STUDENTS' COUNCIL

Tuesday, August 24, 2021
6:00PM
Zoom

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

LATE ADDITIONS (SC-2021-09)

2021-09/1   SPEAKERS BUSINESS

2021-09/2   CONSENT AGENDA

2021-09/3   PRESENTATIONS

2021-09/3a   **LEY MOVES TO** allow the International Students' Association to present the final ISAF proposal.

               See SC-2021-09.09 & 13

2021-09/4   EXECUTIVE COMMITTEE REPORT

2021-09/5   BOARD AND COMMITTEE REPORT

2021-09/6   OPEN FORUM

2021-09/7   QUESTION PERIOD

2021-09/8   BOARD AND COMMITTEE BUSINESS

2021-09/9   GENERAL ORDER

2021-09/9a   **KIMANI MOVES TO** give an update re:U-Pass.

               See SC-2021-09.10

2021-09/10   INFORMATION ITEMS

2021-09/10e   Council Submissions
               See SC-2021-09.09 - 12

2021-09/10f   ISAF Proposal Presentation Slides

See SC-2021-09.13

UASU Students' Council Agenda Submission

This form is intended to be used by members of Students' Council to submit items for Council meetings.

Council Meeting Date   Tuesday, August 24, 2021

Mover   LEY

Email   rowan.ley@su.ualberta.ca

Action Requested   Presentation

Presentation

Motion   LEY moves to allow the International Students' Association to present the final ISAF proposal

Abstract

The ISA has made changes to their fee proposal corresponding to feedback from Council. They would like to make one more presentation to outline the changes and how Council's concerns have been accomodated. Also attached is the ISA's formal submission document for the fee.
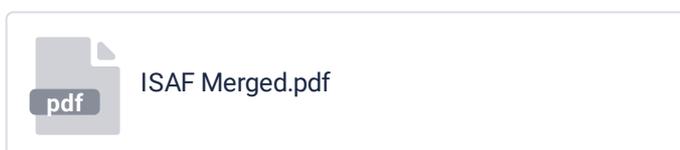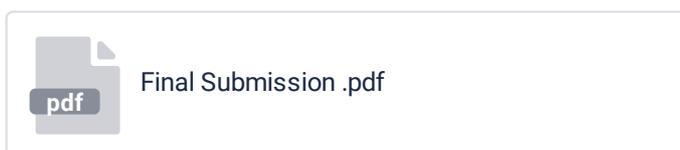
Alignment with the Strategic Plan

Building our Relationships: Deepen our relationships with representative associations in order to increase connections with students

Next Steps

The ISAF will come to a vote at a Council meeting at least 7 days from the date of the presentation.

Attachments

pdf Final Submission .pdf

pdf ISAF Merged.pdf

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

Council Meeting Date	Tuesday, August 24, 2021
Mover	KIMANI
Email	emily.kimani@su.ualberta.ca
Action Requested	Discussion

Discussion

Motion   KIMANI MOVES TO give an Update re:U-Pass

Abstract

N/A

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

This form is intended to be used by members of Students' Council to submit items for Council meetings.

Council Meeting Date   Tuesday, August 24, 2021

Mover   Villoso

Email   villoso@ualberta.ca

Action Requested

Information Items

Information Items

Abstract

The Council Administration Committee Report for the trimester ending in August 2021.

Attachments

pdf   CAC Chair Report August 2021.pdf

Committee Report

Council Administration Committee

Date: 24th August 2021
To: Students' Council
From: Julia Villoso, Chair of the Council Administration Committee

1. Committee Activities

1. Placed order for councillors' sweaters
2. Reviewed the progress of most of the committees in June/August
3. Discussed celebrating National Indigenous History Month within Council
4. Worked with Chief Returning Officer to be able to provide constant updates to CAC and Council to stay on track for the election schedule
5. Created a Social Media Sub-Committee
6. Discussed the return to in-person meetings in the Fall semester
7. Discussed possible improvements to the Councillor Mentorship Program
8. Orchestrated the Council Week of Welcome Booth
9. Placed order for pronoun pins to be used in in-person Council meetings
10. Discussed Bylaw 100.21 pertaining to Councillor attendance

2. Committee Schedule

For the next trimester, the Council Administration Committee will meet every other Tuesday at 5:00 p.m.

3. Summary of Motions

Meeting Number	Motion	Result
0	Appoint chair of the Council Administration Committee	Councillor Villoso selected as chair
1	Adopt CAC standing orders	Carried
3	Amend Standing Orders as per Appendix 7: Students' Council Social Media Policy Amendments.	Carried
3	Appointed DEGRANO, AVILA, BARAZESH, MORRIS, BEASLEY to the Social Media Sub-Committee.	Carried

2021-22 - Council Submissions

UASU Students' Council Agenda Submission

This form is intended to be used by members of Students' Council to submit items for Council meetings.

Council Meeting Date   Tuesday, August 24, 2021

Mover   De Grano

Email   mariajul@ualberta.ca

Action Requested   Information Items

Information Items

Abstract

Trimester report for Bylaw Committee.

Attachments

pdf   Bylaw Committee Trimesterly Report .pdf

UASU STUDENTS' COUNCIL
Bylaw Committee Trimesterly Report
May - August 2021

Hello Council!

I hope that everyone is doing well and taking care of themselves as we ramp up into the school year. I am so excited to be able to see you all in person safely! This first trimester of Council has proved to be a busy one, and I am so thankful for everyone's hard work and dedication to reviewing bylaws because I know how strenuous it can be! On that note, here is what the Bylaw Committee has been up to!

Activities:
- Assigned bylaw reviews to committee members
- Received a presentation from the ISA regarding their SRA Fee Proposal
- Met with the ISA to discuss amendments to the SRA bylaws
- Consulted with various SRAs regarding the SRA bylaws
- Met with the CRO and discussed proposed bylaw changes for the 2000 Series
- Met with the Audit Chair to amend the auditing process for SRAs
- Received a presentation from Marc Dumouchel regarding integrating the GRTF Report into our process of reviewing and amending the bylaws

Proposed Schedule:
- Bylaw will maintain its current meeting schedule

Summary of Motions:

MOTION	VOTES
BEASLEY/DEGRANO MOVED to approve the First Principles of SRA Bylaws to be presented at the next Council meeting.	CARRIED
MONTEIRO/KIMANI MOVED to approve the Student Governance Code of Conduct First Principles.	CARRIED
MONTEIRO/BARAZESH MOVED to approve Bylaw 200 First Principles.	CARRIED

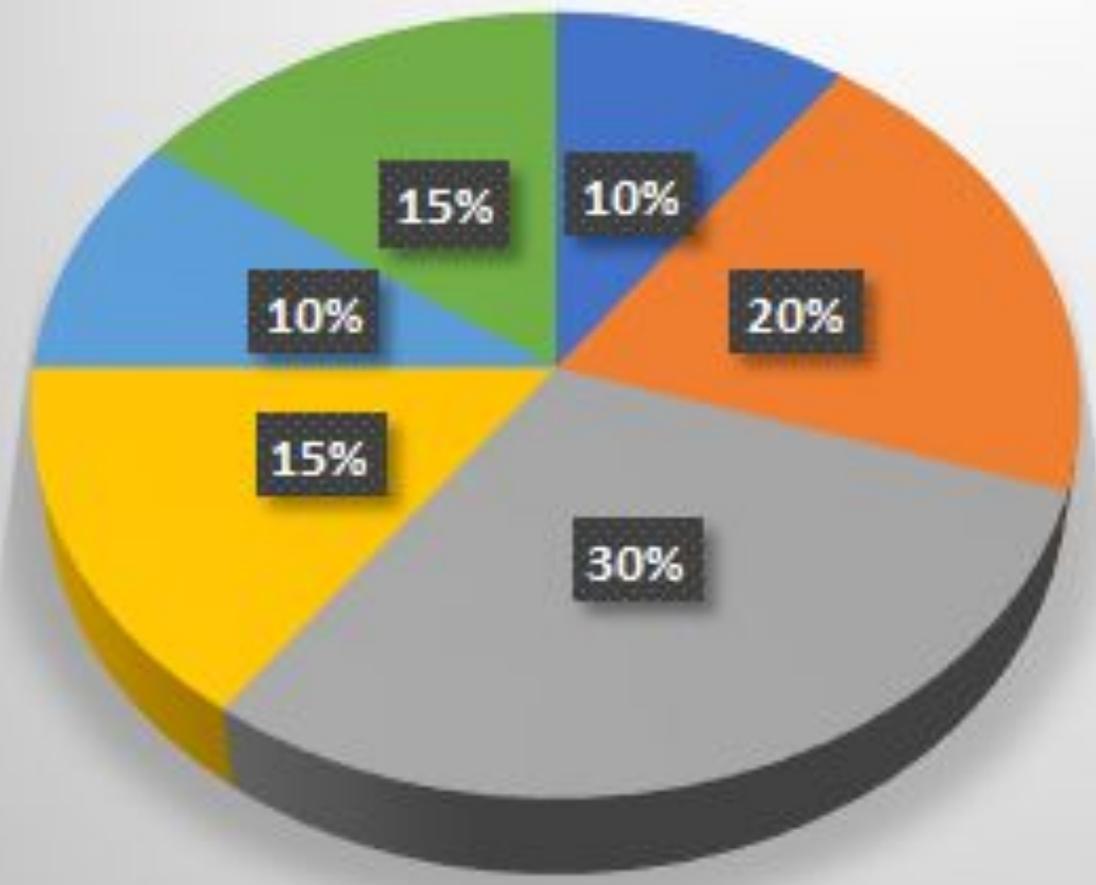# International Students' Association Fee (ISAF)

Final Proposal

Allocations

- Communications, Outreach, and Advocacy
- Support, Awards and Funding
- Services, Events and Programs
- Community, Diversity and Culture
- Health/wellness and Professional Development
- Your ISA

15% 10%
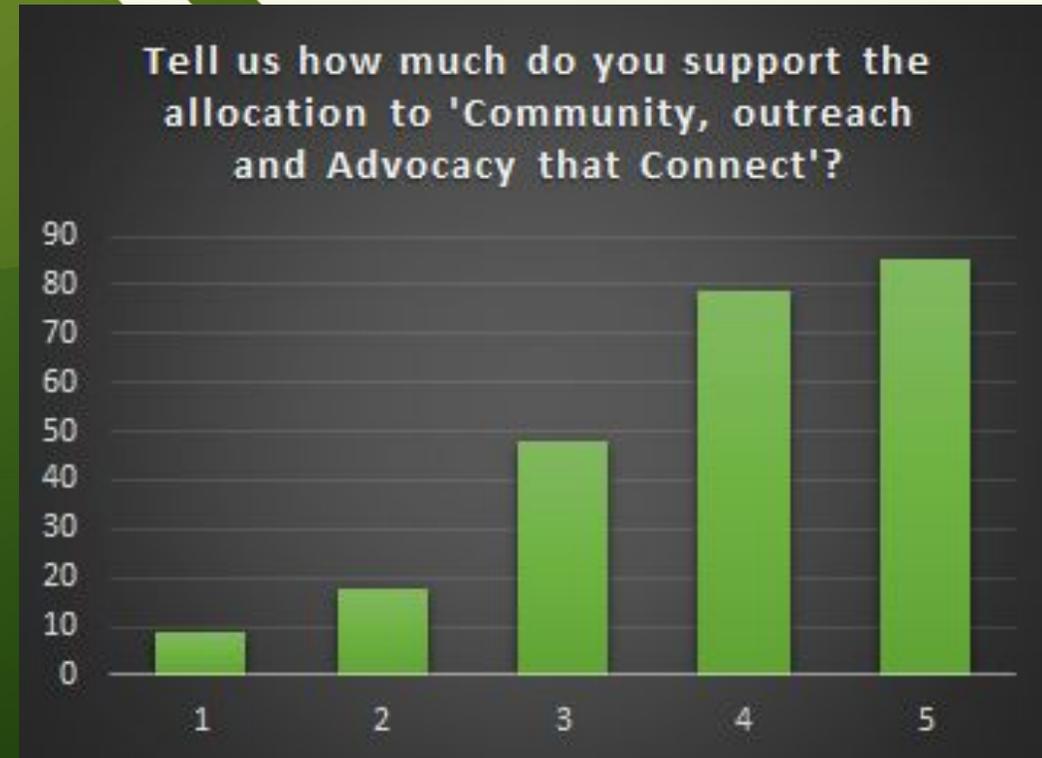10% 20%
15%
30%

Allocations

What does the Fee provide for?

VALUE:
Amplifying the voices of international students at UofA while providing customized resources that address their unique needs and concerns.

- Awareness and Advocacy Fund

- Informative Sessions such as, Financial Literacy week.

- Welcome Booklet

- Communications tool, such as, ISA Website, Canva, ets and to connect with students on all 5 campuses.

