needed to get the job done. Some weeks this meant spending 2 hours total to stay on top of email messages, other weeks it meant I was on campus at 7am and didn't leave until 10pm during the week - and I was also coming into work on the weekends.

Respondent #2: As many as it took. This ranged from a few hours a week in the summer, to more than 40 hours during election time. Basically, whatever it took to do a good job.

Respondent #3: It was unclear. The majority of the year it was only a few hours (average 10 hours in the office per week) but in January, February, and March the hours were considerably higher (ranging from 30 - 70 hours per week).

Respondent #4: While there is no direct supervisor to this position and therefore little oversight, the number of hours required to work is really dictated by how much there is to do. At the beginning of my term, we had a very large by-election (30+ candidates) that required much more work than the average. The general elections I would consider to have taken a normal amount of time. Roughly, I believe my hours were: July-August: ~20 hours/week; September: ~30 hours/week; October-December: ~20 hours/week; January: ~40 hours/week; February-March: ~60 hours/week; and April: ~20 hours/week.

Respondent #5: The job of CRO is extremely variable throughout the year. In the summer I worked approximately 10 hours per week; in September during the by-election I was working about 30 hours per week; October - December approximately 15 hours per week; January - March approximately 30-40 hours per week. The amount of hours I put in, I feel, is above what was expected for the position, but was nonetheless necessary to carry out the job well. I think the expected number of hours needs to be increased when doing salary calculations.

Q3: Did you feel you were fairly compensated based on the job responsibilities and number of hours worked per week?

Respondent #1: Back in the day the CRO got ~\$4K a year. I calculated that due to the hours I put in this meant I was making less than minimum wage at the time. I made the recommendation on my way out that the CRO wage be increased to \$6K, this was passed in the following years budget and I believe is the current rate. This recommendation was based on my rough estimate of the number of hours the CRO put in over the year, and the assumption that the CRO should be paid at the same rate as service directors/AVPs/etc., which at the time was about \$12/hour.

Respondent #2: To be honest, I don't remember how much I was paid. I don't recall being too worried about it so I don't think it was that big of a concern. The reason I applied for the job was for experience and because I wanted to do it, not for the money. I believe the money was on the lower end of my expectations, but the fringe benefits of having my own office and personal computer on campus during my fourth year made up for it. I definitely do not regret taking the job, that is for certain.

Respondent #3: No, when calculating the hourly equivalent and maxing out weekly hours worked at 40 hours the pay was still below minimum wage.

Respondent #4: Absolutely not. This position is without a doubt in my mind the most underpaid position in the organization. Doing some rough math based on the hours above I put my hourly wage at about \$5/hour, keeping in mind that I received a more than 30% increase from the prior year's salary. I'm not suggesting that the CRO wage should be lavish in any sense, but I find it interesting that so often we recruit people for CRO that are relative outsiders to the organization (myself included). I attribute this to the fact that when I ask most people within the organization whether they would ever consider the position, I tend to often get responses to the tune of "not now that I know how immensely much work it is."

Respondent #5: The work I undertook as the CRO was very rewarding, but I was not fairly compensated based on the hours and responsibilities faced during the year. During the elections, our poll clerks and poll captains (paid at \$9/hour and \$10/hour respectively), made almost more in a month than myself, and sometimes more than the DROs. This grossly demonstrates how the year-long elections staff find themselves underpaid, and can dampen morale.

Q4: Do you have any comments or recommendations?

Respondent #1: The CRO should be remunerated at the same rate as other SU staff that hold similar managerial positions - compare the CRO hourly wage to that of the OVC who similarly holds one large event that involves lots of planning, or to the Service Directors. At the time, 3 years ago, \$6K seemed very reasonable; however, with the switch to online voting, perhaps the CRO is putting in fewer hours and this amount is now excessive. Also, compare to other Universities to see how much their CROs make and the scope of their responsibilities.

Respondent #2: One thing I would add is that in response to the DRO position, although I never was one, I can say that they were adequately compensated in relation to the CRO. I don't remember the ratio exactly but in my year, I made sure that their workload was appropriate. I probably took more on because I was higher paid.

Respondent #3: The salary should be increased; however, as the job has changed quite a bit with online voting, the work hours required have dropped moderately around the election themselves, but it has very little affect on the total number of hours worked.

Respondent #4: I see two ways to correct this issue, and I think a little bit of both would be ideal. Firstly, the CRO needs a reasonable pay increase. Even if someone is passionate about this position, they are still students and need to make enough money to pay expenses and student loans, etc. and when they can find a job that can pay them two to three times more of an hourly wage than the CRO position, this just isn't going to cut it. Secondly, additional dedicated administrative support needs to be provided to the office of the CRO. Not only will taking work off the CRO effectively raise their hourly rate, but it may also make the position more desirable to students who are uncomfortable devoting more than a full-time work equivalent in the Winter months while also attending school. I don't mean that we should be cutting the DROs as I feel that they play critical roles, but there is plenty of administrative work that can be done that is apolitical and completely administrative in nature, and would benefit from the institutional memory of a permanent administrative assistant -- something the CRO really doesn't have the luxury of right now.

Respondent #5: My full set of comments and recommendations are in my final report. For now, I feel that the salary paid out to the CRO, and especially to the DROs, must be increased to fairly reflect the amount of and type of work undertaken. This will be important as the SU struggles to find a CRO for the 2010/11 year and competes with other on-campus positions that are less "stressful."

Q1: Did you feel the job responsibilities were clear?

Respondent #1: The job responsibilities were extremely vague. In applying for the job I thought I had a strong understanding of what duties I would be performing. However, there was some distortion when I actually began working. A document explicitly outlining the job responsibilities should be provided with a less generic description of the responsibilities. Another difficulty is that the CRO is able to choose how many DROs they feel are necessary and what their roles are. My advice is to always have two DROs (there is no need for more, and less would be difficult) with specific, official titles. There should always be one DRO for Marketing and one DRO for Human Resources. In this fashion, the job responsibilities of each position won't change every year and the CRO will not have the additional responsibility of deciding what roles each DRO should have.

