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**Tuesday, December 14th, 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.

**ORDER PAPER (SC-2021-19)**

2021-19/1      **SPEAKERS BUSINESS**

2021-19/1a      **Announcements - The next meeting of Students' Council will take place on **Tuesday, December 14th 2021 at 6:00PM** via Zoom/Council Chambers.**

Join Zoom Meeting

<https://us02web.zoom.us/j/85666007012>

Meeting ID: 856 6600 7012

2021-19/2      **CONSENT AGENDA**

2021-19/2a      **Students' Council, Votes and Proceedings (SC-2021-18) Tuesday, December 7th, 2021**

See SC-2021-19.01

2021-19/3      **PRESENTATION**

2021-19/4      **EXECUTIVE COMMITTEE REPORT**

2021-19/5      **BOARD AND COMMITTEE REPORT**

2021-19/6      **OPEN FORUM**

2021-19/7      **QUESTION PERIOD**

2021-19/8 BOARD AND COMMITTEE BUSINESS

2021-19/8a **LEY MOVES TO** refer the writing of a question for the Augustana Students' Association SRA Fee Proposal to Bylaw Committee

See SC-2021-19.09

2021-19/8b **LEY MOVES TO** refer the International Students' Association's SRA Fee Proposal to Bylaw Committee to draft a referendum question

See SC-2021-19.10

2021-19/9 GENERAL ORDERS

2021-19/9a **MONTEIRO MOVES TO** discuss Student Councillor Roles and Responsibilities

See SC-2021-19.11

2021-19/9b **KIMANI MOVES TO** move into closed

See SC-2021-19.12

2021-19/10 INFORMATION ITEMS

2021-19/10a Students' Council, Votes and Proceedings (SC-2021-18) Tuesday, December 7th, 2021

See SC-2021-19.01

2021-19/10b Executive Committee Reports

See SC-2021-19.02-19.08

2021-19/10c Council Submissions

See SC-2021-19.09 -19.12

2021-19/10d Students' Council Attendance

See SC-2021-19.13

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**Tuesday, December 7th, 2021**  
**6:00PM**  
**Zoom**

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**CALL TO ORDER 6:15PM**

**VOTES & PROCEEDINGS (SC-2021-18)**

2021-18/1      **SPEAKERS BUSINESS**

2021-18/1a      Announcements - The next meeting of Students' Council will take place on **Tuesday, December 07th 2021 at 6:00PM** via Zoom/Council Chambers.

Join Zoom Meeting  
<https://us02web.zoom.us/j/85666007012>

Meeting ID: 856 6600 7012

2021-18/2      **CONSENT AGENDA**

2021-18/2a      Students' Council, Votes and Proceedings (SC-2021-17) Tuesday, November 30th, 2021 will be located in LATE ADDITIONS

2021-18/2b      **MONTEIRO/VILLOSO MOVED** to ratify the appointment of Nishita Shukla to the Sustainability Ad Hoc Committee.  
See SC-2021-18.01

2021-18/2c      Students' Council, Votes and Proceedings (SC-2021-17) Tuesday, November 30th, 2021  
See SC-2021-18.04

2021-18/3      **PRESENTATIONS**

2021-18/3a      **MONTEIRO/LEY MOVED** to present on the Governance Restructuring Task Force (GRTF) Recommendations  
See SC-2021-18.05 & 06

CARRIED

BATYCKI/KONRAD MOVED to cancel items 2021-18/4-5, 9a.  
CARRIED

2021-18/4 EXECUTIVE COMMITTEE REPORT

2021-18/5 BOARD AND COMMITTEE REPORT

2021-18/6 OPEN FORUM

2021-18/7 QUESTION PERIOD

MERCREDI: Inquired as to whether there are updates on the SU's sexual violence prevention advocacy.

DIXON: Responded that the SU is making strides in its advocacy at GFC in response to which the University published a response letter committing to increased training for students and staff.

BATYCKI: Cautioned the Executive from treating as hostile councillors that attempt to hold them accountable to the commitments made in their platforms.

DHILLON: Inquired as to why the SU is not collaborating with the CHA and taking anti-tampering measures in its menstrual product campaign.

DIXON: Responded that the SU is not ruling out future collaboration. Clarified that the dispensing stations are designed to be open shelves to enable persons to have easy and free access to the menstrual products.

KIMANI: Clarified that there is no evidence of tampering having occurred.

LEY: Apologised to any councillors having negative experience with the Executive and committed to resolving any outstanding issues.

DHILLON: Inquired as to how feedback is collected for the campaign and whether there are updates on its status.

DIXON: Responded that there are QR codes at the stations through which students can submit their feedback.

KIMANI: Responded that the SU purchased sustainable menstrual products as part of a pilot project with a particular company and, upon reflection, decided not to continue purchasing from that company after review of their commitment to sustainability.

LEY: Clarified that more information can be provided in camera at the next meeting.

2021-18/8 BOARD AND COMMITTEE BUSINESS

2021-18/9 GENERAL ORDERS

2021-18/9a **MONTEIRO MOVED TO** discuss the Governance Code of Conduct in the context of Councillor Roles and Responsibilities.

See SC-2021-18.02  
CARRIED

2021-18/10 INFORMATION ITEMS

2021-18/10a Council Submissions

See SC-2021-18.01-18.02

2021-18/10b Students' Council Attendance

See SC-2021-18.03

2021-18/10c Students' Council, Votes and Proceedings (SC-2021-17) Tuesday, November 30th, 2021

See SC-2021-18.04

2021-18/10d Governance Restructuring Task Force (GRTF) Presentation

See SC-2021-18.06

ADJOURNED 9:19PM.