Allocation: 10%

Communications, Outreach, and Advocacy that Connect

Tell us how much do you support the allocation to 'Comunity, outreach and Advocacy that Connect'?
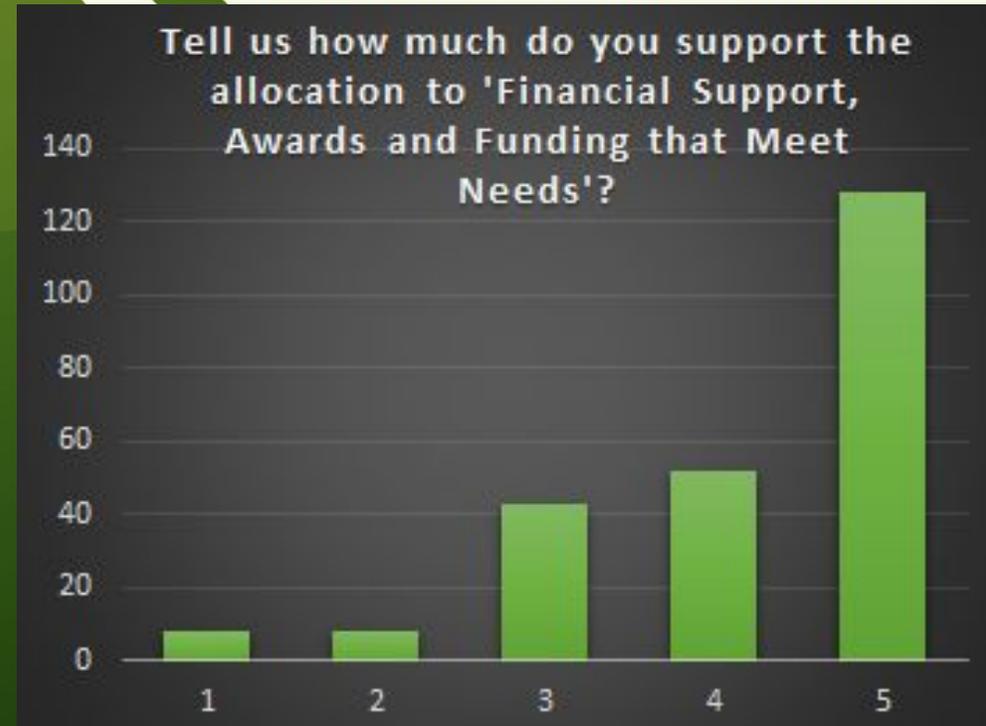
Value:
Alleviating financial barriers for international students to help them accomplish their goals by recognizing outstanding student achievement through various awards.

- Community Engagement Recognition Award Program

- Offer prizes for contests

- Last resort support - *for students who do not qualify for UAI or the RO funding [1] but still have visible need for emergency support.*

Allocation: 20%

[1] *The RO and UAI were not able to fund 34 students in 2020 due to shortage of funding.*

Support, Awards, and Funding that Matters

Tell us how much do you support the allocation to 'Financial Support, Awards and Funding that Meet Needs'?
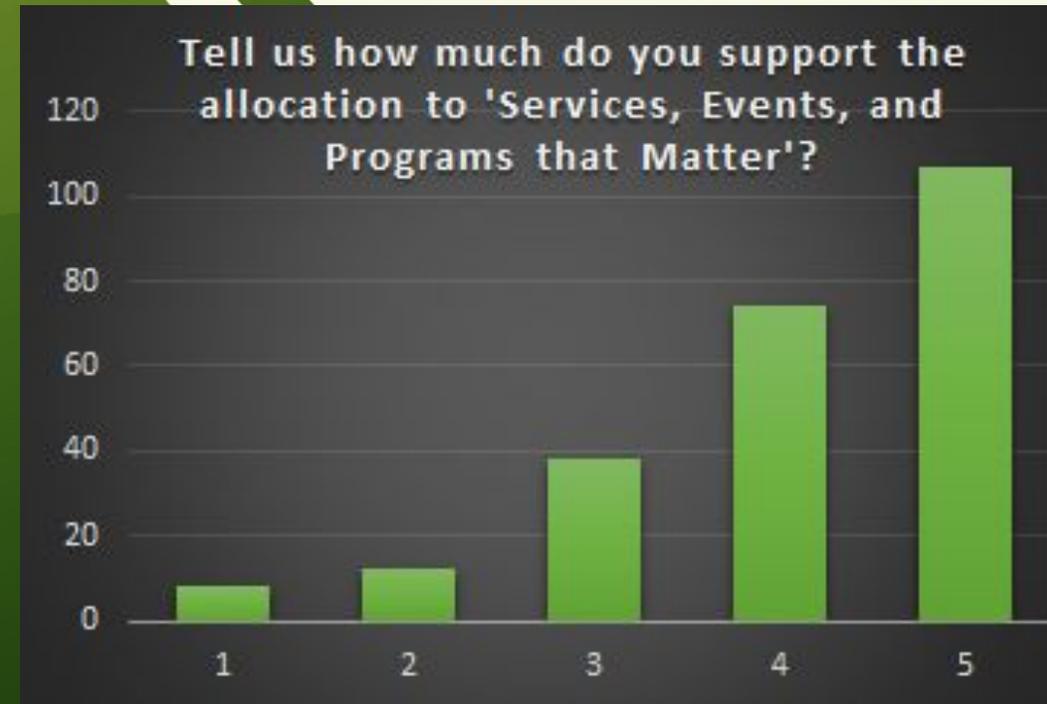
Value:
Enriching international students' experience on campus by offering great services, events and programs while building strong relationships with other students.

- International Students' Benefit Card (ICard) - save money for students with discounts around the Edmonton area.

- Various year-round events, such as, Annual Christmas Carnival, International students week, explorations week, and International Students Sports week

- Campus Food Stall Program- to provide students with authentic ethnic food at affordable prices.
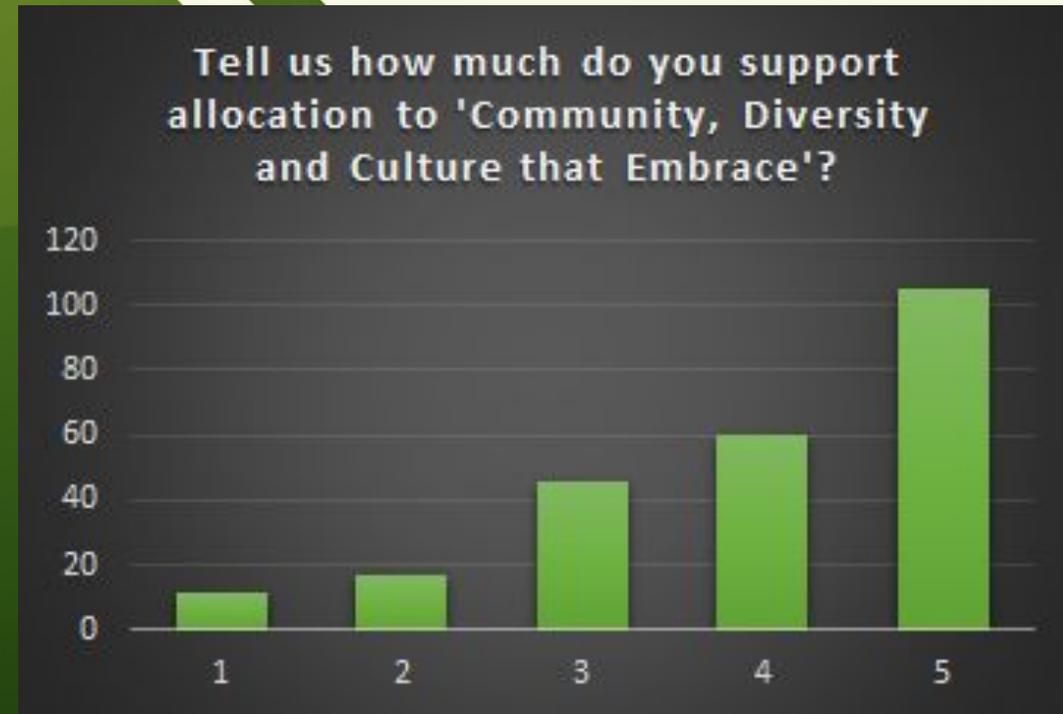
Allocation: 30%

Services, Events and Programs *that* Matter

Tell us how much do you support the allocation to 'Services, Events, and Programs that Matter'?

Value:
Better engagement for international students with the diverse communities at the UofA.

- Community Support Fund:- Regional and BIPOC groups funding for cultural or internationally focussed events to *promote diversity, community building and counter loneliness*

- Students can also apply for funding to embrace their culture and host events, which ISA will support logistically and administratively.

- Yearly Kick Off welcome services for new students easy transition.

Allocation: 15%

ISA

Community, Diversity and Culture that Embrace

Tell us how much do you support allocation to 'Community, Diversity and Culture that Embrace'?
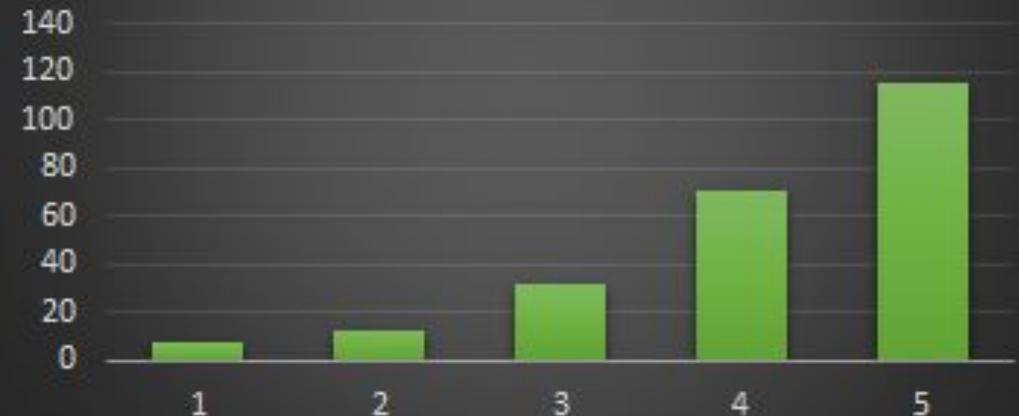
Value:
Enhancing individual mental, physical and professional growth while building a strong community and life-long connections.

Health/wellness and Professional Development *that* Helps

- Events to counter student loneliness and mental health

- Outdoor activity trips and exploration

- Monthly Alumni networking nights

- Road to success workshops such as Career workshops

Allocation: 10%

Tell us how much you do support the allocation to 'Health/Wellness and Professional Development that Helps'?

Value:
A stronger ISA is essential to safeguard international students' interests and more strongly advocate for them.

Your ISA that Stands by You!

- International Students' Hub – A safe and inclusive space on campus for international students.

- Election Expenses

- Operational, administrative, office, and logistical expenses.

- Volunteer Appreciation Program.

Allocation: 15%

Tell us how much do you support the allocation to support 'Your ISA that Stands by You'?
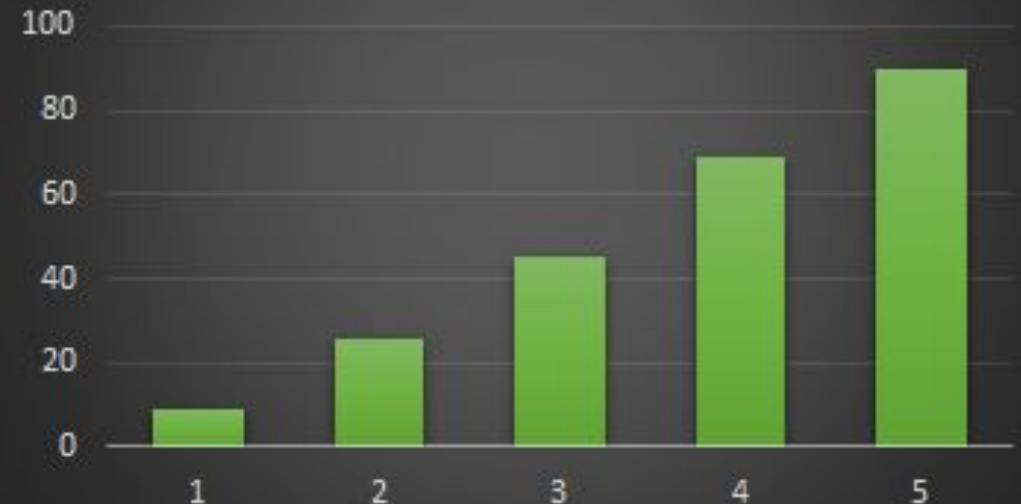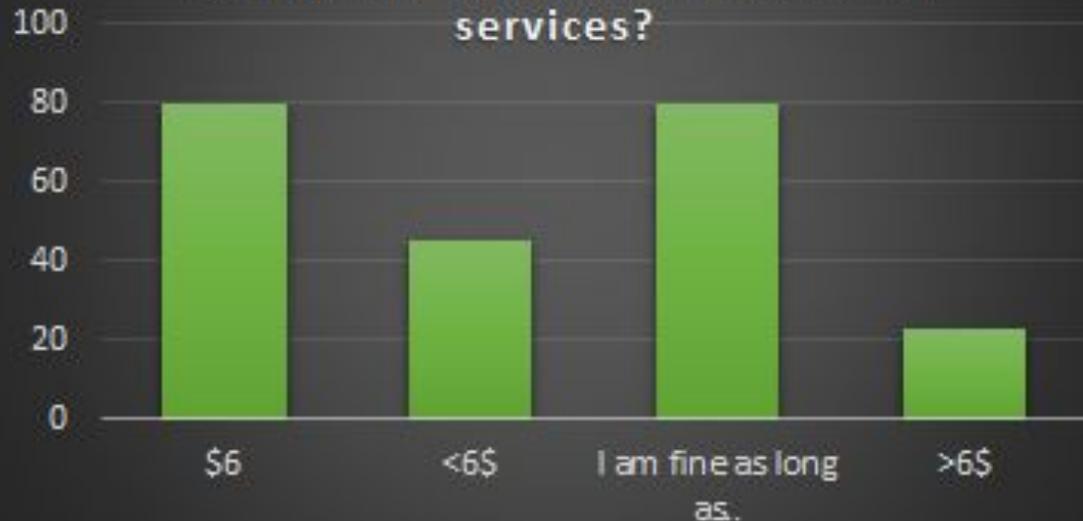
Fee Amount

What's the Fee?