Respondent #2: Yes and no. It was up to the CRO to delegate the responsibilities to the DROs.

Respondent #3: The CRO identified the roles and responsibilities of the three DROs she had supporting her. In the odd situation where I was unsure of how to proceed or how to interpret the election bylaws I would consult with her for direction, though I did reserve the right to exercise my personal judgment in situations that required an immediate response (I did not have to do so often, but there were occasions).

Respondent #4: Yes.

Respondent #5: I feel as though my prior knowledge of what the position entailed, combined with the CRO's guidance, helped make the job responsibilities clear. What little institutional knowledge there is regarding DROs was also helpful, but lacking.

Respondent #6: Yes.

Q2: How many hours were you expected to work per week?

Respondent #1: We were informed that originally we would have very few hours a week—anywhere from 2 - 10 hours (we had to have at least two hours of office hours a week beginning in January). Then in expectation of an increased workload the hours would increase to about 10-30 hours a week. However, at the end of February and beginning of March the hours easily surpassed 30/wk including late nights, early mornings, and weekends.

Respondent #2: As many as required depending on the deadline, but generally under 10 hours a week. This ramped up considerably especially during campaign season and the election days (which were 12-14 hour days).

Respondent #3: This was dependant on our respective roles and responsibilities as identified by the CRO. As DRO for Operations, it was understood that I would have limited duties early on in the campaign, while there would be a significant time commitment during the actual voting days. This is reasonable expectation for people who occupy these positions of authority.

Respondent #4: It varied significantly with the progress of the elections.

Respondent #5: My hours varied, depending on the month. I worked anywhere from 5-10 hr/wk in January, but as the elections drew closer, those numbers increased. I worked over 100 hours in February and approx. 150 hours in March.

Respondent #6: It varied. I think about 15.

Q3: Did you feel you were fairly compensated based on the job responsibilities and the number of hours worked per week?

Respondent #1: Not at all. In taking the job I knew the compensation was poor - breaking down the salary over the expected hours indicated roughly around \$9.00/hr. This wasn't great but because of the opportunity to get involved with the Students' Union and a chance to enhance my resume, I took the job. Considering how many hours were worked - in the office and at home - the daily stresses of the elections themselves, and the effort of balancing school (5 engineering classes) and work, the small amount of money wasn't worth it. The CRO encouraged me to become the CRO for next year and based on the salary and high workload I turned it down without taking any time to reconsider. For a student with strong time management, the elections managed to take over my life for nearly a month. When the CRO said we may want to defer our midterms I never gave it a second thought when I decided not to. However, it is difficult to set school as a priority when the elections have so many regulations (e.g. *this* must be accomplished within 12, 24, 48, or 72 hours) that must be taken care of each day.

Respondent #2: Not really. It averaged to around 8-9 dollars/hour and probably less if I do some more serious calculations.

Respondent #3: I do not recall clearly, but I certainly did not feel as though I was under-compensated for my time. It was useful experience. More often than not, I found any problems derived from personal clashes, not from time commitments or questions of compensation (though it may be the excuse, I rarely felt compensation was the source of disagreements).

Respondent #4: Yes.

Respondent #5: No. I think that a full pay-cheque in December, when our duties are almost non-existent compared to the time commitments required for February and March are drastically skewed. In general, I don't think that our pay was reflective of the amount of time and effort that went into making the elections a success.

Respondent #6: The pay was an honorarium of \$1000.00 This was a bit low given the actual position was approximately 4 months long.

Q4: Do you have any comments or recommendations?

Respondent #1: 1. Split up the salary differently, especially if it isn't increased. Concentrate the bulk of the salary for the months of February and March so that it feels like there is better compensation for the amount of effort put in. 2. Combine the two elections - from a marketing perspective it will cut costs from having to advertise for two elections. This money could then be used to promote the elections in a more exciting fashion or better compensation for the CRO and DROs. As well, it would help resolve the problem of voter apathy for the second set of elections (which if anything are more important). This would also spare the CRO and DROs a second round of elections. This is something that I would possibly suggest for the future - it would be a difficult transition involving complicated ballots and whatnot. However, I think this idea holds many advantages. 3. Have the DRO of Human Resources and DRO of Marketing as the two official DRO positions for each election. 4. Creation of a more professional elections archive - so that old posters can be kept with less fading. 5. Better training. I have no marketing background and no previous experience with the Student Union. Beginning the job was extremely overwhelming and it would have been made better if there was a training manual of sorts to read through (including examples of past marketing approaches). 6. Revisions to Bylaw - including a reduction of the amount of Gateway ad space that must be purchased. This amount clears out the external advertising budget, especially if a supplement is created (as is always done). 7. Re-evaluation of the marketing budget. Certain accounts had a high surplus of money that would better be allocated to other accounts, which were allocated far too little funds.

Respondent #2: None at the moment - I know compensation has gone up since I was there, but I don't know how much.

Respondent #3: I think it is important to pay attention to the time requirements for the volunteers who provide the labour to operate the polling booths and the election in general, and to make an effort to keep the administrative burden on candidates at a minimum. The CRO needs to be aware that ruling on every dispute will quickly drag them into making decisions on minutia. DROs should be used as initial points of contact for problems, which can then rise to the CRO as necessary, and then the SU dispute resolution committee in a serious situation. If the CRO becomes more directly involved in settling disputes immediately it removes a layer of process, and dilutes the authority and distance of the CRO's position. This should be considered as a general approach, but the CRO should always reserve the right to intervene as he/she sees fit. The CRO and DROs also should be aware that their conduct and decisions will reflect on the perception of the election's legitimacy, particularly by the Gateway editorial staff and CJSR, who will publish/report over the course of the campaign. The less news about any hiccups in the administration of the campaign, the more space for copy on the respective candidates.