## 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, December 14, 2021

**Mover** LEY

**Email** rowan.ley@su.ualberta.ca

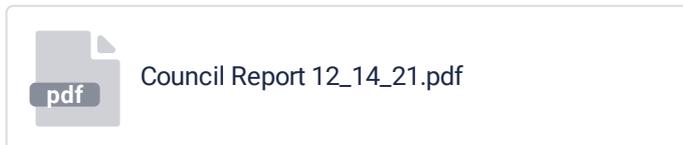
**Action Requested** Information Items

### Information Items

**Abstract**

President's Report

**Attachments**



**Date:** 12/14/21

**To:** Students' Union Council

**Re:** President Report 12/14/21

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Dear Council,

I hope you are all feeling ready for your exams and are on your way to excellent results. Personally, I handed in the last term paper of the second-last class of my degree on Tuesday. It's a relief to hand it in, but now the real tension begins as I wait for my grades! I know how tough this time of year can be for all of us, and I wish every one of you success. Never hesitate to contact me or any of my colleagues on the Executive team if we can support you.

### **Board of Governors**

I attended the last Board of Governors meeting of 2021 this Thursday, and was encouraged to see widespread recognition of and support for action on sexual violence. President Flanagan committed in the meeting to acting on the UASU's ten demands, and credited the progress being made on sexual violence response and prevention to the importance of student leadership and activism. The Chair of the Board of Governors, Kate Chisholm, requested on behalf of the Board that Administration conduct an external audit of the University's sexual violence policies. I truly believe we have reached a turning point on campus sexual violence, and that meaningful change is coming.

The Board also debated the removal of the western 240 acres of South Campus from University development plans. It is currently used for agricultural research, but will be converted to housing under the University of Alberta Properties Trust. While this process has been controversial, I believe that land located in the centre of the city near an LRT station serves the community best as housing. The Board also approved the Indigenous Strategic Plan, an extremely important document that lays out a plan for Indigenous initiatives in the medium term. The UASU is committed to supporting its implementation, particularly on areas where obstacles remain, such as the lack of dedicated space which is meant to be addressed by Maskwa House.

### **GRTF Implementation Followup**

VP Monteiro and I will be working with our governance team to develop a series of options to reduce the number of committees of Council, streamline their work, enhance their support systems, and rationalize workloads and membership. We will let Council know once we have finished this work, likely in January. We are eagerly awaiting the report on meeting management practices which will provide a series of options for

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**Rowan Ley, Vice President External**

2-900 SUB | 780 492 4241 | [vp.external@su.ualberta.ca](mailto:vp.external@su.ualberta.ca)

alterations or alternatives to Robert's Rules to make Council more inclusive and accessible. We will also be meeting with a few key stakeholders to discuss this in the near future. We are sensitive that a lot of the folks we want to work with are currently very busy with exams, so much of this work will likely wait until the early new year.

### **Exceptional Tuition Increases**

I have discussed the ETI proposals with the Minister's office, and provided the UASU's extensive analysis and recommendations. I believe that we have a compelling case for many of the ETIs, particularly Engineering's, to be declined. I look forward to the opportunity to discuss this further with all of you.

### **Assistance with Fee Proposals**

VP Monteiro and I are working with fee proponents to ensure they are aware of deadlines and have the support they need to conduct consultation and fully inform Council. While our goal in the long term with the Fee Governance renewal process is to make this a much simpler and more accessible process, for the time being it is exceptionally complex and burdensome. This will be a significant draw on our focus for the next few weeks.

This year has gone by incredibly quickly, and I am honestly saddened by how little time we have left to work together. As we round out 2021, I am extraordinarily proud of the Executive team and of all of you. We have faced enormous and unexpected challenges, and yet we have made significant progress on some of the most challenging issues that students are facing. All of us deserve a peaceful, restful holiday season. I look forward to us all returning fresh and energized to complete the tasks of 2021 and begin the tasks of 2022.

Happy New Year!



University of Alberta Students' Union President  
**Rowan Ley**

Friday, December 10, 2021

## 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, December 14, 2021

**Mover** Monteiro

**Email** abner.monteiro@uasu.ca

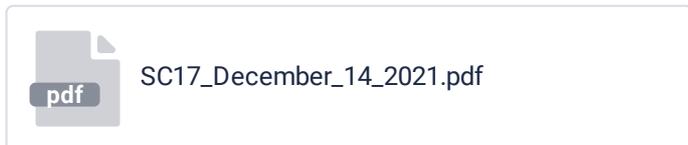
**Action Requested** Information Items

### Information Items

**Abstract**

VPA Report #17

**Attachments**



**Date:** 12/14/2021

**To:** Students' Union Council

**Re:** Vice President Academic 2021/22 Report #17

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Dear Council,

As this is my last report to all of you for 2021, I would like to give you an overview of projects that I have significantly progressed over the past two trimesters that were platform points:

### **Zero Textbook Cost Indicator Pilot Program**

The ZTC Indicator program has taken off and sparked a lot of conversation around accessible and affordable learning materials for students. The program capped Fall 2021 with ~500 instructors, ~630 courses, and ~750 course sections. That equates to approximately \$7 Million in savings for students due to ZTC implementation on campus.

### **Student Rights Campaign**

The Charter of Student Rights is an essential document in helping students understand their rights and responsibilities as a student. The social media campaign will run in the next week and again in the winter semester to increase awareness about students' rights.

### **SRA Summit**

I planned and executed the first-ever SRA Summit with the help of the executive team and various SU Staff. The Summit was a great success and focused on practical skill development for student leaders and specific issues on campus. The topic of Isolation, Community, and Mental Health was very fitting and gave everyone some ideas to improve the mental health of their students.

### **Communication on Experiential Learning**

As the University expands experiential learning opportunities for students, we need to ensure that students know where to go when they have problems and that the process is as painless and safe as possible. I am working with the University to develop a simple public communication and reporting system to share with students to help them file concerns in their experiential learning placements.

### **Teaching, Learning, and Evaluation Policy Suite + USRIs**

Over the last year, I have significantly contributed to the Provost's Office's work to revamp the old USRI system so that students find it valuable and meaningful to fill out the surveys. I have successfully advocated for many additions to the policy, such as increased transparency to students, more accessible results, and questions that instructors can use to inform their course better.

### **Exploration Credit Grading Proposal**

President Ley and I have worked hard with the Registrar's Office to get the new Exploration Credit Grading Proposal through the governance pathway and approved at GFC. We have gotten very positive feedback and are on track to complete the project for implementation in 2022/2023!