Fee:

$6 per semester for every full time international student on all campuses.
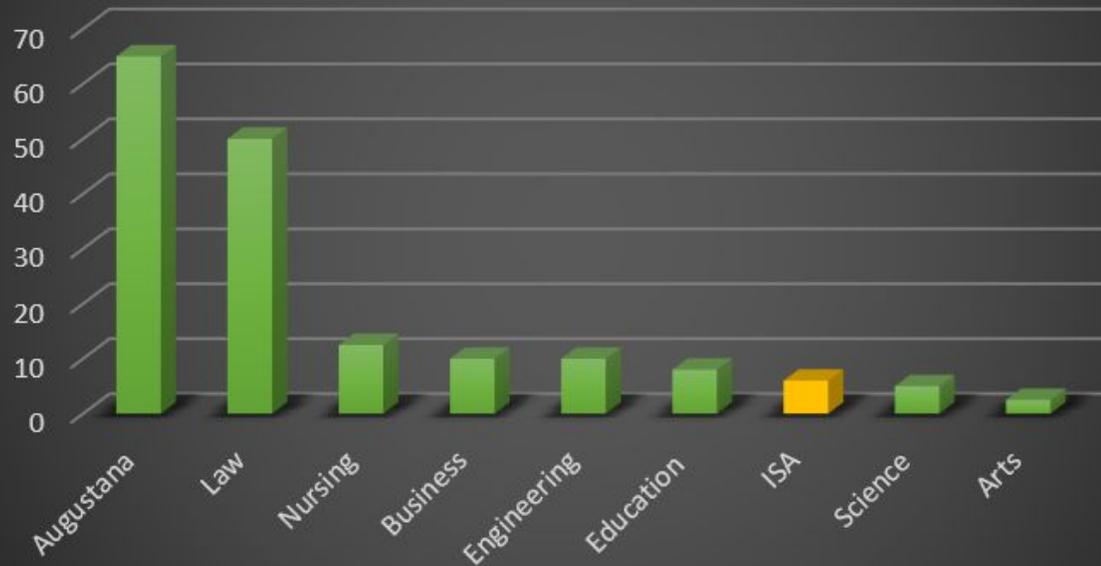
Part time students pay 50% and off-campus students pay $0.

Faculty Association [2]

Faculty Association Fee Comparison

Fee Comparison

Faculty	Fall/Winter Fee Per Term *(Full Time Students)*	Fall/Winter Fee Per Term *(Part Time Students)*	Spring/Summer Fee Per Term *(All Students)*
Arts	$2.50	$2.50	N/A
Augustana	$65.00*	$65.00*	N/A
Business	$10.00*	$10.00*	N/A
Education	$8.00**	$8.00**	N/A
Engineering	$10.00	$10.00	N/A
Nursing	$12.50**	$8.50	N/A
Science	$5.00	$5.00	N/A
Law	$50.00**	N/A	N/A

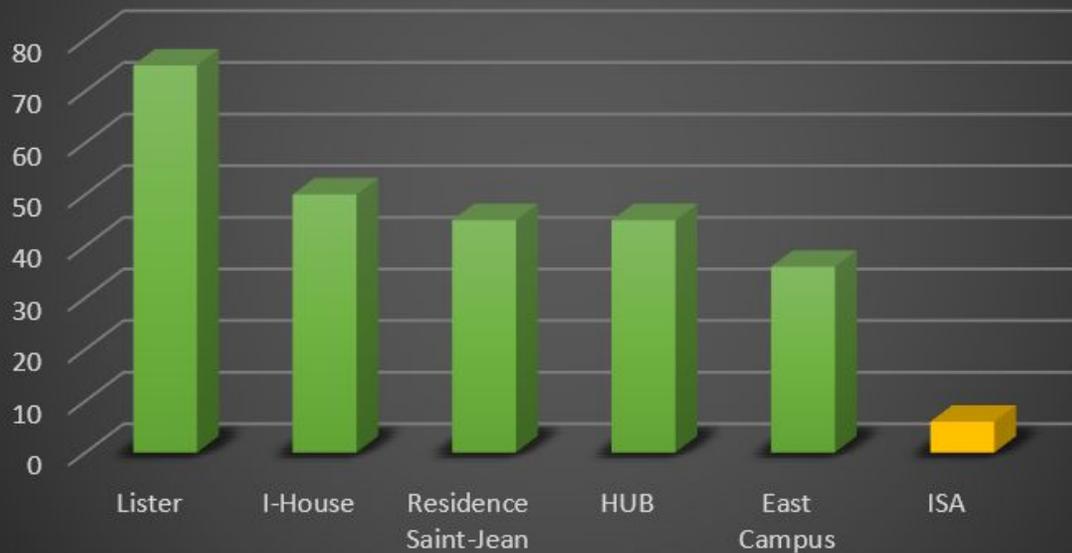** Indicates that this fee is not assessed for Off-Campus students.*
** Indicates that this fee is not assessed in the Winter Term.

[2] https://www.su.ualberta.ca/about/budgetsfees/fees/

Residence Association [3]

Residence Association Fee Comparison

[3] https://su.ualberta.ca/governance/resassoc/fees/

Fee Comparison

ISA

Residence	Fees due 30/09/20	Fees due 31/01/21 (note 1)	Residence Association
International House	$50	$25	International House Spokescouncil
Lister Residence	$75	$37.50	Lister Hall Students' Association
Résidence Saint-Jean	$45	$22.50	Association of the Residents of the Faculty Saint-Jean
HUB	$45	$22.50	HUB Community Association
East Campus Students' Association	$36	$18	Maple/Aspen House, Nîpisîy House, PLH, Pinecrest/Tamarack House, Linden/Alder House

ISA will work with Augustana International Councillor of ASA and VP International of AUFSJ to create dedicated programming for Augustana and Campus Saint-Jean.

All allocation funds which are not accessible by Augustana and Campus Saint-Jean students will be redirected to this dedicated programing.

ISA
INTERNATIONAL STUDENTS' ASSOCIATION

What about services that other campus students can't access?
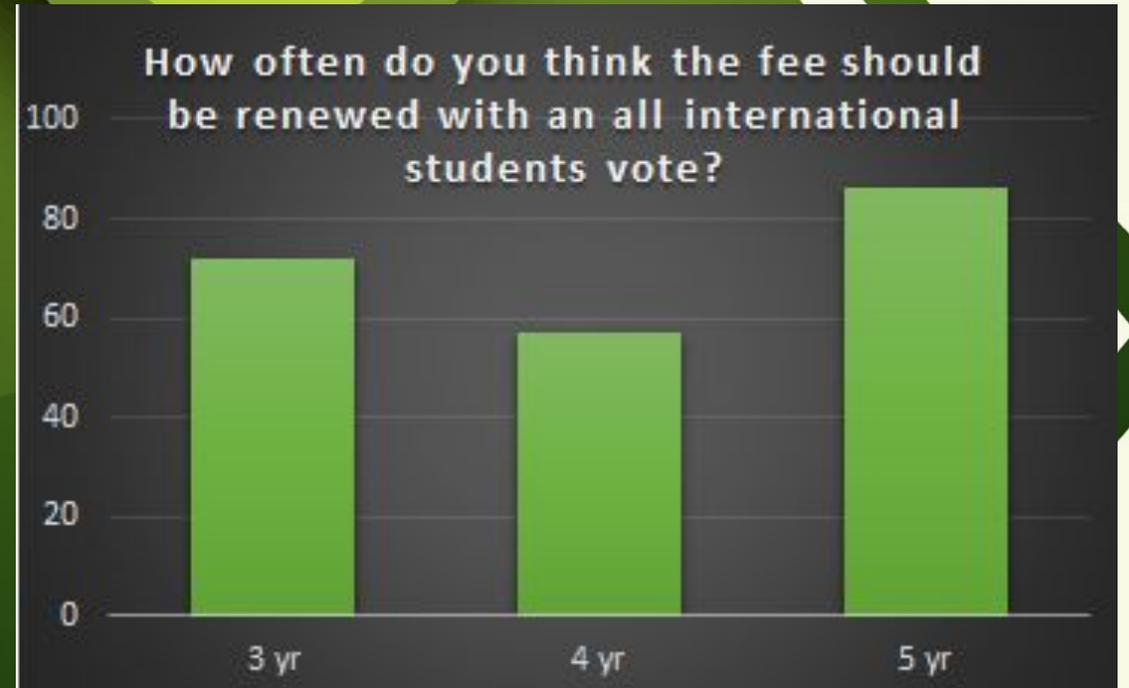
Students can opt-out of everything!

How?
- Login isa.ualberta.ca/opt-out within first two weeks of the semester.
- Fill out the opt-out form,
- We refund you in 30 days.

Opt-out Mechanism

Very Important!

- *The fee shall be bound to the financial reporting to the Student Union.*

- *This includes ongoing financial reporting by the ISA Vice President Finance and a yearly independent audit;*

- *A statement of the audit and budget be submitted to ISA Undergraduate Council for full oversight and transparency.*

- *The Budget and audit statements shall be public on the ISA website and also be presented to the international students in the Annual General Meeting.*

- *Every transaction shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board.*

Financial Oversight!

ISA

Consultation

Over 5 Months!

Consultation

1	**TRANSPARENCY**	Referendum Task Force maintained an active page for transparency, isa.ualberta.ca/isaf
2	**INITIAL SURVEY**	We conducted a survey of 80+ students in Feb before starting the proposal drafting process.
3	**JAMBOARD**	Our Jamboard consultation allowed our community to add programs and services that they wanted this fee to initiate.
4	*ONE-ON-ONE*	We did 1-on-1 stakeholder consultations with 8 SRAs, 7 Regional/Cultural Groups, 20+ UASU Council members, and many students/Uni Staff.
5	**TOWNHALL**	On May 25, 2021 we held an online townhall attended by 40-50 students to publically present ISAF and take feedback.

Consultation

6	*FINAL SURVEY*	We conducted a survey with a total of 248 intn'l undergraduate students. Survey was emailed to all students.
7	*SU COUNCIL PPT*	We presented this council twice in the last month, to take direct feedback, provide clarities and make changes.
8	**COISA**	We presented the final proposal with all changes to our regional group committee consisting rep of 13+ regional groups.
9	*MASS EMAIL*	We announced the final proposal with a mass email to all undergrad intn'l students and conducted final feedback.
10	**ISA INTERNAL**	Ultimately, we proceeded with the final consultation with people within the ISA to ensure that proposal is supported by everybody.

Survey

Demographics information released, bit.ly/3iPVwvp

ISA

ISA 2021/2022

ISAF Proposal

INTERNATIONAL STUDENTS' ASSOCIATION FEE

Submission to the
University of Alberta Students' Union (UASU)

Index

About us

UAISA advocate for all 9,000+ international graduate and undergraduate students. The UASU has delegated its representative authority to the UAISA for all undergraduate international students on all 5 UAlberta campuses.

Advocacy

The ISA is a strong advocate of international students. Last year we advocated on online learning issues, Ride Transit Program, frozen food issues on Augustana campus, etc.

Programs and Services

ISA takes an active role in campus orientation to better prepare international students when they start university. We are also launching ICard and Campus Food Stall Program soon.

Unified

ISA is proactively working on unifying the entire international students body at the University by creating platforms such as Committee on International Students Affairs for all regional group leaders to meet and discuss the challenges faced by their communities.

Our History

- UAISA was first founded in 1961 and operated until 1991.
- Later in 2013, the UofA Board of Governors suddenly decided to increase the international students' tuition fees.
- 100+ international students protested at the BoG meeting to stop the fee increase.
- Due to the lack of any unified international student body to advocate on such matters, the Students' Union Council initiated the process of forming the ISA.
- Students Union hosted a Town Hall in Telus Center and few SU International Councillors along with SU VP SL made the ISA in 2014.
- 23 regional groups joined in making the first ISA Board.
- In 2020, ISA was revived with a new and more sustainable structure consisting of Councils and board. ISA became an SRA the same year.