Respondent #4: I was the only DRO in the Elections Office. While it seemed we were understaffed, it actually wasn't because the campaign period was fairly quiet. As well, the CRO took on much more duties himself that would normally have been handled by a 2nd DRO. In contrast, I worked as a Poll Captain in the next year, and observed a sharp difference in this election season. While there were 2 DROs, the elections campaign was much more demanding (3 referenda, one of which was very controversial, and many more candidates). So the elections office was quite swamped and with all the simultaneous projects. In addition, this year's DROs were very creative and dynamic in their tasks, taking on new projects and revamping and redefining the DRO job descriptions. So it was very exciting to see the scope of the elections office go further than I could have done just by myself the previous year. With this in mind, I recommend always having a minimum of two DROs, for a few reasons. One to handle (and share) the unpredictable workload of the elections campaign. Second, there'll be more people in the elections office to brainstorm with and share creative ideas with, when it comes to pursuing new avenues in making the elections office and elections campaign more effective.

Respondent #5: I would like to see a review of salaries for both the CRO and DROs. Also, the DROS both submitted exit reports for our year, with the hope of helping to guide incoming DROs. This is something that I think would be valuable for future employees to do as well. Because of the nature of the DRO contract, there is no direct contact or training from year to year, which is a shame when it comes to transitioning into the position.

Respondent #6: There were 3 DROs of which I was one. One did less work than the other and myself. The CRO needs to keep on top of this.

Q1: Did you feel the job responsibilities were clear?

Respondent #1: The job responsibilities are somewhat flexible based on the desire of a given council. That said, the basic responsibilities were accessible with a bit of research into Students' Union bylaw and standing orders. Had I not been familiar with the location of this information it may have been more difficult, though I don't know that we want people in this position that would not have this information readily available. One thing that remains somewhat unclear is how the position will interact with the support staff, though I suspect this will become clear over time.

Respondent #2: No - but I tried to be very clear with people about what I thought the job entailed. That seemed to help. In particular, what the Speaker was supposed to provide in terms of advisory support & discipline outside of Council meetings (on retreats, during office hours) was never clear.

Respondent #3: Yes

Q2: How many hours were you expected to work per week?

Respondent #1: This was never made clear to me. Thus far I have put in approximately 20 hours but that is a result of coordinating introductory committee meetings and ensuring councillors have an understanding of their responsibilities and the supports provided to them. I expect that throughout the year I will be spending at least 3-5 hours a week dealing with Council business outside of Council meetings.

Respondent #2: I kept a minimum of 2 hours/week office hours when possible ~2-4 hours of Council meetings bi weekly (plus 30 minutes' preparation) ~2-4 hours biweekly doing committee support (CAC & Bylaw mostly, though occasionally others as well) And I never tracked how much time I spent answering emails. So about 10 to 20 hours per month. Plus emails. Plus 2 Council retreats: summer (3 days? plus prep) and fall (an afternoon plus prep)

Respondent #3: It depended on how much committee work was involved and varied greatly.

Q3: Did you feel you were fairly compensated based on the job responsibilities and the number of hours worked per week?

Respondent #1: I really can't say. My understanding is that compensation will be set at \$190 / meeting, though that may be misguided. In my view I will really have to take a look at the amount of time I'm required to devote to this position outside of meetings. At this point that number is too variable to assess. In any event, if you want to have somebody qualified do this job I don't think it is unreasonable for them to expect \$15 - \$18 / hour to do the job.

Respondent #2: I wasn't in it for the money. And, other than March (which was an exceptionally difficult month for Council in my year), yes. Though I'd like it to be clear that the Speaker certainly is not over-compensated. There's a specialized knowledge at play there, and I don't think the Speaker is doing a good enough job if all they're doing is chairing Council.

Respondent #3: Yes.

Q4: Do you have any comments or recommendations?

Respondent #1: I have three comments/recommendations. 1. Create a contract that outlines the roles and responsibilities of the speaker - this way we can draw a line between where the Speaker's responsibilities begin and end. It will help with determining the relationship with admin. The job description can be subject to reasonable changes by Students' Council and can be informed by bylaw and standing orders. 2. Allow for compensation for non-meeting commitments that exceed what would be normally expected. Things like council retreats, the introductory committee schedule, and transition all come to mind. 3. Allow for a mid-term review to ensure that the compensation scheme is meeting the needs of the Speaker and accurately reflecting his/her time commitment. I hope that helps!

Respondent #2: Set a policy that sees the Speaker paid extra to attend/facilitate/help plan Council retreats, as that's a work-intensive process that's above and beyond a strict interpretation of his/her duties. Make it clear who among the Speaker & SU staff share responsibility for discipline issues on Council that fall outside of DIE Board (for example: I had an issue with a male Councilor conducting himself inappropriately around female Councilors at retreat, to the point where there were complaints and handled it - but that's a bit outside the Speaker's pay grade). Life works better when the Speaker, CRO, Chief of DIE Board, and President have been introduced in person at least once - it's likely that their paths will cross in working together throughout the year. Facilitate that? Don't think the Speaker's honorarium necessarily needs to be adjusted now (though maybe someday) - just make sure that it's looked at whenever the duties change and that the Speaker is supported in the duties they have.

Respondent #3: The position of Speaker and the duties associated with it will expand and contract with the office holder. I found that the job was very extensive, but another speaker who simply chairs meetings might have a very different experience. Ultimately it was an honour to hold the office and I thought that the pay was suitable in the circumstance.