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**Abner Monteiro, Vice President Academic**

2-900 SUB | 780 492 4241 | [yp.academic@uasu.ca](mailto:yp.academic@uasu.ca)

## **Review of UASU Committee Standing Orders and Structure**

Over the break and into the new year, I will be reviewing the standing orders and responsibilities of every standing committee of Students' Council. We will collaborate with the committees and chairs to address the overwhelming concern about our current system. This work will also include reviewing how we populate committees and who is responsible for it.

## **Student Governance Code of Conduct**

While we work out the other elements of the code of conduct, a significant component that we need to discuss is the roles and responsibilities of student leaders. Once we identify responsibilities, I will start consultation with SRAs and bring the Code of Conduct back to council!

## **Online Learning**

Over my term, I have continued to advocate for the University and external stakeholders to improve the online and in-person learning environments for students during these challenging times. From providing students with the resources to request their courses be live-streamed to pushing back against the use of online proctoring and highlighting the significant barriers it poses,

## **Conclusion**

During these past eight months I have gotten a significant amount of work done and closed projects in the portfolio that have taken years of advocacy to do. Thank you to everyone who has supported many of these initiatives and contributed to conversations around them.

I wish you all a Merry Christmas, Happy New Year, and a tolerable exam season! If you aren't in the holiday spirit yet, this picture of Smarty under the tree will hopefully help.

Cheers,



### **Abner Monteiro**

Vice President Academic  
University of Alberta Students' Union



## 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, December 14, 2021

**Mover**

Fotang

**Email**

christian.fotang@su.ualberta.ca

**Action Requested**

Information Items

### Information Items

**Abstract**

REPORT 17

**Attachments**



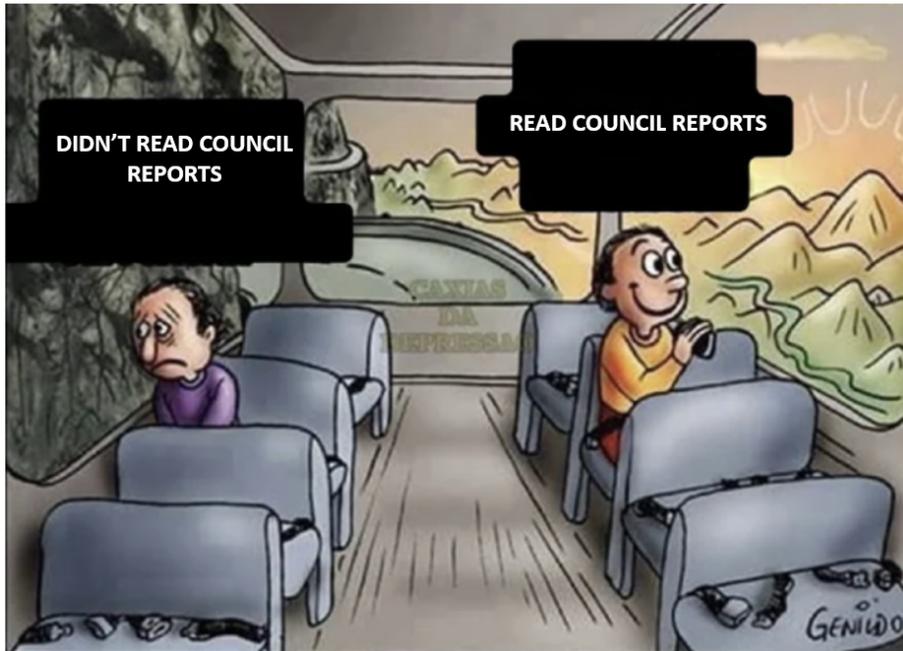
Council Report 21\_12\_10.pdf

**Date:** 2021/12/10

**To:** Students' Union Council

**Re:** Vice President External 2021/22 Report #17

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Dear Council,

Here is a summary of the activities I have been involved in throughout this last week.

#### **Meeting with Councillor Michael Janz**

Last Thursday, I had a fruitful virtual discussion with the City Councillor for Ward Papastew-Michael Janz. A former UASU exec himself, Councillor Janz began our meeting sharing our respective UASU experiences. I congratulated Councillor Janz on his recent election and stressed the importance of developing a strong relationship between City Council and Edmonton's post-secondary student's unions/associations. I also shared the priority of our ESA membership-transportation, student employment and housing. Understanding that work integrated learning is becoming an increasingly popular form of learning, I expressed to councillor Janz that the City of Edmonton is in a unique position to offer students the degree relevant work experience that can enhance their learning and equip them with the skills to enter and become incredible contributors to Edmonton's workforce. I further stressed that with brain drain being a real threat to Edmonton's as well as Alberta's future, providing more opportunities for student employment is a fantastic incentive for students to remain and live in Edmonton. Councillor Janz shared this ideal and committed to supporting pushing for student employment opportunities during his tenure. Cllr. Janz also shared interest in what the affordable housing situation on Campus was like and what the

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**Christian Fotang, Vice President External**

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plans for the ring houses were. My knowledge on what the specific plans on the ring houses was limited and I directed Cllr Janz to seek further information from President Ley and VP Dixon. However, I did share that more could be done by the City to push for more affordable housing options for students in the City.

### **Meeting with Shannon Dunfield and ASC President Vaughn Beaulieu-Mercredi**

Last week, I met with Fellow Senate member Shannon Dunfield and President of ASC Vaughn Beaulieu-Mercredi to discuss pathways for increasing indigenous student representation in the University of Alberta Senate. For context, this conversation arose when during a senate plenary constituency reports, Senator Dunfield was interested in learning more about activities and priorities for the Aboriginal Student Council and further inquired why there were not any Indigenous student reps on the Senate. During our conversation, I explained to President Vaughn and Senator Dunfield how the current composition of the senate is laid out in the PSLA. Prior to also discussing what representation would look like, President Vaughn inquired as to what the nature and role of the Senate is, which I also explained. The consensus was that this was a body which ASC could benefit from and President Vaughn and I could have further discussions as to what would be the best approach to providing representation of an Indigenous students rep on the Senate.