LETTER FROM UNDERGRAD CHANCELLOR

Dear UASU Council,

I write this letter on behalf of the Undergraduate Council of the University of Alberta International Students' Association (UAISA) as its Chancellor and its representative. I would like to thank the UASU Council for working with the UAISA Undergraduate Council on the Student Representative Association (SRA) recognition last year and successfully delegating the representative authority of all undergraduate international students to the UAISA Undergraduate Council. Due to this historic decision, the ISA's Undergraduate Council can represent students and help ISA to advocate for international students with more legitimacy.

Today, I would like to inform you that the ISA Undergraduate Council has passed this referendum proposal unanimously, and thus we send this proposal for your final approval. While many of you might be concerned about the additional cost to international students, I would like to bring to your attention, that this proposal is itself being drafted and being proposed by the international students for solemnly one singly purpose, i.e. to enable ISA to provide services to the international students and fulfill its mandate to better serve the international students.

On behalf of the undergraduate council, I would like to thank you all for reading this proposal and hope that you all will honour the will of international students' representatives to hold this referendum and let the international students make the final decision and vote on it in the next UASU Executive Elections.

Best Regards,
Yintong Liu
Undergraduate Chancellor

Dear UASU Council,

I hope you all are doing well. I would like to write this letter on behalf of the ISA to support our SRA Fee Proposal. The ISA and the SU have worked together for many decades, the history goes back to 1961 and together we have achieved many things. Our strong relationship has enabled us to jointly present student issues more boldly and help resolve the issues of thousands of students. Today, the ISA is requesting the UASU Council to approve the proposed SRA Fee and thus allow the international students to vote on the fee.

The ISA has been preparing for this referendum for almost a year now, we have spent extensive time in consultation with the students and truly believe that this is the proposal that is supported by the will of the international students. Our community pays an enormous amount of money as tuition but still as international students we bring this proposal before you as we believe that these few additional dollars will give international students a strong voice, and association that could be with them in this country where they are alone and new. In true essence, the ISA is the voice of thousands of international students and this fee shall strengthen this voice and enable it to provide services to the international students.

This fee shall help ISA to provide international students with a family thousands of miles away from their homes and shall enable ISA to build programs and services that shall help international students be better prepared for the Canadian job market and ensure their overall success as young professionals. I look forward to the council meetings and your support to pass this proposal and allow the international students to vote on it and make their decision.

Best Regards,
Chanpreet Singh
ISA President

PURPOSE

The mission of the International Students' Association (ISA) is to present a united voice and advocate for the entire international student community. This mission can only be carried forward if the ISA remains sustainable and not wholly dependent on its gracious sponsors. The ISA's SRA Fee i.e ISAF will allow the ISA to sustainably continue supporting and offering its services to all international students at the University of Alberta. This fee shall support hundreds of students who are suffering due to language barriers, facing discrimination, loneliness, mental health challenges, etc and enable ISA to provide services that shall help international students to be better succeed in their lives as young professionals.

SCOPE

The ISA SRA Fee will be implemented from the Fall 2022 Term and up until and including the Spring/Summer 2025 Term. The Fee shall be charged to every full-time and part-time international student on all University of Alberta campuses. An international student is defined as a University of Alberta student who pays the international student's tuition fee and/or is on a study permit in Canada. The fee is charged differently according to the academic status, term and campus, due to the availability of services to the students based on those parameters.

AMOUNT

1. *Each full-time international student on all university campuses will be paying $6.00 per semester.*
2. *Part-time international students will be paying 50% of the full-time fee being charged.*
3. *Off-campus (such as Co-op students) or special status international students will pay $0.00 per term.*
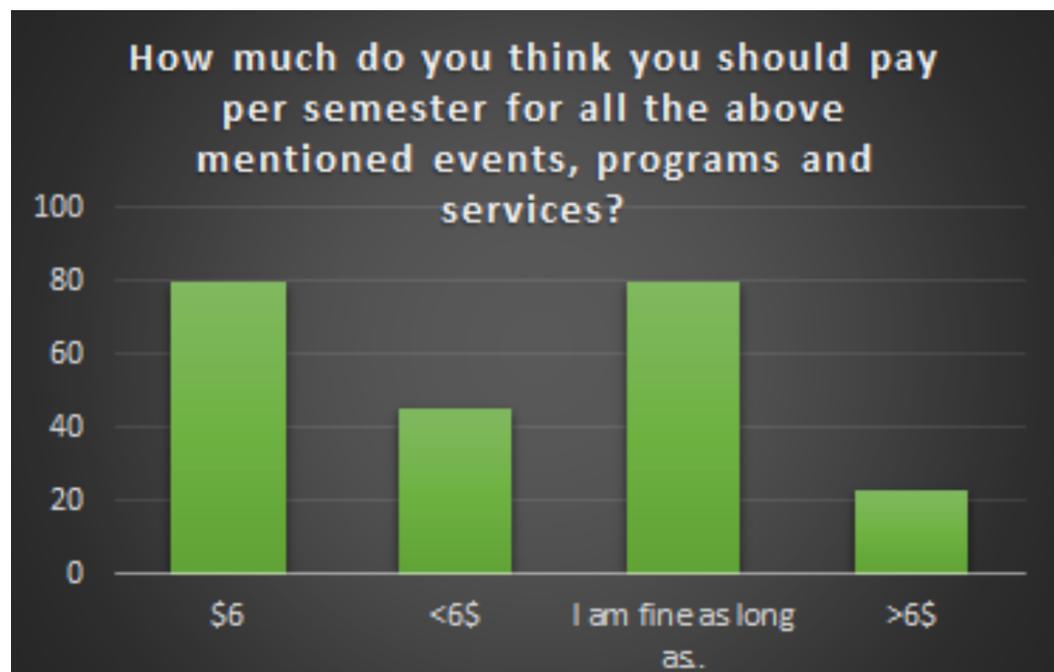
FEE TIMELINE

The ISA SRA Fee will be implemented for a three-year period from the Fall 2022 Term and up until and including the Spring/Summer 2025 Term.

ISAF Opt-out Form

ISA

International Students' Association Fee (ISAF) Opt-out Form

Start   press **Enter** ↵

🕐 Takes 2 min

English   ›
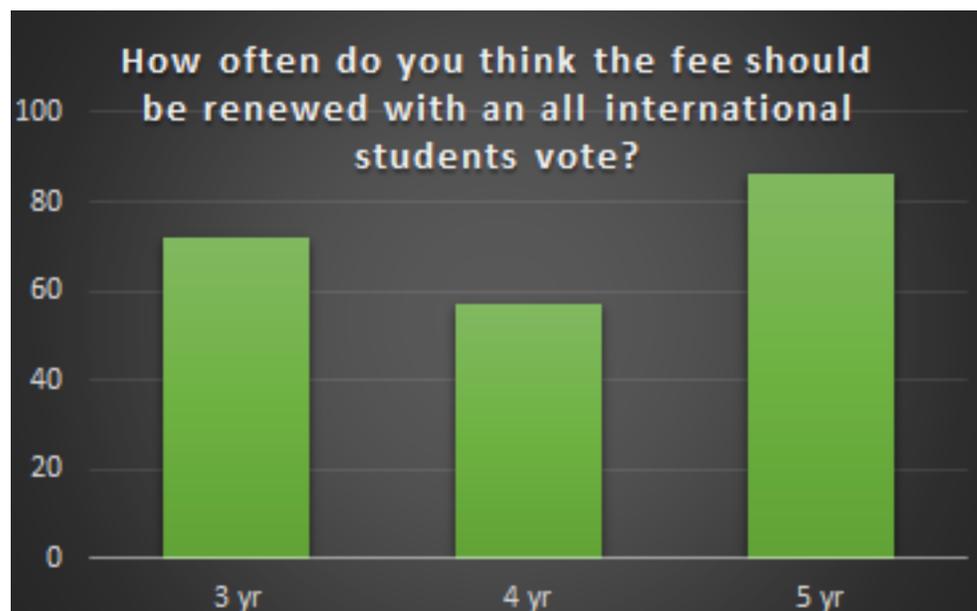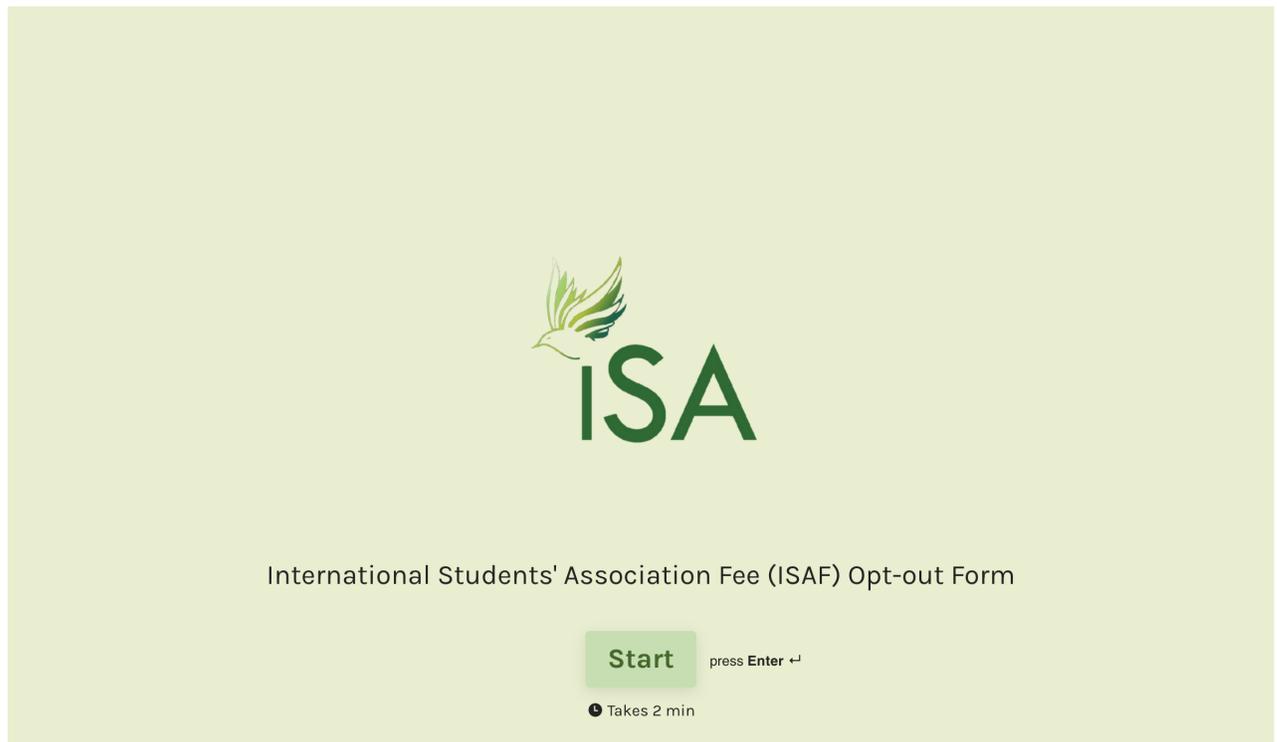
Opt-out Mechanism

isa.ualberta.ca/opt-out

- To receive reimbursement from ISA, for the ISAF, a student must fill out the opt-out form on the ISA website (isa.ualberta.ca/opt-out).
- A student is only eligible if they have paid the ISAF as part of their tuition fees, as collected by the Registrar's Office and the Students' Union. The SRA fee is a voluntary fee and filling out this form is the only way to opt-out of payment.
- International students shall be able to fully opt-out of the fee within the first two weeks of the semester. The Students shall not be eligible to access the services/program upon opting out.
- The ISA shall reimburse the student within thirty (30) days of receiving the opt-out form. This time frame shall only change due to unpredictable or other reasonable circumstances.