CHIEF RETURNING OFFICER 2009-2010

JOB SUMMARY: The Chief Returning Officer reports to the President of the Students' Union and oversees all electoral logistics as per Students' Union Bylaws. The Chief Returning Officer shall be appointed by Students' Council in the manner set out in Students' Union Bylaws and normally serve from May 1 to May 31 of the year following their appointment.

DUTIES AND RESPONSIBILITIES:

- 1) To run elections and referenda/plebiscites as per relevant Students' Union Bylaws
- 2) To choose the Deputy Returning Officer(s) and assign their duties and also provide a training session for the Faculty Association Deputy Returning Officers at least four (4) weeks prior to the close of the Faculty Association's nominations.
- 3) To organize polls during elections/referenda, including appointing adequate poll staff and situating polls at appropriate locations across campus, and advertising the poll locations.
- 4) To oversee the physical count of the ballots during elections/referenda.
- 5) To report the result of an election/referendum to the appropriate parties.
- 6) To facilitate classroom speaking arrangements during an election/referendum.
- 7) To enforce budgetary regulations as stipulated in the Elections Bylaw.
- 8) To rule on all appeals of Faculty Association Deputy Returning Officer decisions.
- 9) To be available to all parties during elections/referenda for a minimum of four (4) working hours a day, between Monday to Friday, from the first working day after nominations close until the last day of voting. These hours are to be posted in advance.
- 10) To act as the arbitrator in any dispute which may arise during the course of an election/referendum.
- 11) To ensure that a cost effective and accurate ballot counting process is in place.
- 12) To submit to Students' Council, prior to May 31, a final report of activities and recommendations.
- 13) To organize a minimum of one (1) forum to be held during the week of campaigning.
- 14) Perform other job related duties as required by Students' Council.

QUALIFICATIONS:

- 1) Must be an undergrad student registered in at least one (1) course for each of the terms of Winter Session and shall be a full Students' Union member.
- 2) Must have some experience in student elections.
- 3) Shall not concurrently hold a position on Students' Council, or any of its standing boards, committees, or any other paid position with the Students' Union.
- 4) Willingness and ability to work varying hours.
- 5) Ability to deal effectively with Students' Union and University staff, students and the general public.



DEPUTY RETURNING OFFICERS

JOB DESCRIPTION

As a Deputy Returning Officer (DRO) you will have a unique opportunity to acquire frontline experience in management through working with the Students' Union Elections Office.

DROs report directly to the Chief Returning Officer, and are members of the Elections Committee, which meets regularly. Experience with Students' Union elections would be an asset, but is not required if other qualifications can be sufficiently demonstrated. Hours of work are flexible and can be arranged around class schedules, except during the period leading up to the Elections and on voting days. Training for all positions will be provided.

Each DRO's respective responsibilities are outlined below;

Human Resources

- recruitment and hiring of Elections staff members
- scheduling of training sessions and shift work as well as monitoring attendance
- basic payroll for all staff members
- deliver training sessions to Poll Clerks and Captains with the DRO (Election Logistics)
- assist in monitoring the voting process

Marketing and Logistics

- coordination of the campus wide delivery of election information via various advertising methods (no design ability required)
- updating of the Elections website
- regular communication with candidates and referenda/plebiscite sides
- oversee all election material approval activities
- report on any observed election violations
- assist in monitoring the voting process

Deputy Returning Officers are expected to remain strictly impartial throughout the duration of their employment.

QUALIFICATION

- current undergraduate student at the University of Alberta
- previous experience that demonstrates skills, interest and abilities relevant to the position
- proven ability to perform within tight deadlines and under stressful conditions
- demonstrated ability to handle conflict in an even-handed manner
- working knowledge of Word and Excel as well as Mac OS

REMUNERATION

Honourarium of \$2000.00 [SUBJECT TO CHANGE]

HOW TO APPLY

Please submit a cover letter expressing your area(s) of interest for which you wish to be considered, along with a resume. Applications must be submitted to the receptionist in Room 2-900 SUB prior to October 16, 2009.

While we thank all applicants for their interest in the position, only short listed candidates will be contacted for interviews. Interviews will occur at the end of October.

If you have any questions about election job opportunities, please contact the Chief Returning Officer:

Jennifer Huygen

Chief Returning Officer, University of Alberta Students' Union

Email: cro@su.ualberta.ca

Phone: 492-7102

SPEAKER

JOB SUMMARY: To chair and conduct the Students' Council meetings in accordance with the Robert's Rules of Order, and the standing rules of the Students' Council. Also to chair the Students' Council Appeal Advisory Board and any special general meetings of the Students' Union. The Speaker shall report to the Students' Council.

DUTIES AND RESPONSIBILITIES:

- 1) To sit as a non-voting member of the Students' Council but does not have the authority to propose motions to Students' Council.
- 2) To ascertain from the Registrar, by September 30 and January 31 of each year, that the Executive meets the requirements set out in Bylaw 200 Section 15, and Article VIII Section 21, and to report to Students' Council on the Executive's ability to serve.
- 3) To call to order the meetings of the Students' Council.
- 4) To chair meetings of the Students' Council and conduct the meetings in accordance with the Robert's Rules of Order, and the standing rules of the Students' Council.
- 5) To present all motions and resolutions requiring a vote by the Students' Council, and record the votes cast on those motions and resolutions.
- 6) To recognize Student Councillors or other persons desiring to address the meeting, and maintain a Speaker's list using the general criteria outlined in Robert's Rules of Order.
- 7) To declare meetings of the Students' Council adjourned.
- 8) To publicize meeting notices of Students' Council.
- 9) To Chair the Students' council Appeal Advisory Board, pursuant to Bylaw 3550.
- 10) To Chair any special general meetings of the Students' Union, pursuant to Bylaw 600.
- 11) To sit as an ex-officio, non-voting member of the Internal Review Board of Students' Council, pursuant to Bylaw 2400.