### **Important CAUS Update**

I regret to inform Council of the recent decision by the University of Calgary Students' Union (UCSU) to leave the Council of Alberta University Students (CAUS). President Ley and I, along with all members of CAUS are sad to see them but nevertheless respect their decision. UCSU has always been a valuable partner and important factor in growing the Alberta student movement. I personally have enjoyed the relationship we have built this year advocating on the issue of ETIs. It is my hope that we can continue to work together on common goals, interests and opportunities.

### **Upcoming Meetings**

- **MP Desjarlais**
- **Minister Issik**
- **CASA Board retreat**

**I hope you are all preparing well for your finals and looking forward to the break that will come after. I wish you all the best and as always, never ever hesitate to reach out to me for questions.**

Yours Externally,



University of Alberta Students' Union Vice President External  
**Christian Fotang**

## 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, December 14, 2021

**Mover** KIMANI

**Email** emily.kimani@su.ualberta.ca

**Action Requested** Information Items

### Information Items

**Abstract**

N/A

**Attachments**



Council Report 18, Dec 14th 2021 (1).pdf

**Date:** 14/12/2021

**To:** Students' Union Council

**Re:** Vice President Operations & Finance 2021/22 Report #18

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Dear Council,

Hello everyone! Happy to be seeing everyone again. Can you believe that this is our last council meeting this semester!? Honestly, the semester truly flew by. I hope you're getting through all your final assignments and exams. For this week's Christmas song countdown, I present to you "White Christmas" by Michael Bublé ft. Shania Twain. This is by far my favorite Christmas song of all time, but it has this specific version. I would love to hear some of your favourite songs during this time of the year!

I've been busy trying to wrap up a few of my projects before the holiday break. First, however, I wanted to give you a quick round down on the platform points that I've accomplished, plus a few other things I worked on this semester.

### **U-Pass**

The U-Pass program returned this fall. We switched from the traditional U-Pass sticker to the Arc card this year. Working with ETS was not the easiest at times, and there were a few bumps in the road from their end. However, we got there in the end, and we were able to go through with Arc card distribution in September. The majority of students have now picked up their Arc card, and things seem to be going relatively smoothly. As I've mentioned before, because SmartFare is such a new system, we're looking to get as much student feedback as possible.

### **Solar Greenhouse**

In October, the solar greenhouse officially launched and opened its doors to the public at the Campus Community Gardens, which was super exciting! The Solar Greenhouse will steer us towards securing a sustainable future for the Students' Union and aligns with our values and strategic plan rooted in empowering students, building relationships, and, most of all, serving all students.

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**Emily Kimani, Vice President Operations and Finance**

2-900 SUB | 780 492 4241 | [vp.finance@su.ualberta.ca](mailto:vp.finance@su.ualberta.ca)

## **Bulk Foods**

We now have the list of items that we will be offering in our Bulk foods section. It's a mix of snack-like items and conventional items. There will be chocolate-covered almonds - get excited. We're working on two major things right now. One, securing the equipment that we need to store and weigh the items. Two, working out our marketing and communications strategy. Nothing is finalized yet, but we will be doing a soft launch campaign ahead of the actual launch in mid-January.

## **Black History Month**

Things for Black History month are in full swing. I've spent a huge chunk of my time over these past few weeks trying to figure out together the last few details of our BHM initiatives. I started filming for the BHM series last week and will continue filming the rest of the series next week. I don't think I mentioned the name of the series, but I'll keep that as a surprise. \*OooOo the suspense\*

The Violet King award has been ratified by Finance committee, so things are moving well with that. I'm just adding a few last edits to the award description.

When I first mentioned our BHM initiatives, I mentioned that I was looking for a way to incorporate the voices and perspectives of Black students here on campus - I figured it out. I reached out to some Black students across campus and asked them a few questions like, What has your experience been like as a Black student in Academia? How much of your university experience do you think has been shaped by your identity? What is how Academia can evolve? How do you think we can move forward? We're going to be compiling their questions into a video that depicts some of the experiences of Black students on campus. More updates to come!

## **International Students' HUB**

I mentioned a few councils ago that we had found an office space for the ISA, initially. Unfortunately, there was a miscommunication with the University and Space optimization, and that space is no longer available. However, we are still working on finding them and sourcing a space on campus, hopefully, within the next few months.

## **Period Equity**

We put up another dispenser in SUB and two dispensers in Van Vliet. We're still hoping to put up a few more dispensers on campus by the end of next semester, but adequate funding is our biggest obstacle right now. We're currently working on securing a

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**Emily Kimani, Vice President Operations and Finance**

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sustainable funding source and running an awareness campaign to end the stigma around periods and educate folks. We have a few ideas, but we're still in the initial planning stages.

## **Mental Health**

A goal of mine this year was to ensure that EmpowerMe was renewed so that students could still have access to this resource. EmpowerMe is now fully integrated into the SU Health and Dental plan with no extra cost to students. So, students will continue to have access to additional support through EmpowerMe.

From September, we began to promote our health and wellness services using Perks in interactive ways like surveys and quizzes to promote our mental health services to students and get the message out.

Those are a few things that I worked on this semester! If you have any questions about anything in this report or questions about projects that I didn't mention, please let me know.

Finally, I want to say a huge thank you to all of you for all the work that you've invested into Council this semester. From sitting on committees to working on your own goals, you've all done an amazing job. I hope you find some time to rest and relax during this holiday break.

HAPPY HOLIDAYS 🎄🧊

All the best,  
Emily

Thursday, December 9, 2021

## 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, December 14, 2021

**Mover** Dixon

**Email** talia.dixon@su.ualberta.ca

**Action Requested** Information Items

### Information Items

#### Abstract

Report from the VP Student Life

#### Attachments



Council Report 18 Dec 14, 2021.pdf

**Date:** 14/12/2021

**To:** Students' Union Council

**Re:** Vice President Student Life 2021/22 Report #18

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Hi everyone,

I hope you are all doing well. Three council meetings in three weeks is a lot, particularly during exam session, so I hope you are all taking the time you need to rest and relax even though I know you are all crazy busy!