Allocations
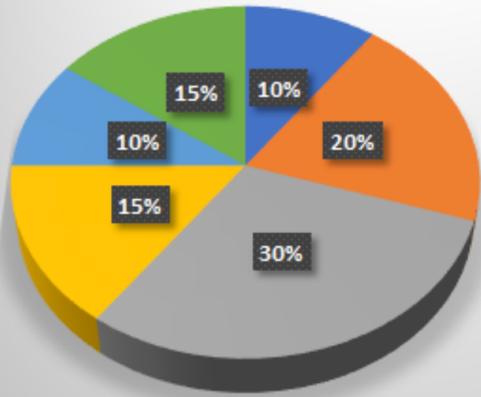
- Communications, Outreach, and Advocacy
- Support, Awards and Funding
- Services, Events and Programs
- Community, Diversity and Culture
- Health/wellness and Professional Development
- Your ISA

10% · 20% · 30% · 15% · 10% · 15%

ALLOCATIONS

Allocation	Value	Description	Amount
Communication, Outreach and Advocacy	that Connects	For the ISA to use in effectively advocating, reaching out to the international student population on all five campuses, fund communication tools and welcome booklets.	10%
Support, Awards and Funding	that Meet Needs	For the ISA to use in the form of awards and prizes. The ISA will use it to create a Community Engagement Recognition Awards program and a Last Resort Funding program.	20%
Services, Events and Programs	that Matter	For the ISA to use as funding for programs and services that are beneficial to all international students such as the ICard initiative. The Affordable Campus Food Program shall play a vital role in solving food insecurity on campus.	30%
Community, Diversity and Culture	that Embrace	For allocation to regional and BIPOC student groups and promotion of diverse, and cultural events. ISA shall also use funds for hosting welcome activities.	15%
Health/Wellness and Professional Development	that Helps	For the ISA to cover the costs of health/wellness and professional development services and programs	10%
Your ISA	that Stands by You!	For the ISA to cover its operational costs and provide international students with a hub on campus.	15%

ISAF OVERSIGHT

By the Students' Union

The fee shall be bound to the financial reporting to the Student Union, as per the University of Alberta Student Union Financial Reporting Guidelines.

This includes ongoing financial reporting by the ISA Vice President Finance and a yearly independent audit; a statement of the audit and budget be submitted to ISA Undergraduate Council for full oversight and transparency.

The Budget and audit statements shall be available to international students on request and also be presented to the international students in the Annual General Meeting (AGM). Every transaction shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board.

What does the ISAF provides?

The programs mentioned under each allocation unit shall be subject to change as per the student feedback and engagement. We shall always aim to provide the services and programs that are well received by the international students and positively contribute to their university experience. All excess or unutilized funds in each allocation unit shall be added to the Endowment Fund of the ISA, to generate interest and use the fund when international students or the ISA deem necessary.

Communications, Outreach, and Advocacy

that Connects

VALUE:
Amplifying the voices of international students at UofA while providing customized resources that address their unique needs and concerns.

The motive of this allocation is that ISA shall be a strong representative voice only if it can strongly connect with its membership that's all around the University of Alberta campuses in every faculty. The Allocation shall support the "Advocacy and Awareness Fund" which shall help ISA to communicate with its membership by supporting the communications tools such as ISA website, Canva account, Stripo etc. ISA membership spans over all five UofA campuses and all faculties, thus it's essential for it to have a strong communication/outreach budget to ensure constant communications and staying close to the students it represents. The fund shall also support ISA to stay connected with its membership thus leading to an active participation of students in ISA's governance.

As an association that represents students coming from 100+ countries around the world, ISA's top priority is to make each one of them feel at home here, at the University of Alberta.
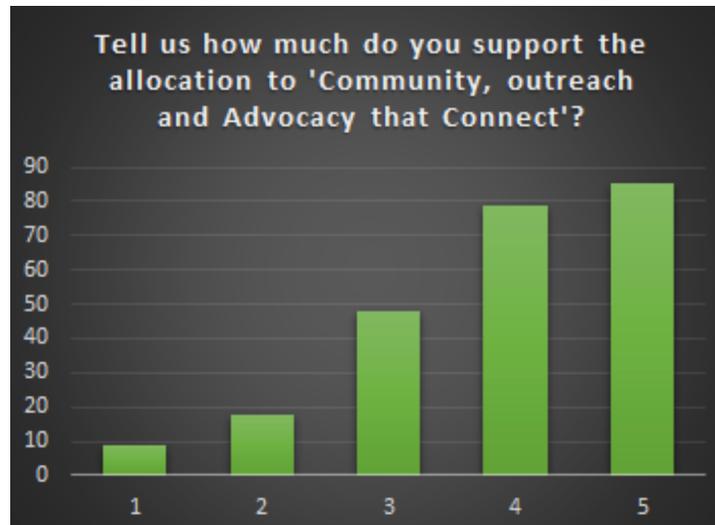
This allocation will be used to develop and provide resources like the Welcome Guide that target the initial transition difficulties faced by all international students. The Welcome Guide of ISA is an essential source of information for students and also rated as a top resource guide for international students.

The ISA has collaborated with Gateway to run a program called Gateway/Campus Voice Initiative which will give international students an accessible platform to voice their opinions and concerns throughout their stay at the university. This collaboration allow ISA to raise international students' issues on campus.

ISA

Support, Awards and Funding

that Meet Needs

Value: Alleviating financial barriers for international students to help them accomplish their goals by recognizing outstanding student achievement through various awards.

ISA believes that the financial barriers that come with being a student shouldn't stop you from achieving your goals. We want to do everything we can to help you receive the assistance you may need.

Community Engagement Recognition Awards such as ISA Salute, and offering prizes through contests. ISA recognizes your talent and knows that you deserve a token of appreciation for all the positive impacts that you make on campus! Hence, the purpose of this fund is to help reduce the financial burden for students through various awards.
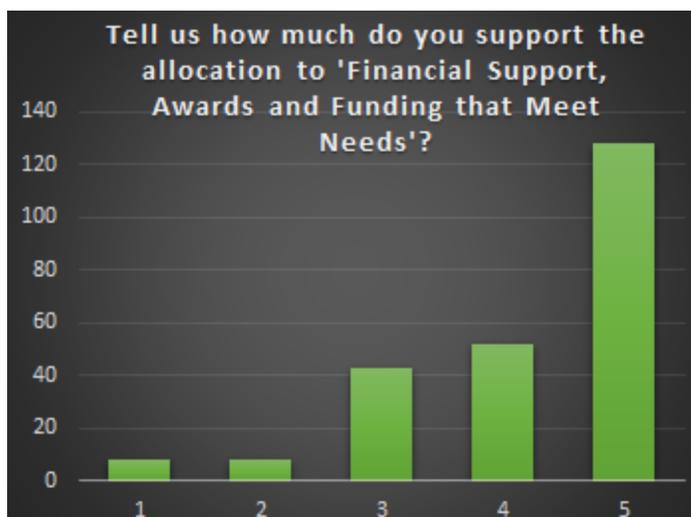
The ISA shall create a "Last Resort Funding" program, for students who do not qualify for UAI or the Registrar's Office [1] funding but still have visible need for emergency support. We will work with UAI and the Registrar's Office to identify such students and support them with funding they require.

[1] The RO and UAI were not able to fund 34 students in 2020 due to shortage of funding.

ISA

Services, Events and Programs

that Matter

Value:
Enriching international students' experience on campus by offering great services, events and programs while building strong relationships with other students.

Events:

This allocation is aimed at providing students with quality events to help them make the most of their university student experience. These events shall help ISA to engage with students on a regular basis and better cater to their needs. Our events shall in general promote intercultural friendship, and inclusivity. These general events shall help students stay engaged on campus while they are miles away from their friends and family. ISA shall also conduct tours for students to be able to explore Alberta and surrounding provinces, as most international students lack means of transportation to explore this beautiful country.

Program:

There will also be an International Student Benefit Card (ICard) to connect with retail, food and entertainment partners and offer discounts for international students. This program shall enable students to save money and potentially recover the fee amount itself. ICard is designed to help students reduce the cost of living in Edmonton. ISA as a body of 9,000+ students is in a great position to use its membership size to get discounts from local businesses and our sponsors.
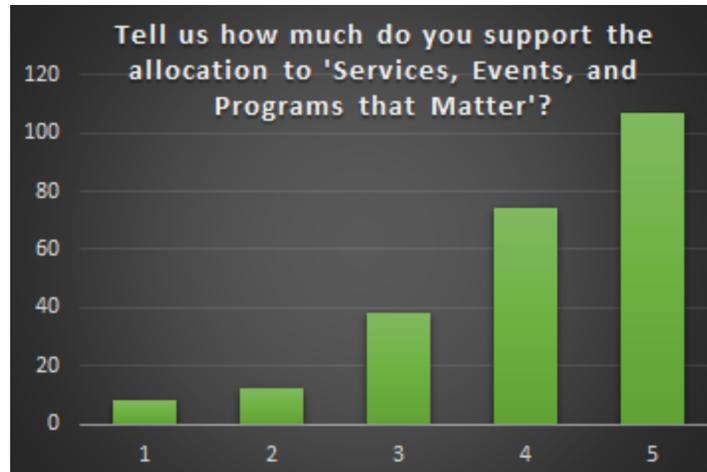
Service:

The ISA is seriously concerned about the International students being 2 times the increased Food Insecurity risk compared to domestic students [2], thus the ISA would use the ISAF to create a "Campus Food Stall Program" to provide authentic cultural/ethnic food on the Campus at affordable price. All excess daily food shall be either provided to volunteers, students, or Campus Food Bank at the end of each day. The Program shall provide five food items, at five campus venues, one for each day at a very affordable rate.

[2] Food Bank Presentation to the UASU Council.

Community, Diversity and Culture

that Embrace

Value:
Better engagement for international students with the diverse communities at the UofA.

The biggest strength of the international students' community at UofA is the diversity of opinions, experiences, ambitions and wisdom they bring along with them. Through this allocation, the ISA aims to promote the representation and experience of this diversity on campus.

In order to promote a sense of belonging in international students, it is important for them to be able to connect and bond with other students from their respective home countries. We recognize the value of regional/cultural student groups at UofA that serve as a common ground for international students to practice and celebrate their culture. ISA also supports the presence of BIPOC student groups and associations on campus that are working towards providing support and promoting diversity through their events/programs.

To provide financial assistance and support to these student bodies, ISA has formulated a Community Support Fund Program. Under this program, student bodies will be able to apply for funding needed to undertake events and programs that promote diversity, community building and counter loneliness. Many regional/cultural and BIPOC student groups have expressed the need of such a program to the ISA, as it provides financial certainty to these groups.
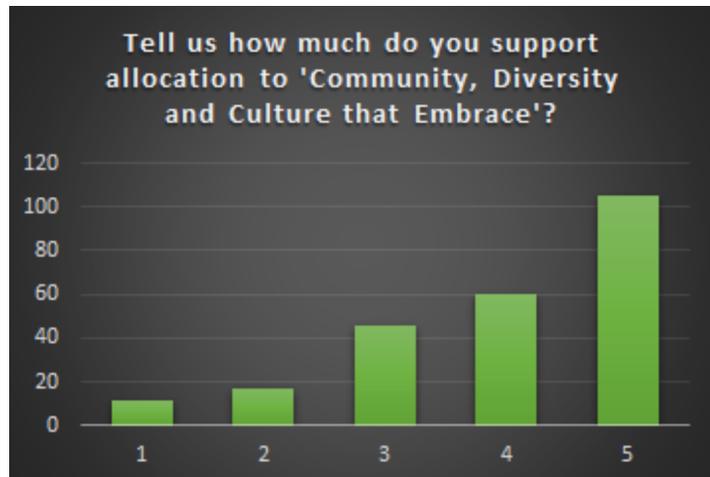
Apart from the established student groups, other students interested in hosting culturally focussed events shall also be empowered by ISA through this funding program and other logistical/administrative support by the ISA as required.

The new student orientation is often the first point of contact for international students with the ISA and gives them a glimpse of the various services offered by the ISA. To further facilitate the connection between ISA and international students, we want to supplement this welcome event with a 'Yearly Kick Off for Welcome Services Program'. As part of this program, we will organize engagement and icebreaker activities that will give students an opportunity to connect with people from their home country and all over the world. Through this program, ISA intends to create a firm foundation for an intimate and well-connected international students' community on campus.

Health/wellness and Professional Development

that Helps

Value:
Enhancing individual mental, physical and professional growth while building a strong community and life-long connections.

Professional Development Programs:

Health and Wellness Program:

The purpose of this fund is to focus on the well-being of international students. ISA's approach is to build a strong and supportive community of international students through shared activities and programs encouraging recreation and adventure. ISA understands the challenges and stressors that international students face by being alone in this country. Hence, ISA will organize events and resources to help alleviate student loneliness. These programs shall be very active during the busy exam seasons enabling international students to take a break, focus on their mental health and wellness. International students in general are quite hesitant to discuss their mental health and such programs shall support students to open up and take mental health seriously.

ISA encourages the ambitious zeal in our international student community and recognizes their extraordinary efforts to make a niche for themselves in Canada or elsewhere in the world. ISA aspires to give students the chance to learn from mentors that have been in the same shoes as them and successfully achieved their career objectives. ISA plans to organize Monthly Alumni Networking Nights that will allow international students to connect with UofA alumni so that they can get grassroots advice and gain insights regarding how to make the best out of their university experience and achieve an all-round development. ISA will organize Road to Success Workshops for the academic and professional advancement of international students. ISA will invite experts who can guide students through the challenges of juggling goals and responsibilities as international students, without compromising their professional and academic performance. ISA also wants to take the initiative of connecting students to the professionals in their desired career sectors.

These Career Series Workshops will be customized as per the demands of students interested in given careers. In addition to a general overview of the industry, students will have the opportunity to interact with the guests and gain clarifications on their queries.