QUALIFICATIONS:

- 1) Must be able to work at all Students' Council meetings.
- 2) Must be familiar with Robert's Rules of Order and the standing rules of Students' Council.
- 3) Must have excellent organizational and communication skills.

Union exempt position/February 1 1999

THIS AGREEMENT MADE THIS 1ST DAY OF JUNE 2009

BETWEEN:

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA
(hereinafter referred to as "the Students' Union")

OF THE FIRST PART

- and -

XXXXX
Chief Returning Officer

(hereinafter referred to as "the Employee")

OF THE SECOND PART

The Employee has agreed to employment with the Students' Union on the terms and conditions that follow. The Students' Union and Employee agree with each other as follows:

1. TERM

The term of this agreement shall be effective from June 1st 2009 to May 31st, 2010 or until all election business has been completed (whichever comes first) unless otherwise terminated in accordance with the provisions of this Agreement.

2. DUTIES OF THE EMPLOYEE

2.01 The Employee shall be responsible for performing those duties, services and matters related thereto as specified in Students' Union Bylaws.

2.02 During the period of Employment, the Employee, shall:

- a. Perform his/her duties as an Employee with respect to the duties and services prescribed in Students' Union Bylaws and/or other directions received from time to time by the Employer or such officer designated by the Employer to specify such duties.
- b. Use his/her best efforts in order to promote the business and affairs of the Students' Union.
- c. Devote sufficient time in order to perform the duties described in the attached job description to the best of his/her ability.
- d. Observe and act in accordance with all existing Bylaws and Policies of the Students' Union which may pertain to the Employee's employment under this Agreement.
- f. Not bind or commit the Students' Union to any third party obligations without the express prior approval and written permission of the President of the Students' Union.
- g. Any material and/or projects either completed or not completed while carrying out duties on behalf of the Students' Union shall remain the property of the Students' Union.
- h. Submit a final report by the 20th of May 2010.

3.

– Chief Returning Officer

OBLIGATIONS OF THE STUDENTS' UNION

In order to facilitate the Employee to perform the duties and perform the services as described in Students' Union Bylaws, during the term of this Employment Agreement, the Students' Union shall provide to the Employee those services or assistance described in Schedule "A".

4. REMUNERATION

The Students' Union agrees to pay the Employee:

- a. The sum of six thousand and six hundred and sixty seven dollars (\$6,667.50), less all required statutory deductions (paid out as \$555.63/mo June 1/09-May 31/10), subject to any adjustment during the term of this Agreement from time to time in accordance with the Students' Union's normal salary review policy.
- b. While the duties and services under this agreement are being performed, the Employee shall be entitled to recover from the Students' Union, on a regular basis, all approved budgeted expenses upon submission of appropriate receipts.

The Employee agrees that if he/she has not provided a final report to the Employer as described above in Section 2(a) on or before May 20 of the relevant year, the Employer shall be entitled to withhold \$250.00 from the final sum owing to the Employee, which sum shall be paid to the Employee once the final report is received.

ALL NON-BUDGETED EXPENSES REQUIRE PRIOR WRITTEN APPROVAL FROM THE STUDENTS' UNION BEFORE BEING INCURRED BY THE EMPLOYEE.

5. TERMINATION

5.01 The Students' Union may terminate this Agreement upon two (2) weeks written notice to the Employee or payment of equivalent salary to the Employee in lieu of such period of notice less all statutory deductions. The Students' Union may immediately terminate this Employment Agreement for cause without notice or payment in lieu of notice.

5.02 The Agreement shall automatically terminate upon the occurrence of the following:

- a. Written agreement between the Students' Union and Employee;
- b. Bankruptcy or insolvency, whether voluntary or involuntary, of the Students' Union;
- c. Failure of the Employee to remain registered as a student at the University of Alberta;
- d. Death of the Employee.

Upon termination of this Employment Agreement in respect of any of the aforementioned events, the Students' Union shall nevertheless be liable to the Employee for any payment to which the Employee is entitled to receive until the effective date of such termination, plus any other benefits to which the Employee is entitled under the terms of this Employment Agreement.

5.03 Without limiting the generality of the provisions of Section 6, the Students' Union and the employee agree that cause for immediate dismissal without notice or payment in lieu of notice shall include any of the following acts or omissions of similar severity:

- a. Any theft from the Students' Union or fraud upon the Students' Union;
- b. The habitual consumption of alcohol or drugs by the Employee, or the intoxication of the Employee while the Employee is on duty such as to jeopardize the performance of his/her job;
- c. Gross negligence by the Employee in the performance of his/her duties;
- d. The Employee receiving two written warning notices from the immediate supervisor or with the consent of or consultation with the, in respect to serious deficiencies in the Employee's performance.

6.

– Chief Returning Officer

GENERAL

This Agreement may not be amended or modified in any respect unless signed by the President of the Students' Union and the Employee.

The provisions contained in this Agreement constitute the entire agreement between the Employer and the Employee and supersede all previous communications, representations and agreements, whether verbal or written between the parties with respect to the subject matter hereof.

This Agreement shall be in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF the parties hereto have affixed their respective seals by the hands of their duly authorized officers this _____ day of June 2009.

UNIVERSITY OF ALBERTA
STUDENTS' UNION

Per: _____
President - Students' Union

Per: _____
Vice President - Students' Union

Witness

XXXXXX - CRO

Schedule A (Job Description)

CHIEF RETURNING OFFICER

JOB SUMMARY: The Chief Returning Officer reports to the President of the Students' Union and oversees all electoral logistics as per Students' Union Bylaws. The Chief Returning Officer shall be appointed by Students' Council in the manner set out in Students' Union Bylaws and normally serve from May 1 to May 31 of the year following their appointment.