Here are some of the things I've been working on over the past two weeks:

#### Indigenous Celebration Week

Planning for Indigenous Celebration Week is going super well. We are in the process of finalising the schedule, food menu and all the little details. *Next week promo materials will start coming out for the event, and sign up for the sessions will open in early January!*

To make the materials for the event, marketing commissioned an Indigenous student artist. You can see their work below. Here is what they said about the artwork: "I wanted to do a pack of coyotes running together in tall grass at night. I was thinking like a current of coyotes. Coyotes are an animal that are pretty widespread, they exist in urban spaces and rural, northern and southern, etc, I think everyone has a relationship with coyotes. The red ribbon emphasizes their unified motion and symbolizes the future/moving forward. The other coyotes are carrying sage which, I think, many indigenous cultures use for healing. I want to use purples and red, it's a colour combo that I've been pretty into, purple is such a great partner to red." - Halie Finney the Indigenous Illustrator who created this amazing work.



### Peer Support Center in Residence

One of my goals this year was to expand the Peer Support Centers (PSC) services into residence. Since the summer, I have been working with the PSC and residence to make this goal a reality. While we are still sorting out the details, a pilot project will launch in the winter semester (probably February) to test this system out. The goal of this project is to provide support once a week in residence to make the PSCs services more accessible. I'm really hopeful this will be helpful and well used!

### The Family Lounge

One of the projects I have been working on throughout the year is the creation of the family lounge. I haven't given an update on this in a long time because this project has been slow-moving. Last week I had a promising meeting with Libraries to discuss the creation of a family lounge in Rutherford. They have secured some funding for this project and a potential location. NOTHING is finalised (so this is more of a hopeful FYI more than anything), but I will be sitting on a committee to discuss the potential creation of this family lounge starting in January.

### Sexual Violence Advocacy Update

There have been some major developments in terms of sexual violence advocacy in the past two weeks. These developments are important because they will improve the lives of students and show the power of direct action and student collectives. These wins only happened because of the collaboration between the UASU, student representative organisations, faculty associations, residence associations, and the GSA. So BIG shout out to everyone involved!

In the past three weeks, we have launched a public letter with our demands that was signed on to by 22 student representative organisations, launched a petition to support our asks that has over 1000 signatures, and staged a successful walkout of GFC. Since then, the university has publicly committed to:

- Improving training for Residence Assistants by working with the Sexual Assault Center
- Creating a committee in January to develop a campus-wide training focused on consent, how to disclose, healthy relationships etc
- Making more resources accessible to Augustana
- Translating resources into french and making resources for CSJ
- And improving both restorative justice practices and the sexual violence policy

While we are happy that the university has committed to these asks, we still have a lot of work to do to ensure that these promises are fulfilled in a good way, particularly as most of them depend on the sexual violence prevention coordinator. But these are relative wins, and I'm grateful that everyone's work is paying off.

In the next month or so, I will follow up on these promises, continue my advocacy work, and see what role the SU can play in developing consent culture on campus.

Best,  
Talía Dixon

**Talia Dixon**

University of Alberta Students' Union Vice President Student Life

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**Talia Dixon, Vice President Student Life**

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## 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, December 14, 2021

**Mover** LEY

**Email** rowan.ley@su.ualberta.ca

**Action Requested** Information Items

### Information Items

#### Abstract

This is the final proposal for the Augustana Student Association's SRA fee renewal. We will move to send the question to be drafted by Bylaw Committee at the first meeting in January to avoid Bylaw being made to draft it during exams.

#### Attachments



ASA Fee renewal proposal 2021.pdf

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**Augustana Students' Association**

# FAMF Renewal Proposal

November 30th, 2021



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## **OVERVIEW**

The Augustana Students' Association is a Faculty and Campus Association of the University of Alberta Students' Union. Prior to Augustana becoming a campus of the University of Alberta, the ASA had already been in existence since the 1980's. The ASA is an established organization that represents students at Augustana Campus. Since the 1980's, the ASA has only once increased its membership fee from \$125 to \$130 (current).

As the only Faculty Association on a campus that is at a distance from Edmonton, the ASA fulfills a unique function as the primary Student Representative Association at the Augustana Campus. As a result, the association offers many front-line services, funding for Augustana clubs, direct advocacy to the Augustana administration, and a variety of engagement opportunities for students throughout the year.

## **MEMBERSHIP FEE**

The ASA shall set its membership fee at \$130 per year or \$65 per term. This membership fee will remain in effect while the Augustana Students' Association has Faculty and Campus Association status with the Students' Union.

## **FEE COLLECTION TIMELINE**

The FAMF shall begin on September 1, 2022 and end on August 31, 2027.

## **PURPOSE AND OBJECTIVES**

The ASA's purpose is to support students. We do this by providing:

1. advocacy and support on academic and student life issues;
2. services and programming;
3. events and student engagement through activities and clubs; and
4. Effective representation to Augustana administration and other university boards.

The ASA utilizes the FAMF to achieve the above objectives through the following ways. To support endeavours related to academics or student life, we allocate funds to student awards and bursaries. These awards and bursaries include: Student Recognition Awards, ASA Lone Parent Bursary and Financial Assistance Awards. The awards and bursary programs run by the ASA have gone a long way when it comes to supporting students experiencing financial strain. The awards and bursaries allow students to pursue education abroad programs and recover from difficult financial positions as was seen last year as students dealt with the impacts of the COVID-19 pandemic.

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The ASA also utilizes the FAMF to run and host services and programming that support and better the student experience at Augustana and the University of Alberta at large. The ASA runs a Food Pantry service that is accessible to all students at the Augustana Campus. This service was introduced by the ASA to support students facing food insecurity and has had a significant impact on the overall wellbeing of students at Augustana. This service is one of many that the ASA runs to support students. Most of the services we run are aimed at filling gaps that exist due to the limited availability of resources and services at Augustana and the City of Camrose.

Other services we run include: Gently Used Bookstore and Locker Rentals. The fund also helps support programming at the Augustana Campus that is led by the ASA. An example of ASA led programming includes our wellness week program that we run every semester. During this week, the ASA hosts an array of activities and programs that are aimed at promoting wellness at a typically busy time for students. During wellness week, the ASA runs activities such as: meditation sessions, doodling your stress away and just dance parties, to name a few. These activities are complemented by giveaways to our student body that include beverages such as coffee. These examples are a highlight of the many services programs the ASA runs and hosts for students.