Tell us how much you do support the allocation to 'Health/Wellness and Professional Development that Helps'?

ISA

Your ISA

that Stands by You!

Value: A stronger ISA is essential to safeguard international students' interests and more strongly advocate for them.

This allocation shall be used for covering various expenses that come along with running the largest student association on all five campuses. The money shall mostly be used for operational costs and administrative expenses associated with the ISA Office space. As there are 40 governance positions within ISA Board and Councils, thus this allocation shall also cover the election expenses associated with it. ISA is huge with 130+ directors and coordinators, taking enormous hours of dedicated internal members thus this allocation shall be used for the Volunteer Appreciation Programs, to keep people motivated and dedicated to executing all the tasks that this referendum shall stand for. The fund shall also be used to cover any election expenses, operational costs, provide administration and office support. The ISA shall use this allocation to make an "International Students Hub" on the campus. The fund shall also be used for general insurance of the ISA that shall insure all its event participants and is a requirement of the Dean of Students office.

Additionally:

ISA shall also create on-campus part-time opportunities for students wherever possible in the programming/services to support the students such as paying student tutors to do exam review sessions for courses in which international students struggle.

For any allocation unit of the fee that is not accessible to Augustana and Campus Saint-Jean students, the funds collected from these campuses students shall be redirected to a dedicated programming that shall be accessible to these students. The dedicated programming shall primarily be created by including the Augustana and Campus Saint-Jean international students and based on the student feedback/engagement.

ISA

Referendum Task Force

Task Force Members and Contact Details

Members and Contact

Meeting Minutes

Check out the work that we did and how we made our proposal.

Meeting Minutes

Task Force Mandate and Duties

The motion that created this task force with its unique mandate and strong rights.

Mandate and Role

Consultation and Feedback

__Referendum proposal Drafting Process:__

The ISA Board made a Task Force for the Referendum Proposal, consisting of President, VP Finance, VP Coms, VP Internal, VP External and three student-at-large from within the ISA. This Task Force met weekly to draft the proposal, engage in consultation, and directly report to the ISA Councils and the Board. The Task Force made a publicly accessible web page for transparency (meeting minutes) and open consultation,

https://isa.ualberta.ca/isaf

INITIAL SURVEY

The ISA conducted an initial survey in February 2021, before starting the work on this proposal to understand the needs and priorities of our community. This initial survey had approx 80 students as participants. The key results are:

What are the programs that you are interested in or ISA should start?
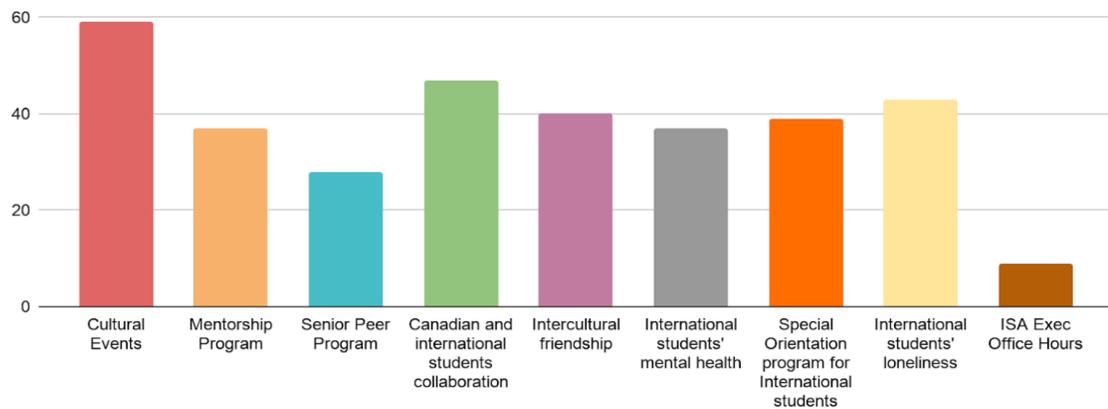
In your opinion, what should the ISA make their priority in the upcoming school year?
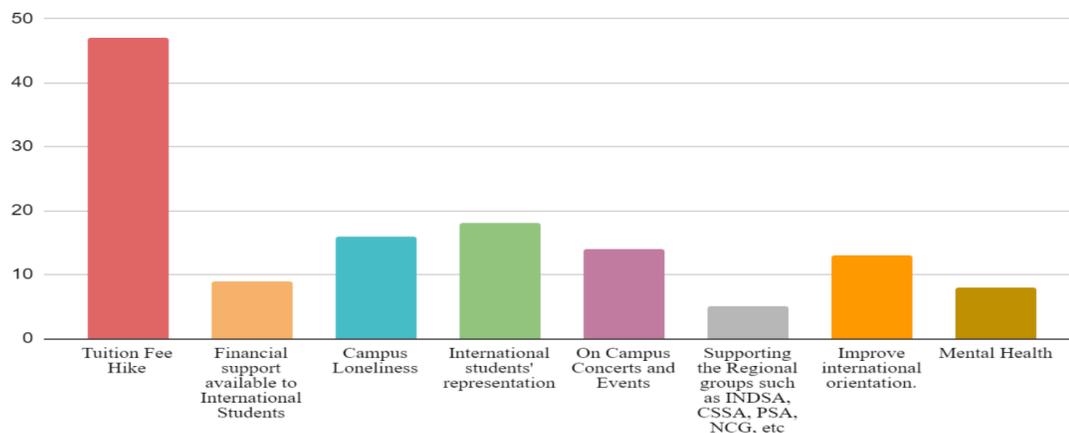
JAMBOARD
COUNCIL AND PUBLIC CONSULTATION.

The ISA made initial general allocations and shared a jamboard with our Councils and Community/Public to learn more about the programs that interest the students.

ISA Council Jamboard :
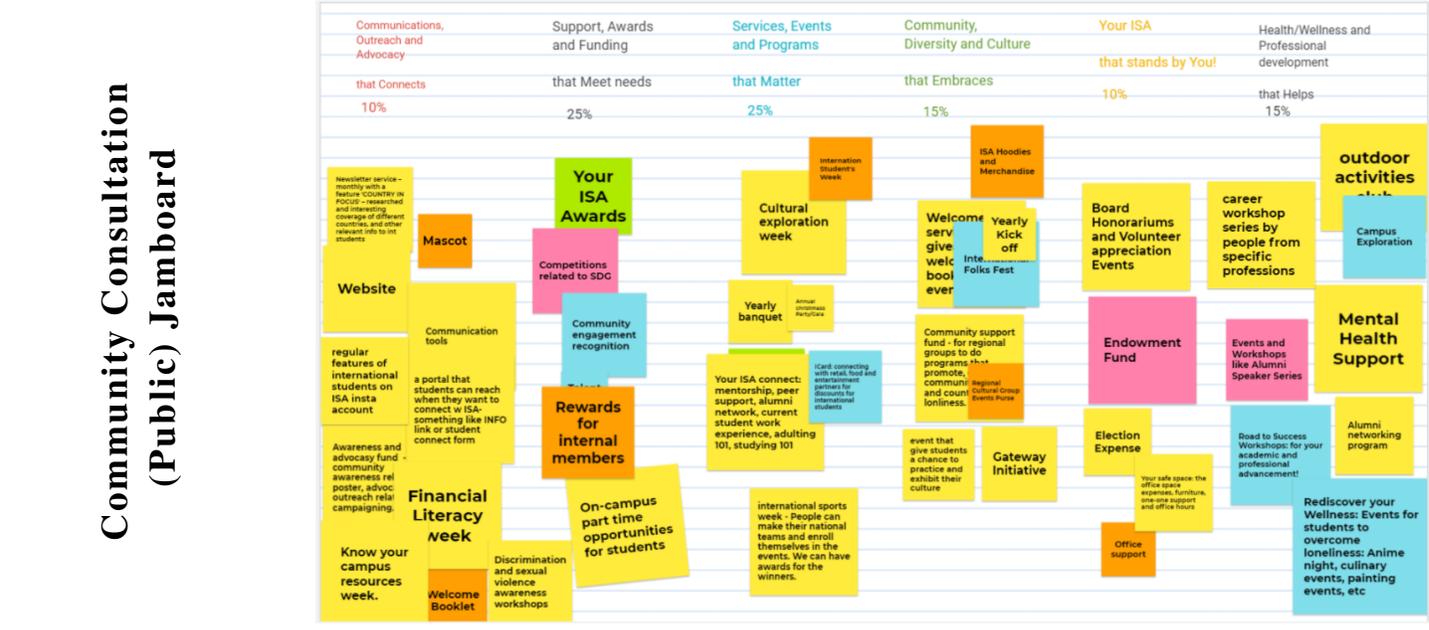
Community Consultation (Public) Jamboard

ISAF Fee Consultation

ISA invite all culturally, regionally or international student focussed UofA registered undergraduate student groups to meet and provide us feedback on our fee proposal.

Email
isa.manager@ualberta.ca
to arrange a meeting.

University of Alberta
INTERNATIONAL
STUDENTS' ASSOCIATION

ISA also used the Student Group Services (SGS) NewsLetter, to invite all campus student groups to meet with ISA for the ISAF Proposal Consultation.
We also made a <u>news announcement</u> on BearsDen to invite all student group leaders for consultation.

Date (DD/MM/YYYY)	Organization	Members
15.04.2021	Engineering Students' Society (ESS) - Faculty of Engineering SRA.	ESS President ESS President-Elect ESS VP Student Services
09.05.2021	Interdepartmental Science Students' Society (ISSS)	President-Elect, VP internal
13.04.2021	Augustana Students' Association (ASA) - Augustana Campus SRA	ASA President ASA President-Elect ASA Councillor to UASU ASA International Rep.
16.04.2021	Business Students' Association (BSA)	VP Internal
03.05.2021	Association des universitaires de la Faculté Saint-Jean (AUFSJ)	President and VPs
29.04.2021	Organization for Arts Students and Interdisciplinary Studies (OASIS)	President-Elect, Departing Exec.
April 2021	HUB Community Association (HCA)	President
April 2021	I-House	Co-Facilitator
17.04.2021	Chinese Students and Scholars Association (CSSA)	President
17.04.2021	Indian Students' Association (INDSA)	President
06.05.2021	Pakistani Students' Association (PSA)	President
17.05.2021	Muslim Students' Association (MSA)	President
15.04.2021	Black Students' Association (UABSA)	President
28.06.2021	East Asian Studies Undergraduate Association - KGK	President and Vice President
29.06.2021	Ukrainian Students' Society (USS)	President

Townhall

The ISA hosted a Public Town Hall on May 25, 5-6pm. The proposal was publicly presented to the international students and we engaged in direct/public consultation with the students.

The Town Hall was live-streamed on the ISA Social Media. The Gateway also regarding our Town Hall. During the Town Hall, the ISA asked all the participants to fill our survey to better understand the opinions of the participants at the Town Hall.

The ISA ensured that the questions asked during the Town Hall were answered, thus we sent the response document to all participants to answer the questions. While the anonymous nature of engagement tools used in the Town Hall was great for consultation but they led to their own challenges, such as few individuals trying to shape or present their personal opinion as public opinions, thus our survey data collected during the Town Hall adequately demonstrates the opinion of the students present in the Town Hall.

Final Survey

*The ISA sent a final Survey to the students in June, this survey has **248 students** as participants. The ISA conducted the survey over a period of a month, to give adequate time to students to fill the survey. The Survey was also emailed to all international students on June 11, to ensure that survey reached our entire constituency. The ISA Referendum Task Force also made a 2 min video to encourage students to fill the survey. The survey has an ISA Branded Jacket and Gift Cards as rewards for students to fill it.*

As approx 61% of international students are from China, thus the ISA worked with the Chinese Students and Scholars Association (CSSA), the UofA's largest Chinese student group, to ensure that survey was translated into Mandarin and shared with students from China over WeChat. We did everything possible to make our Survey reach our constituency.

Most Faculty Associations were also contacted to share the survey with their membership via newsletters. Survey Data was released by ISA on its Website and is also used in this proposal to demonstrate a strong student support for ISAF.

Date: August 12, 2021   Meeting Minutes

TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

"The University of Alberta International Students' Association acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community."

1. **INTRODUCTIONS**

   a. **Attendance**

Committee Members	Yes/No/Vacant
Chair, ISA Vice President External - Gurbani	
ISA President - Chanpreet	
Board of Governors Undergraduate Rep - Dave	
ISA VP FInance - Dhir	
ISA VP Students Life - Safwan/Nikita	
Black Graduate Students' Association (BGSA) Rep - Kufre	
Chinese Students and Scholars Association (CSSA) Rep- Tengyun	
Black Students' Association (UABSA) Rep - Gina	

Committee on International Students' Affairs (CoISA)

The ISA presented the final proposal to its Committee on International Students' Affairs (CoISA) on Aug 12, 2021 to consult and take feedback on all changes made to the proposal after the one-on-one stakeholder meetings. Committee members were requested to take the changes back to their association and provide feedback.