DUTIES AND RESPONSIBILITIES:

- 1) To run elections and referenda/plebiscites as per relevant Students' Union Bylaws
- 2) To choose the Deputy Returning Officer(s) and assign their duties and also provide a training session for the Faculty Association Deputy Returning Officers at least four (4) weeks prior to the close of the Faculty Association's nominations.
- 3) To organize polls during elections/referenda, including appointing adequate poll staff and situating polls at appropriate locations across campus, and advertising the poll locations.
- 4) To oversee the physical count of the ballots during elections/referenda.
- 5) To report the result of an election/referendum to the appropriate parties.
- 6) To facilitate classroom speaking arrangements during an election/referendum.
- 7) To enforce budgetary regulations as stipulated in the Elections Bylaw.
- 8) To rule on all appeals of Faculty Association Deputy Returning Officer decisions.
- 9) To be available to all parties during elections/referenda for a minimum of four (4) working hours a day, between Monday to Friday, from the first working day after nominations close until the last day of voting. These hours are to be posted in advance.
- 10) To act as the arbitrator in any dispute which may arise during the course of an election/referendum.
- 11) To ensure that a cost effective and accurate ballot counting process is in place.
- 12) To submit to Students' Council, prior to May 31, a final report of activities and recommendations.
- 13) To organize a minimum of one (1) forum to be held during the week of campaigning.
- 14) Perform other job related duties as required by Students' Council.

QUALIFICATIONS:

- 1) Must be an undergrad student registered in at least one (1) course for each of the terms of Winter Session and shall be a full Students' Union member.
- 2) Must have some experience in student elections.
- 3) Shall not concurrently hold a position on Students' Council, or any of its standing boards, committees, or any other paid position with the Students' Union.
- 4) Willingness and ability to work varying hours.
- 5) Ability to deal effectively with Students' Union and University staff, students and the general public.

– Chief Returning Officer

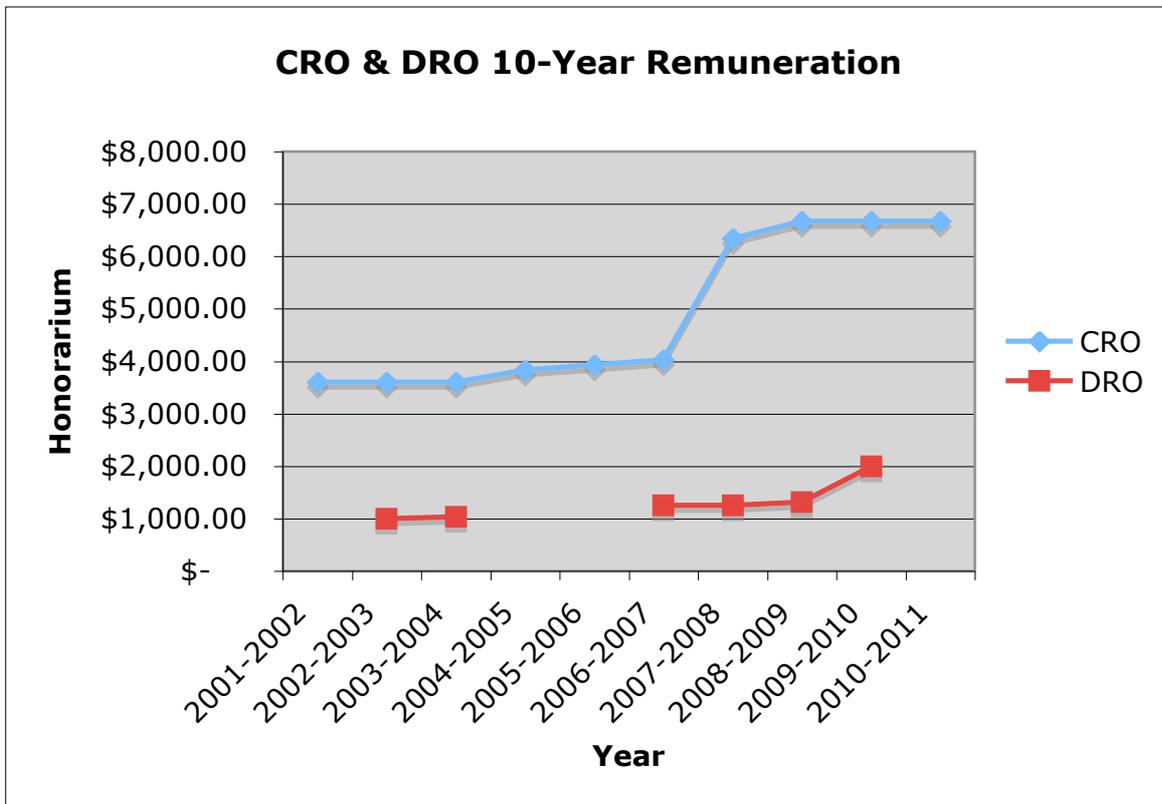
Institution	Speaker		CRO		DRO	
	Pay	Notes	Pay	Notes	Pay	Notes
University of Calgary	\$17.00 per hour with a minimum of two hours of work. + \$51.00 per meeting up to three hours in length including preparation time. + \$8.50 for each additional half hour worked during a meeting.	n/a	\$3000 for the general election + \$2000 for the by-election.	“As for elections we actually have 3 positions which are CRO, RO, and DRO in that order of seniority/hierarchy.” “The CRO is paid as long as he is not found culpable of a breach of our own bylaw or any other law; it is not contingent on performance.”	RO: \$500 per election. (~\$10.00 per hour) DRO: \$10.00 per hour	“The CRO is responsible for keeping track of these hours and delegating responsibilities.”
Wilfred Laurier	\$15,000	Position is called “Board Chair” Paid out as three equal honoraria.	\$12.00 per hour	n/a	\$0	DROs are volunteer positions