Clubs at the Augustana Campus are fully supported by the ASA. The FAMF helps provide funding that allows clubs to host events and programs that contribute to the overall wellbeing of students on our campus. Clubs help promote the values of inclusivity and diversity on campus and create a pathway for students to explore their interests and/or learn about new cultures and communities. The FAMF allows students to have a channel to learn and grow outside the classroom at Augustana through clubs.

Over the past few years, the ASA has been in discussion with the campus administrators on the possibility of operating a pub, food outlet, school supplies/tuck shop, and a multi-purpose space for clubs. Many of these initiatives are long-term in nature so having predictable funding will help us to focus on these projects while still offering the programming and services that students anticipate.

An overarching goal of these revenue-generating projects is to provide more long-term financial resources and overall stability for the organization while decreasing the reliance on student fees.

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The Augustana Students' Association membership fee will be utilized for the following purposes:

1. to promote the welfare of students at Augustana Faculty;
2. to encourage student participation in planning and administering student affairs;
3. to promote academic, cultural, and social interests;
4. to represent members to the administration of Augustana Faculty;
5. provide events and entertainment to encourage socialization;
6. to administer the business interests of the organization to the benefit of the membership; and
7. to provide space for social and community purposes.

### **SCOPE OF FEE**

Membership in the Augustana Students' Association is defined in Bylaws 3.01 and 3.02. The scope of membership includes all students who are enrolled full and part time while attending Augustana Faculty. Members will be afforded all the benefits of membership during their time as students.

### **OPT-OUT AND REFUND MECHANISM**

The FAMF, upon request by the student, may be refunded for the semester of their current enrollment. In order to be eligible for a refund, the student must fill out a request form (Appendix VI) and submit it to the ASA Executive Director by the deadline.

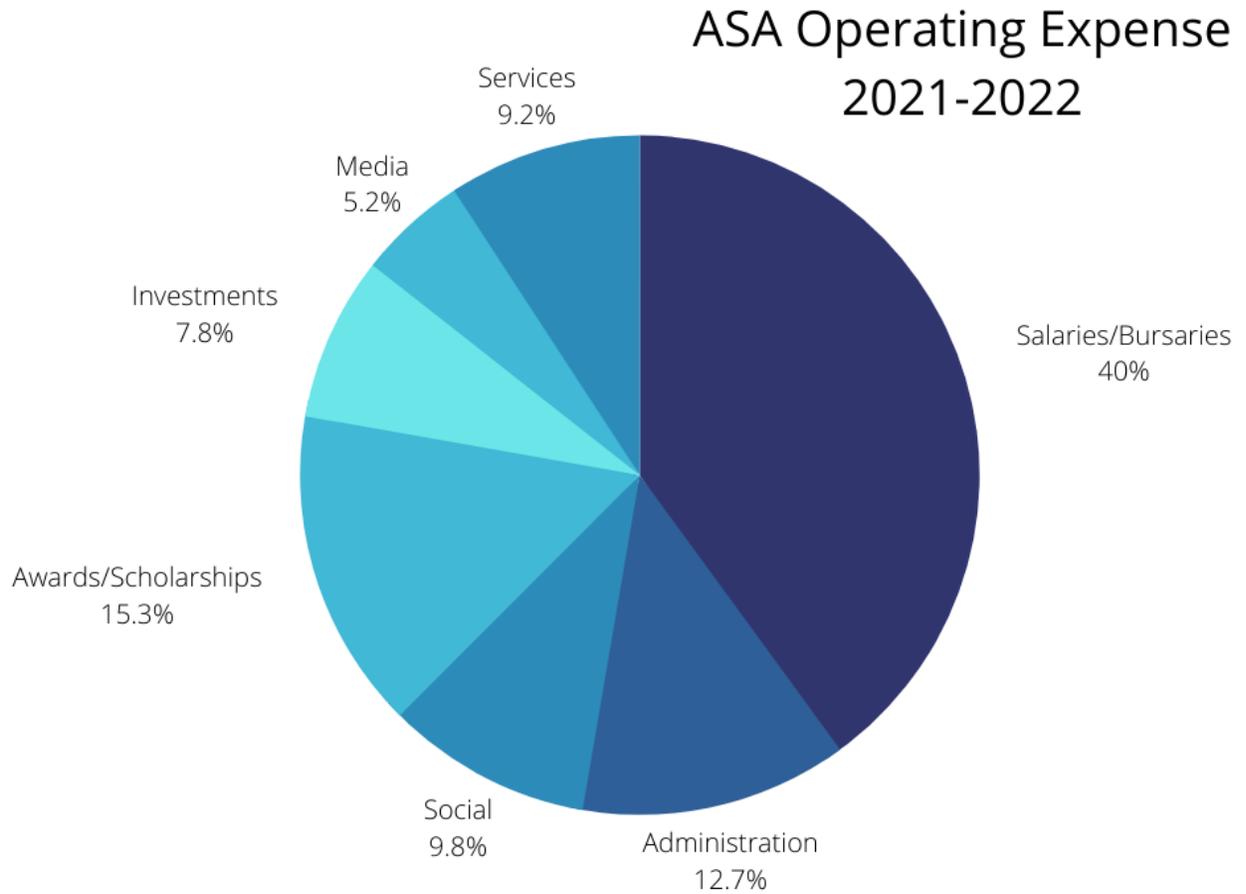
In accordance with Policy 3.2.5 (Appendix V), refunds will be issued for those students who submit a FAMF Reimbursement Form, and who are philosophically opposed to or unable to pay the fee.

Refunds of membership fees shall be issued for those members who withdraw within the two week window from the first class of either academic semester. Any refunds will be issued after verification that the student has paid their membership fee which will be after the fee payment deadline in either semester.