ISA also asked its members to reach out to all the individuals, stakeholders or associations whom we ever consulted, to inform them about the changes made to the proposal after the meeting and take final feedback.

International Students' Association Fee

ISAF Update

Based on your feedback and logistics the ISAF Proposal has been updated, key updates:

1) Renewal Timeline Reduced - 3 yr
2) Fee - 6$ uniform rate for all full-time intn'l students on all campuses.
3) Opt-outs - Full or no opt-outs only. The partial opt-outs have been removed due to logistical challenges.

All programs and services shall stay the same. Augustana and Campus Saint-Jean students shall have dedicated programming to compensate for the services they are not able to access.

Check out and provide Feedback!

(From image) UPDATE — INTERNATIONAL STUDENTS' ASSOCIATION FEE (ISAF)

ISAF proposal has been changed!
Check out: isa.ualberta.ca/isaf

WE INVITE YOU TO SHARE YOUR THOUGHTS WITH US!

Mass Email to all 4,800 undergrad intn'l students.

The ISA sent a mass email to all 4,800 undergrad international students on Aug 11, 2021 to make sure that students get a final chance to provide feedback on the changes made by the ISA. We clearly outlined all the changes and also provided more information on our website.

Few students reached out to the ISA with board honorarium concerns and thus the ISA decided to remove the board honorariums from its proposal.

We also used our social media presence to spread the information about all the changes made as the result of the survey and SU Council consultation.

Thank you

INTERNATIONAL STUDENTS' ASSOCIATION

iSA

Feel free to reach out at isa.external@ualberta.ca or isa.finance@ualberta.ca for any query or clarification.

APPENDIX

Note: All items in the appendix are subject to change over time and thus are not considered as a part of this proposal.

- ISAF Undergraduate Survey Response Report
- ISA Bylaws and Policies
- Implementation plan and predicted budget.
- Links

INTERNATIONAL STUDENTS' ASSOCIATION

Date: Aug 11, 2021

Referendum Task Force
Office of the President

ISAF Undergraduate Survey Response

Steps taken by ISA to encourage students to fill the survey:
- Email to all 4,800 undergraduate international students (link)
- Timeline: 1 month period for students to fill the survey.
- Created an easy URL for survey, isa.ualberta.ca/survey (link no longer work as survey concluded)
- 2 min Promo Video created to encourage students (Link)
- Prizes: ISA Branded Jacket and gift cards (Link)
- Translation: We translated survey to Mandarin (for student from China) and shared it over WeChat via CSSA (Link)
- Most Faculty Associations were also contacted to share the survey with their membership via newsletters.
- Hosted a TownHall and encouraged students in town hall to fill the survey by keeping a 5 min survey filling break. *(Link)*

Net Participants: 248 respondents for 4,800 undergraduate international students

Last Year Fee related Survey Comparison:
- 2020 OASIS FAMF Survey : 234 for 6,050 arts undergrad students
- 2020 ESS FAMF Survey : 185 for 4,627 eng undergrad students

Few of the recent SU Surveys:
 Undergraduate students in 2020/2021 - 30,341 Full Time, 2,769 part time - 33,110 net.
- EDI and Student Supports Survey (April 18, 2021) - 224 respondents
- Returning to Campus (April 30, 2021) - 751 respondents
- SU 2020 Annual Survey Report (April 2021) - 3125 respondents
- Academic Integrity Survey (March 3, 2021) - 637 respondents
- Brain Drain and Food Insecurity Survey (Feb 9,2021) - 559 respondents
- Three UASU Perks Surveys(Jan 12, 2020) - first survey there were 625 responses. For the second survey there were 657 responses, and for the last survey there were 702.

Conclusion: Our survey respondents should be sufficient compared to the survey respondents of the other SRA Fee proposals and the Students Union general surveys. Also, we did everything that we could, to get more respondents and there was nothing left that we could have done in addition.

Our Mailing Address: 0-81 Student Life Central
Students1Union Building,
8900 - 114 St NW Edmonton, AB T6G 2J7

Email: isa.manager@ualberta.ca
Phone: 780-246-8177
Website: isa.ualberta.ca

Nationality
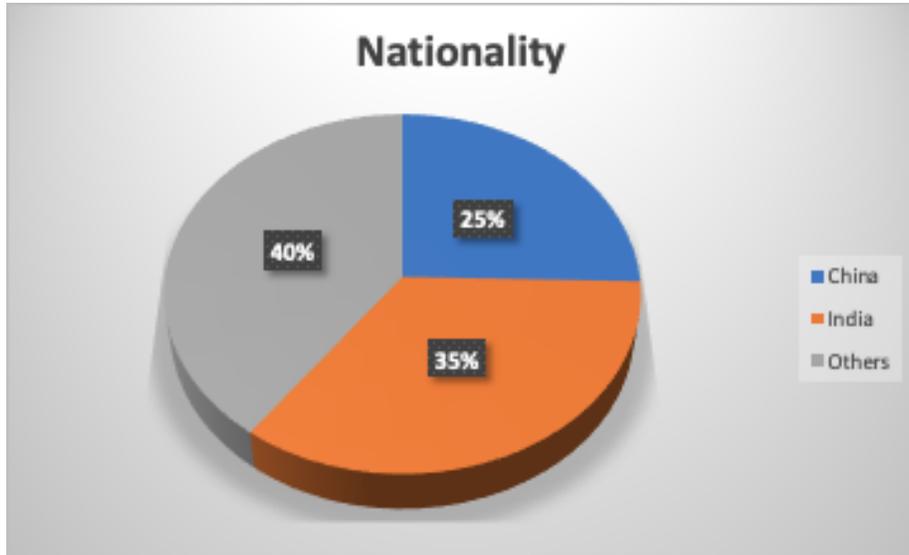
Others include: Rwanda, Vietnam, Hong Kong, Netherlands, Trinidad, Uganda, South Korea, Jordan, Philippines, Thailand, Japan, Taiwan, Ghana, Denmark, Qatar, Cameroon, Nepal, Malaysia,Venezuela, Ivory Coast, Australia, Zimbabwe, Kenya, Mexico, Indonesia, Pakistan, Mauritius, Egypt, Nigeria, Ethiopia, Peru, Iran, Brunei, Tanzania, USA, Ecuador, Bangladesh, Sri Lanka.

Faculties

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2

Ethnicity

Asian — 55%
Person of Colour — 22%
Black — 11%
LGBTQ2S+ — 6%
No — 6%

How much do you think you should pay per semester for all the above mentioned events, programs and services?

$6, <6$, I am fine as long as., >6$

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ISA

How often do you think the fee should be renewed with an all international students vote?

Tell us how much do you support the allocation to 'Community, outreach and Advocacy that Connect'?

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4

Tell us how much do you support the allocation to 'Financial Support, Awards and Funding that Meet Needs'?

Tell us how much do you support the allocation to 'Services, Events, and Programs that Matter'?

Tell us how much do you support allocation to 'Community, Diversity and Culture that Embrace'?

Tell us how much you do support the allocation to 'Health/Wellness and Professional Development that Helps'?

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6

Tell us how much do you support the allocation to support 'Your ISA that Stands by You'?

ISAF
Survey Result
More detailed data.

Aug 11, 2021

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7

Bylaw 700 – A Bylaw respecting Finances (Draft)

a) Fiscal Timelines: The ISA fiscal year runs from May 1 to April 30.

b) Budgets
   i) The Vice President Finance is responsible for creating and presenting the upcoming fiscal year's budget to the council for approval prior to Sep.
      (1) The revenue generated due to the membership fee of a particular council shall be budgeted and approved by the respective council.
   ii) The Vice President Finance shall be responsible for managing the budget, expenses, documentation and reimbursements.
   iii) Funds, Awards or grants received by the ISA shall be budgeted as per the requirements or criterias submitted to the donor/provider and shall be considered as a supplementary amount to the fiscal budget that shall be allocated by the Board.

c) Expenses, Changes and Reimbursements
   i) The ISA shall create policies related to the mechanism of bearing expenses, changes to budget, and process for reimbursements.
   ii) Additional policies shall be created as required by the association to account for usage of different platforms.

d) Records and Reports
   i) The Finance department shall keep proof of all transactions such as receipt and financial documentation of the association for a minimum of seven (7) years.

e) Accountability
   i) The financial statements of the association shall be presented to the councils every semester and to the board every month.
      (1) All expenses made by the board members shall be reported to the board in the next board meeting.
   ii) The ISA shall submit its audited annual financial statements to the University of Alberta Students' Union (UASU) as per UASU Bylaw 8200 and within one month to the provincial registry as per Societies Act at the end of the Fiscal year.
   iii) The members of the board, and councils, shall have the right to request for any information/documentation related to finances of the association.
   iv) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.

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ISA Policies

B.8: Expense/Reimbursement Policy

1) The Finance Department of ISA shall manage all the expenses and reimbursements.
2) Approval Mechanism:
   a) Through Council:
      i) The Finance department prepares an annual budget that shall account for all general and planned expenses for the year.
      ii) Council and the board shall approve the annual budget prior to Sep thus pre-approving all the accounted expenses in the budget.
      iii) Each board member shall contact the finance department to discuss the expense mechanism and the expense shall be made accordingly upon joint approval of the President and Vice President Finance.
   b) Through Board:
      i) The Board member shall reach out to the Vice President Finance to discuss all expenses which are not accounted for in the annual budget.
      ii) The board member and the Vice President Finance shall move a motion in the board for such expenses along with the expense mechanism.
      iii) Upon approval, the expense shall be made.
      iv) Board member shall contact the finance department to discuss the expense mechanism and the expense shall be made accordingly upon joint approval of the President and Vice President Finance.
   c) Contingency funds shall also be approved along with most expenses and be reported to the board.
      i) Usage of contingency fund shall require approval from the President and Vice President Finance.
   d) Approval/amendments Limits:
      i) Changes to any allocation (line number expense) of the annual budget over 20% shall require council approval and under 20% shall be approved by the board.
      ii) Contingency funds shall be used to cover unexpected expenses.
      iii) Board can approve an unaccounted expense under B8.2.b for upto a maximum of 1000 CAD or 5% of the annual budget, whichever is first.
3) Expense Mechanism:
   a) Board members make the purchase and submit reimbursement requests.
   b) Finance department directly makes the purchase.
   c) ISA Expense Card is allocated with the required fund to make the purchase.
4) Reimbursement Mechanism:

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Phone: 780-246-8177
Website: isa.ualberta.ca

a) The board member shall fill the ISA Reimbursement form on ISA website or eclass by submitting the receipt or acceptable proof of the expense.
b) The reimbursement request needs to be made within 7 days of the expense being made
c) The Finance department shall process the reimbursement and reimburse the board member within 7 days of receiving the request.

5) ISAF Opt-outs
a) The Finance Department shall handle all the opt-out requests received by the ISA in accordance with the ISAF Policy.

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Website: isa.ualberta.ca

3

B.9: Financial Accounting, wave, journal and audit policy

1) The ISA shall use the wave platform for all its accounting and auditing purposes.
2) Wave Usage:
   a) Each income and expense shall be accounted for in the wave as appropriately.
      i) Proofs of expense and income shall also be attached to transactions in the wave.
3) Journal Usage:
   a) Journal shall be the platform used to add funds into the Expense Cards of the ISA.
      i) The President and Vice President shall have expense cards with a limit of 200 CAD for contingency funds.
      ii) Vice President Finance shall create virtual cards with funds needed for the board members to make the purchase.
      iii) Vice President Finance and President shall jointly approve every amount being added to the journal account.
         (1) Amounts to the journal account shall only be added when an expense is approved, and the purchase needs to be made.
            (a) The journal account needs to be zero all other times.
4) Cross-checks:
   a) The wave platform at all times must be able to indicate the accurate financial standing of the association.
   b) Wave and journal account joint balance shall be equal to the ISA Bank account balance at all given times.
   c) Any abnormality shall be reported to the board immediately and be resolved under the supervision of the board.
5) Accountability:
   a) Every week, the Vice President Finance shall share a report on all the expenses made by any board member.
   b) Every month, the Finance Department shall share the financial standing of the association with the board.
   c) Every semester, the Finance department shall share the financial standing of the association with the Council.
   d) The members of the board shall have the right to request for any information/documentation related to finances of the association.
      i) Transparency credentials
         (1) The Finance Department shall provide members of board with view only credentials to ISA Bank account, wave and journal account at all time thus enabling surprise cross checks by anyone in the association's governance.
   e) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.

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    i)   The Financial Statements and Audits shall be presented to general members at the Annual General Meeting.

f)   The President and Vice President only shall have access to ISA Bank Account, Journal and Wave platform.

g)   Every trimester the ISA Vice President Finance shall submit ISA Audit report to the UASU Audit committee or as per the applicable provisions of UASU Bylaw 8200.