Brock University	\$12.00 per hour	<p>Min hours for the year: 82</p> <p>Max hours for the year: 132</p> <p>Also have a Deputy Speaker position: \$12.00 per hour.</p> <p>Min hours for the year: 82</p> <p>Max hours for the year: 142</p> <p>“We have a Deputy Speaker that is going to be made available for minute taking for our committees for the first time.</p> <p>It would be max of 102 if this was not the case”</p>	\$12.00 per hour	<p>Min hours for the year: 174</p> <p>Max hours for the year: 260</p>	n/a	n/a
UAlberta GSA	\$150 per meeting	<p>GSA meets monthly</p> <p>If really good, council can award a bonus (\$1000).</p>	\$500 per election	n/a	n/a	No DRO positions
SAIT	\$25 per meeting	n/a	\$1,000 per election	“We estimate 15-20 hours per week during elections (they must hold 5 hours of on-campus office hours/week)”	\$500 per election	“We estimate 15-20 hrs per week during elections (they must hold 5 hours of on-campus office hours/week)”

<p>Mohawk College</p>	<p>\$50 per meeting</p>	<p>“Generally one meeting per month (3 – 4 hours in length)”</p>	<p>n/a</p>	<p>“Student Services Manager’s role to act as Returning Officer for the elections –</p> <p>They coordinate all of the nominations and voting periods and set up the elections system (which is in cooperation with the College and is completely electronic). It takes up a huge part of the day during the months of January and February.</p> <p>We appoint one individual (the past few years it’s been the College’s Dean of Student Development) to act as CRO to verify the results, and deal with any issues that arise amongst candidates</p> <p>Generally her time is anywhere between 1 to 2 hours up to 10-15 if there are many incidents (not normally).”</p>	<p>n/a</p>	<p>n/a</p>
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CRO & DRO 10-Year Remuneration History

	CRO	DRO
2001-2002	\$ 3,600.00	
2002-2003	\$ 3,600.00	\$ 1,000.00
2003-2004	\$ 3,600.00	\$ 1,040.00
2004-2005	\$ 3,838.00	
2005-2006	\$ 3,934.00	
2006-2007	\$ 4,032.00	\$ 1,250.00
2007-2008	\$ 6,350.00	\$ 1,250.00
2008-2009	\$ 6,668.00	\$ 1,313.00
2009-2010	\$ 6,667.00	\$ 2,000.00
2010-2011	\$ 6,667.00	



May 25, 2010

To: Students' Council

Re: Report to Students' Council

Hi Council,

Hope you're enjoying the summer thus far. We are all slowly settling into our new roles in 2-900. There is still a lot of ongoing transition happening and now that the office is becoming more organized we are starting to really focus on mapping out the year.

I would like to start meeting with each of you over the next couple of months to hear what your interests are for the year as well answer any questions you may have about the Students' Union. I do encourage all of you to attend Council Retreat. It's a great opportunity to learn more about the SU, the Executive's goals, and get to know some of the other councilors better. If you are a musician, please bring an instrument for the annual council jam.

Canadian Alliance of Student Associations (CASA) Transition Retreat

This weekend, Vice President Murphy, the Director of Research and Political Affairs, Chris Henderson, and myself attended CASA Transition at Mount Royal University in Calgary. It was great to meet some of our Western peers and have a formal introduction to our federal lobbying group. Vice President Murphy and I will begin having regular meetings to further prepare for the CASA Policy and Strategy Conference in June.

Health Centre Advisory Group (HCAG)

On Tuesday, there is an HCAG meeting to discuss next steps with Counseling Services and the UHC budget. An update should be available at Students' Council.

Infolink Refurbishment

Plans are starting to move forward to refurbish our existing Infolink booths to strengthen their visual identity and replace some of the wear and tear that has accumulated over the years. In tandem with this we are having long-term strategic discussions about the future of the booths, opportunities for expansion across campus, as well as alternative service models. We're very excited to see what this project looks like in the end.

Interdepartmental Science Students' Society (ISSS)

On May 13th I attended a Science Council Meeting to show the SU's support for the new science students' association, the Interdepartmental Science Students' Society. The Faculty and Dean expressed excitement towards working with the new group and recognized the hard-work and dedication these students had put into developing the ISSS.

Media Training

The Department of Research and Political Affairs organized a Media Training session for the Executive. The session included mock interviews with discussion and feedback that was very constructive and gave everyone a sense of how they can improve their speaking skills in the future. We may have some follow-up session in the coming weeks if time permits.

Students' Union Strategic Plan

The General Manager and I have had some preliminary discussion about the process for creating and completing the Students' Union Strategic Plan. This project will likely be ongoing throughout the year. We have reviewed the process used during the development of our last Strategic Plan and we will likely follow a similar method. This will include creating a committee of made up of staff and students of which I will likely be looking to appoint two student councilors to at the next Students' Council meeting.

SUB 2-900 Office Revitalization

Work continues on the 2-900 Office Revitalization. Offices are being moved around, painted, old furniture is being refurbished or replaced where necessary. We are currently gathering staff feedback on what they would like in a staff room before moving forward on the space.

Sustainability Audit Coordinator

On Tuesday, the Executive Committee will be giving feedback and direction to the Sustainability Audit Coordinator in developing the background and definitions for the audit. In Council, Vice President Fentiman, or myself, should be able to provide an update on this initiative.

Website Renewal

Money has been allocated in the 2010/2011 budget for the development of a new website. We have seen some of the mock-ups done by our marketing department and based on what I have seen the site is going to look great. The site itself will not be ready until at least January. The site should be ready for testing sometime in the fall.