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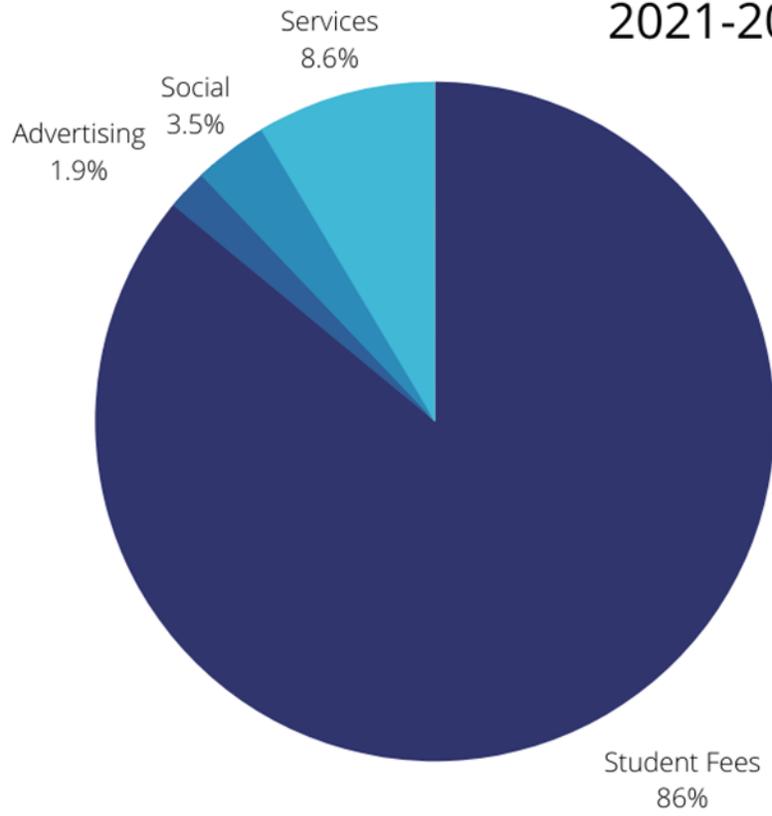
## FEE ALLOCATION

Below is a visual representation of the fee allocation by category for this budget year. The appendix contains the 2020 - 2021 budget actuals and the 2021 - 2022 budget for reference.



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## ASA Operating Income 2021-2022



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## **FINANCIAL OVERSIGHT**

The Augustana Students' Association employs an Executive Director who manages the daily and ongoing financial requirements of the organization. This is in accordance with the ASA Bylaw 10. All annual operating budgets shall continue to be passed by the ASA Executive, ASA Council and presented during our Annual General Meetings. These measures ensure that transparency is exercised throughout the Association and to ensure that students are able to contribute to the management of the funds and view our finances. We use sound accounting practices, and our books are reviewed annually by a professional accounting firm.

The fee is subject to the same financial oversight expected of membership fees currently paid by ASA members; financial reporting to the Student Union, and the University of Alberta Student Union Financial Reporting Guidelines. This includes ongoing financial reporting by the ASA VP Finance and a yearly independent audit by a professional accounting firm; a statement of the audit and budget be submitted to ASA Council for full oversight and transparency.

The ASA Bylaws can be accessed through the links provided below under Appendix.

## **ENDORSEMENT OF THE FEE BY THE ASSOCIATION**

On the 17th of November 2021, The Augustana Students Council (ASC) unanimously voted in favour of the ASA's move to renew the FAMF. The ASC approved the Fee Referendum Question which will be presented to the student body at Augustana during the March 2022 election. The ASC was in agreement with the renewal of the \$65.00 fee a term, to be charged to each undergraduate student at the Augustana Faculty from September 2022 to August 2027. The approval of the fee referendum question by the ASC was then reviewed by an independent student body, the Student Review board as per the ASA Bylaw 13.01. The Student Review Board (SRB) met on the 19th of November 2021 to review the approval by the ASC. The chair of the SRB informed the President of the ASA and the Executive Director of the decision of the SRB, which was to unanimously accept the ASA Fee referendum question for the year 2022.

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## ASA FEE CONSULTATION

Below is a summary of consultations that the ASA has had/plans to have over the course of October, November and December 2021. These consultations pertain to our Fee Referendum proposal for 2022.

At the point of submission, we have consulted 129 students who constitute 12.9 % of our total student population. These figures will rise as a series of scheduled meetings during the remainder of the fall and winter semesters take place.

### *Meeting with 2nd East Residents – October 24<sup>th</sup>, 2021*

**Summary:** The ASA President met with 2nd east residents (Hoyme Residential Complex), and they discussed the ASA's fee referendum. The students in attendance were very supportive of the ASA's effort to engage different members of the campus community. They were happy to hear how our budget was allocated and with the transparency around our funding.

**Attendance:** 17 students attended this meeting.

### *Discussion with Clubs at SACC Meetings - November 1st and 2nd, 2021*

**Summary:** The ASA President and VP Communications talked with Club Executives during both SACC meetings. They provided information about FAMF's impacts on student life, club funding and asked the members if they had any questions or concerns. There were none, but overall, clubs supported the ASA's push to renew to have a Fee referendum.

**Attendance:** 13 club representatives attended this series of meetings.

### *Meeting with 2nd West Residents – November 3<sup>rd</sup>, 2021*

**Summary:** The ASA President met with 2nd west residents (Hoyme Residential Complex), and they discussed the ASA's fee referendum. The students in attendance were very supportive of the ASA's effort to engage different members of the campus community. They were happy to hear how our budget was allocated and with the transparency around our funding. The students suggested possible avenues the ASA could venture into and ways the ASA could strengthen student support but were delighted overall.

**Attendance:** 24 students attended this meeting.

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*Make Your Day Pop - November 15th, 2021 (12:00 - 1:00 pm)*

Summary: Pop was given out in the Forum, and we encouraged students and staff to ask questions concerning the ASA and the fee referendum. The ASA VP Finance was present to explain our finances to students, and overall there was a good turnout and plenty of information sharing with students. We will plan to have more of these events (Monthly) to help educate students on how the ASA allocates its finances.

Attendance: 60 students attended this event.

*Meeting with Dean Tryphonopoulos - November 16th, 2021*

Summary: The meeting has been postponed to the 30th of November.