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B10: ISAF Policy (Draft)

1) Relevant section of Proposal to Students' Council regarding ISAF:
   a) Fee:
      i) *Each full-time international student on all university campuses will be paying $6.00 per semester.*

      ii) *Part-time international students will be paying 50% of the full-time fee being charged.*

      iii) *Off-campus (such as Co-op students) or special status international students will pay $0.00 per term.*

   b) Scope:
      i) *The ISA SRA Fee will be implemented from the Fall 2022 Term and up until and including the Spring/Summer 2025 Term. The Fee shall be charged to every full-time and part-time international student on all University of Alberta campuses. An international student is defined as a University of Alberta student who pays the international student's tuition fee and/or is on a study permit in Canada. The fee is charged differently according to the academic status, term and campus, due to the availability of services to the students based on those parameters.*

   c) Opt Out
      i) *To receive reimbursement from ISA, for the ISAF, a student must fill out the opt-out form on the ISA website (isa.ualberta.ca/opt-out).*

      ii) *A student is only eligible if they have paid the ISAF as part of their tuition fees, as collected by the Registrar's Office and the Students' Union. The SRA fee is a voluntary fee and filling out this form is the only way to opt-out of payment.*

      iii) *International students shall be able to fully opt-out of the fee within the first two weeks of the semester. The Students shall not be eligible to access the services/program upon opting out.*

      iv) *The ISA shall reimburse the student within thirty (30) days of receiving the opt-out form. This time frame shall only change due to unpredictable or other reasonable circumstances.*

   d) Financial Oversight

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Phone: 780-246-8177
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i) *The fee shall be bound to the financial reporting to the Student Union, as per the University of Alberta Student Union Financial Reporting Guidelines. This includes ongoing financial reporting by the ISA Vice President Finance and a yearly independent audit; a statement of the audit and budget be submitted to ISA Undergraduate Council for full oversight and transparency. The Budget and audit statements shall be available to international students on request and also be presented to the international students in the Annual General Meeting (AGM). Every transaction shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board.*

e) Allocation

Allocation	Value	Description	Amount
Communication, Outreach and Advocacy	that Connects	For the ISA to use in effectively advocating, reaching out to the international student population on all five campuses, fund communication tools and welcome booklets.	10%
Support, Awards and Funding	that Meet Needs	For the ISA to use in the form of awards and prizes. The ISA will use it to create a Community Engagement Recognition Awards program and a Last Resort Funding program.	20%
Services, Events and Programs	that Matter	For the ISA to use as funding for programs and services that are beneficial to all international students such as the ICard initiative. The Affordable Campus Food Program shall play a vital role in solving food insecurity on campus.	30%
Community, Diversity and Culture	that Embrace	For allocation to regional and BIPOC student groups and promotion of diverse, and cultural events. ISA shall also use funds for hosting welcome activities.	15%

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Health/Wellness and Professional Development	that Helps	For the ISA to cover the costs of health/wellness and professional development services and programs	10%
Your ISA	that Stands by You!	For the ISA to cover its operational costs and provide international students with a hub on campus.	15%

2) Changes or deviations:
   a) Students' Council
      i) The Student's Council can only decrease the fee or renewal timeline (8200.8.1). Student's Council can also change the proportion of fee among the six (6) allocations as per UASU Bylaw 8200.
   b) ISA Council
      i) The Undergraduate Council can make any changes to the distribution of funds within any allocation category.
      ii) New programs could be introduced as long as they follow the mandate/value of the allocations.
   c) ISA Board
      i) The board could make any change to the amount usage allocated by the undergraduate council for a specific program.
   d) ISA Board and Council shall also be able to make changes as per the ISA Policy B.8) 2.
3) This policy shall always be subject to changes caused in the UASU Bylaw 8200.

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C.3: Sponsorship/Marketing Policy

1) ISA shall approve the annual sponsorship/marketing package prior to July along with the draft price list.
   a) The package and pricing shall be confidential, thus shared only with the sponsors and not be available to general members. This enables ISA to ensure competitive pricing and charge as per the sponsor's previous history and affiliation with the ISA.
2) Risk Assessment:
   a) The ISA shall not sign any agreement/partnership/contract/MoU with any sponsor/organization for a period longer than next April 31. Thus the ISA cannot commit on behalf of future Execs of the association or shall bond them.
      i) An extension of 12 months can be granted by the Council at its discretion.
   b) Vice President Finance is responsible for assessing the risk associated with any sponsor.
      i) Vice President Finance is responsible for background checking of the sponsor.
   c) All communications with sponsors shall be ideally conducted over official Email IDs and meetings shall be recorded with consent of all members.
   d) ISA shall ideally follow a system of invoice for the sponsorship/marketing services that it provides to its sponsors, thus limiting the signing of contracts or agreements.
      i) All contracts or agreements with an expiration or termination within the term of execs (before April 31) shall be signed only with approval of the board.
3) Sponsorship handling:
   a) The Vice President shall handle the fulfillment of any invoice or deal completely and not redirect the sponsor to another department.
      i) Direct point of contact of the sponsor always has to be the Finance department.
   b) Every meeting with the sponsors needs to be attended by a minimum of two individuals from ISA with consent of the Vice President Finance.
4) Every member of the finance department needs to complete the mandatory SGS and ISA Finance training.
5) ICard and Food Stall vendors shall not be subject to this policy.
6) Community Welfare Marketing
   a) ISA shall provide exceptional discounts or not charge to student groups or companies providing essential services to international students.
   b) The board shall classify student groups or companies in community welfare marketing category at its discretion for a maximum of board members tenure (until April 31).
      i) The Councils shall however classify any organization into community welfare marketing for a maximum of three (3) years.
7) Moral responsibility:
   a) ISA shall only provide sponsorship/marketing services to sponsors and NOT recommend any product or service of a sponsor.

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b) ISA shall ensure that sponsor is fully vetted and students are not exposed to any fraud.

c) Any service or product deemed potentially dangerous or not in the best interest of students shall not be promoted or marketed by the ISA.

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INTERNATIONAL STUDENTS' ASSOCIATION

Predicted Budget

		Revenue			
Source	Fee	Semester	Students		Amount
ISAF - Full Time	6	2	4800		57600
ISAF - Part Time	3	2	1000		6000
UAI - Based on ISA's Annual Submission					5000
SGS - General Grant by UASU					2000
			Revenue		70600
Possible Revenue					
Sponsorship and marketing (Highly Fluctuation)					7000
Additional Grants and Funding					2000

	Predicted ISAF Usage - Expense			
Allocation	Sub Division	Amount	Adjustments Indicator	Allocation Total
Communication, Outreach and Advocacy	Welcome Booklet	4200	Increase	
	Advocacy and Awareness Fund	1250	Stable	
	Gateway/Campus Voice Initiative	300	Stable	5750
Support, Awards and Funding	Community Engagement Recognition Awards	5700	Stable	
	Last Resort Funding	5700	Increase	11400
Services, Events and Programs	International Student's Benefit Card (ICard)	5200	Stable	
	Food stall program	8000	Stable	
	Events	4000	Increase	17200
Community, Diversity and Culture	Community Support Fund	6000	Increase	
	Student Events Program	800	Stable	
	Welcome Services	4000	Stable	10800
Health/Wellness and Professional Development	Mental Health/Wellness Program	2500	Increase	
	Professional Development Program	3500	Increase	6000

Your ISA	*Volunteer Appreciation Program including Board Honorariums and Food Costs for Board & Council*	5000	Stable		
	Insurance	2500	Stable		
	International Students' Hub	900	Increase		
	Cost of Elections	500	Stable	8900	
			Total:	60050	

Headcount by RO: Provided by UASU						
Academic Career	Academic Year	Term Season				Grand Total
		Fall	Winter	Spring	Summer	
Undergraduate	2020-21	4,834	4,611	1,875	1,149	12,469
	2019-20	4,864	4,564	2,303	1,609	13,340
	2018-19	4,733	4,479	1,954	1,141	12,307
Graduate	2020-21	3,028	3,148	2,339	2,282	10,797
	2019-20	3,274	3,180	2,494	2,451	11,399
	2018-19	2,947	2,858	2,409	2,325	10,539

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Headcount : Provided by UAI						
	2020-21 Headcount by Level			2020-21 Share of Total of Level		
Faculty	Undergraduate	Graduate	Total	Undergraduate	Graduate	Total
Agric, Life & Environ Sciences	287	245	532	5.90%	8.10%	6.70%
Arts	1,254	249	1,503	25.79%	8.20%	19.00%
Augustana Faculty	169	-	169	3.48%	0.00%	2.10%
Business	465	287	752	9.56%	9.50%	9.50%
Education	19	67	86	0.39%	2.20%	1.10%
Engineering	1,000	1,149	2,149	20.57%	37.90%	27.20%
Faculté Saint-Jean	40	1	41	0.82%	0.00%	0.50%
Faculty of Native Studies	4	-	4	0.08%	0.00%	0.10%
Kinesiology, Sport, & Rec	40	22	62	0.82%	0.70%	0.80%
Law	2	2	4	0.04%	0.10%	0.10%
Medicine and Dentistry	2	177	179	0.04%	5.80%	2.30%
Nursing	25	37	62	0.51%	1.20%	0.80%
Pharmacy & Pharmaceutical Sci	12	23	35	0.25%	0.80%	0.40%
Public Health	-	61	61	0.00%	2.00%	0.80%
Rehabilitation Medicine	-	31	31	0.00%	1.00%	0.40%
Science	1,455	667	2,122	29.93%	22.00%	26.90%
Undeclared	88	10	98	1.81%	0.30%	1.20%
Totals	4,862	3,028	7,890	100.00%	100.00%	100.00%

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Implementation Plan

ISA Infrastructure: ISA has seven (7) departments with 130+ directors/coordinators in total. te, the following table shall provide more clarity in the implementation of the Fee and ISA's ability to deliver the promises made via the fee.

Program	Current Form	Fee Usage	Department	Timeline
Welcome Booklet	[Digital Welcome booklet](#) is being released annually.	The Fee shall enable us to print the booklet and provide it to the students.	Department of Communications	June-Aug
Awareness and Advocacy Fund	All communications platforms are temporarily funded by the UAI until ISAF is implemented as per our mutual agreement.	ISA will be able to fund all communication platforms independently. This shall also help ISA to be more self reliant in its operations and not be bond by a University Department support.	Department of Finance makes all expenses for other departments to use the tools.	May
Gateway/Campus Voice Initiative	[ISA is releasing 2-3 articles every semester](#).	Fee shall enable us to produce more quality content by better training our journalists. Also releasing an article biweekly.	Department of Communications	Year round with exception to spring/summer
Community Engagement Recognition Award	ISA annually announce awardees of the "[ISA Salute](#)" online.	More appreciation awards could be created for students. Physical Awards could be given with some monetary	Committee on International Students' Affairs (CoISA) shall manage this	Award applications shall be open during

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		value in an in-person event.	program.	Fall. Awards shall be given in April.
Last Resort Funding	None	RO and UAI will let ISA know every Fall about 2-3 students in need.	CoISA will oversee and the Department of Finance shall process.	August
Events	Multiple Online Events	Could do multiple in-person events.	Department of Student Life	Year round
Food Stall Program	A basic version shall be launched this Sep.	The fee shall help in subsidizing a few food items. Expand the food options. Provide a more large scale and well established food stall. Provide benefits/incentives to the students volunteering.	Department of Internal Affairs and Finance.	Every Fall and Winter.
ICard Program	A sticker on ONECard basic version shall be launched this Sep.	Help ISA to fund a few discounts for initial days to show the positive contribution of the program to the vendors business. Provide a physical card with barcode and trackability feature. Overall help in expanding the program thus enabling more discounts and saving.	Department of Internal Affairs.	Year round.
Community Support Fund	None	Provide financial support for BIPOC, regional and cultural	External Affair Department shall annually create	Every July CoISA shall be

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		groups to host events and for their operations.	*CoISA, and run its operations. CoISA shall decide and implement the Community Support Fund.*	*made, and in Fall/winter the funding shall be allocated.*
Student Events Program	*None*	*Accept student event proposals, include them in the annual events calendar and host them.*	*Department of Student Life*	*July and August*
Welcome Services	*Tabling in UAI's Campus Check-in*	*Be able to host a full or half day engagement event to welcome new students and help them adapt to university and new country.*	*Internal and SL Department.*	*Aug end and first week of Sep*
Mental Health/Wellness Program	*Occasional based as per student needs.*	*Permanent and large scale programs that shall grow over years.*	*Department of Academic Affairs*	*Year round*
Professional Development Programs	*Occasional based as per student needs.*	*Permanent and large scale programs that shall grow over years.*	*Department of Academic Affairs*	*Year round*

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Links

Demo Opt-out page

Welcome booklet

Gateway/ISA Collab

Food Bank presentation to UASU Council

New Student Welcome Program

Dean of Students Insurance Requirement

Official ISAF Page

SGS Newsletter announcement for consultation

Town hall Youtube video

Gateway Article on Town Hall

Responses to Town Hall questions

Town Hall survey result

Mass Email Encouraging students to fill final survey

2-min ISA Promo Video to encourage students to fill final survey

Survey in Mandarin shared over WeChat

Mass email to announce changes and request for final feedback.

ISAF participants demographic related information release.

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