Vacation Time

As I mentioned in my last report, I am hoping to take some time off in late June. At this point, I am considering being out of the office June 28th to July 2nd or July 5th to 9th or maybe both. As we are mapping out the summer and working on projects it will become clear what is more feasible. I'll keep Council updated on what the final dates are.

If you have any further questions, suggestions, or concerns, please do not hesitate to follow-up with me, either in person at SUB 2-900, by phone at 780-492-4236, or by email at president@su.ualberta.ca.

~ godspeed ~

Report to Council

10-05-25

Prepared by: Aden Murphy, VPX – May 21, 2010



To: Students' Council

Hello Council!

Welcome to an exciting third meeting of UASU Students' Council. I would like to offer my sincere apologies for not having remitted a report before the order paper deadline.

CASA Retreat

The weekend of the 15 & 16 was spent in Calgary at Mount Royal University for the Western Regional Transition of the Canadian Alliance of Student Associations. This was a great retreat, with a very balanced view of CASA presented by the two staff members of CASA who presented. Jillian Flake is the Public Relations and Communications Officer and Rick Theis is CASA's Government Relations Officer. They are both fantastic people.

The retreat was attended by the U of C, U of L, the Students' Association of Mount Royal University (SAMRU), the SAIT Students' Association, the University of the Fraser Valley Students' Union Society and the Kwantlen Students' Association. Everyone gets along quite well, and it looks like the West Region of CASA will be fairly tight this year.

I believe that I will be giving a presentation on CASA at retreat, so suffice to say here that I very much like this organisation and have great hopes for it.

Quiet Week

Whereas the week of the last Council meeting was very hectic, this past week has been relatively quiet. There has been meetings with a few people, a Gateway interview, media training and lots of reading, but nothing that would be of much interest to Council. For better or worse, the workload goes uphill from here.

Fun Facts!

As my week was relatively quiet and there is little on the agenda, I'm going to give you some facts to chew on as you read this over the weekend.

This week, TD Economics released a 38-page report on the state of post-secondary education (PSE) in Canada, addressing tuition, government funding and the effect of university research on economic productivity. I've attached the pdf to this email.

Very notably, the report showed that since 1980, Canada's investment in PSE has fallen both in real terms and relative to the US. In 1980 (using constant 2006 dollars), Canada's universities received \$24 824 per full-time equivalent (FTE) student and had a \$2000 funding advantage on their American peers. By 2006, it became a \$8000 disadvantage.

Ten Council points to anyone who remembers this after Council on Tuesday.

May 25, 2010

To: Students' Council

Re: Report to Council

Dear Council,

The last few weeks have been fairly normal, and relatively uneventful; however, the following is of interest:

Health Centre Advisory Group

This group met earlier this afternoon to discuss the merging of the Student Counselling Services budget into the University Health Centre budget, and how that affects mandatory non-instructional fees and service provision.

Space Programme

This afternoon there was a meeting with representatives from the Office of the Dean of Students and the Office of the University Architect to discuss the final draft of SUB space programme. This space study will move on to General Faculties Council Facilities Development Committee for acceptance. This space needs analysis is a necessary step in planning SUB's future.

Sustainability Audit

Louise is continuing her work on the sustainability audit—it's going well as we move into the "Conduct & Involve" phase.

Upcoming Dates of Significance

Friday, May 28, 2010: Access Fund Spring Selection

Good Evening Council,

This past week was quite busy, I returned from holidays on Tuesday, and have been catching up on missed e-mails and going to meetings. Below is a summary of what I have been working on this past week:

Undergraduate research:

Thursday, Nick, Aden and myself met with Dr. Connie Varnhagen to discuss the possibility of holding an Undergraduate research conference sometime this year. She has secured funding for us, so, we planned on meeting again, this time with Sarah Dorow, the director of Community Service Learning, and the Dean of Students office to discuss what we want the conference to look like. From this meeting we will draft a job description for a special projects coordinator who will help us organize the event.

Assessment and Grading

I met briefly with Dr. Bob Luth to discuss the draft of his report on assessment and grading, as well as a document Simon Fraser University publishes, detailing short and long-term trends in grading at that institution.

CRAM

Friday, Director of Research and Political Affairs Chris Henderson and I talked about the possibility of having a Canadian Roundtable on Academic Materials conference at the start of the Campus Stores Canada conference in Vancouver. I will update council on developments as they occur.

COFA

Tomorrow the ISSS and I will be meeting with Dean Taylor to formally introduce the ISSS to the faculty and discuss how both groups would like to work together this year.

Prepared by: Rory Tighe, Vice President (Student Life)

To: Students' Council 2010/2011

General

I came back from vacation early last week and have been catching up on office orientation, introductions and emails over the past week.

Health & Dental Plan

I have met with StudentCare to get an update on the timeline for the Health & Dental plan dates for the upcoming year. We decided to keep the Change of Coverage date in line with the University's add/drop deadline for next year.

Programming

I have been meeting regularly with our Student Programmer and Senior Manager Programs and Venues to discuss Week of Welcome and other programming initiatives for the year. We have also started Student Life Events Committee (SLEC) meetings and will be continuing them over the summer. We have WOW themes narrowed down and will be putting a lot of emphasis on programming this year with the newly added resources.

U-Pass

We have received the contract for the completed U-Pass negotiations and will be bringing it to council sometime in the next month.

Sustainability

We met today to discuss the Sustainability Audit and it looks like the process will have some real tangible benefits for the organization short and long term which I am very excited for.

Student Services

I will be sitting on a committee to review the University Student Services over the next couple of months and I will be bringing that information to council as it comes.

Student Engagement

I will be reviewing some documents on Student Engagement over the next couple of weeks and brainstorming a process to write a plan as part of this research.

Please let me know if you have any questions. Ask during council, stop by the office, or send me an email at vp.studentlife@su.ualberta.ca