*ASA Fall AGM - November 24th 2021*

Summary: The VP Finance presented the 2021 – 2022 Operating Budget and 2020-2021 audit report to students during the ASA Fall AGM. The VP finance broke down individual and complex elements of the ASA Audit report, prepared by Grant Thornton Camrose, to enable students to have a clear picture of ASA Financials. Students were able to ask questions at the end of the consultation, and no student had any concerns, comments or questions. The members of the ASA present reminded students that all our financials are available to all students online through our website. They also reminded students that members of the ASA are more than happy to provide further clarity on any of the ASA Financials if needed.

Attendance: 15 students attended this event.

*Meeting with International Students - November 26th, 2021 (6:00 - 7:00 pm)*

Summary: The ASA President will be meeting with international students on Friday the 26th of November to present the fee referendum during our international student forum. During the meeting, the president shall showcase the annual ASA budget and break down individual items to explain to students how the ASA spends the money it receives.

Attendance: To be updated after the meeting.

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*Social media campaign commences - Starting January 2021*

Summary: Social media infographics about the budget breakdown, the services the ASA offers and weekly facts about the ASA will be posted on our Facebook page and Instagram, etc., for the months leading up to voting in Spring.

# APPENDIX

## Appendix I

2019-20 budget actuals

ASA BUDGET 2019-2020						
Estimates were made based on enrollment of 1029 students (990 full time, 39 Part time)						Notes for differences > \$500
BUDGET TOTALS	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
Income	\$222,444.63		\$211,149.27 *			
Expenditure	\$222,394.50		\$203,885.48 *			
<b>Balance</b>		<b>\$50.13</b>		<b>\$7,263.79</b>	<b>\$ (7,213.66)</b>	Estimate of CATP too low, Covid - cancellation of events
INCOME						Notes
	Estimated	Estimated	Actuals	Actuals	Discrepancy	
<b>Administration</b>						
FAMF+CATP	\$ 187,354.63		\$ 189,436.73		\$ (2,082.10)	Student numbers were similar to previous years. The

						income was underestimated.
SA Apparel	\$ 620.00		\$ 369.75		\$ 250.25	
Other Revenues	\$ -		\$ 331.41		\$ (331.41)	
<b>Total Administration Income</b>		<b>\$ 187,974.63</b>		<b>\$ 190,137.89</b>	<b>\$ (2,163.26)</b>	
					\$ -	
<b>Services</b>						
Lockers	\$ 1,000.00		\$ 420.90		\$ 579.10	Did not rent as many as anticipated.
Bookstore	\$ 6,800.00		\$ 7,694.91 *		\$ (894.91)	Revenue dependent on sales.
Fax	\$ -		\$ 3.00		\$ (3.00)	
Condom Sales	\$ 250.00		\$ 46.00		\$ 204.00	
<b>Total Services Revenue</b>		<b>\$ 8,050.00</b>		<b>\$ 8,164.81</b>		
					\$ -	
<b>Marketing/Media</b>					\$ -	
Daglitale	\$ 500.00		\$ 370.75		\$ 129.25	
Daytimer	\$ 500.00		\$ 82.00		\$ 418.00	
<b>Total Marketing/Media Income</b>		<b>\$ 1,000.00</b>		<b>\$ 452.75</b>	<b>\$ -</b>	
					\$ -	
<b>Entertainment/Events</b>					\$ -	

First Class Bash	\$ 4,200.00		\$ 2,865.14		\$ 1,334.86	Less tickets sold than expected
Formal	\$ 7,500.00		\$ 2,933.48		\$ 4,566.52	Less tickets sold than expected
Last Class Bash	\$ 5,000.00		\$ -		\$ (5,000.00)	Did not have event due to Covid
West Edmonton Mall	\$ 220.00		\$ 380.00		\$ (160.00)	
Beer + Bands/Casino Night	\$ 7,000.00		\$ 4,553.05		\$ 2,446.50	The estimated income is too high and will be adjusted accordingly in the future
Misc. Events	\$ 1,000.00		\$ 1,462.15		\$ (462.15)	Income from Pride Week events
<b>Total Entertainment/Events Income</b>		<b>\$ 24,920.00</b>		<b>\$ 12,193.82</b>		
<b>Sponsorships</b>	<b>\$ 500.00</b>		<b>\$ 200.00</b>		<b>\$ 300.00</b>	
<b>Total Income</b>		<b>\$ 222,444.63</b>		<b>\$ 211,149.27</b>		
<b>EXPENDITURE</b>						

	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
<b>Administration</b>						
Salaries and Benefits	\$ 61,813.50		\$ 63,791.25		\$ 1,977.75	Amount varies for Cost of Living increases
Executive Bursaries/Council Honorariums	\$ 17,100.00		\$ 15,650.00		\$ (1,450.00)	Less because 1 Executive was elected in fall by-election
Operating Supply	\$ 3,800.00		\$ 4,556.41		\$ 756.41	Purchased eco-friendly plates/cutlery for Off Campus Suppers; higher toner usage as we did more in-house printing of posters.
Conferences & Retreat	\$ 4,300.00		\$ 2,243.30		\$ (2,056.70)	Annual NPC was cancelled in 2020 due to Covid.
SA Apparel	\$ 1,500.00		\$ 921.58		\$ (578.42)	Coats were cheaper this year.
Hospitality	\$ 2,000.00		\$ 1,922.57		\$ (77.43)	
Photocopying	\$ 1,000.00		\$ 626.95		\$ (373.05)	

Insurance	\$ 5,000.00		\$ 5,050.00		\$ 50.00	
Professional Fees	\$ 4,575.00		\$ 4,305.00		\$ (270.00)	
Professional Development	\$ 500.00		\$ 442.11		\$ (57.89)	
Membership (AMICCUS)	\$ 500.00		\$ 550.00		\$ 50.00	
TLS-Rental Costs	\$ 1,500.00		\$ 550.00 *		\$ (950.00)	Removed phone lines so decreases our overall cost.
Debit Machine Rental Cost	\$ 2,100.00		\$ 3,343.26 *		\$ 1,243.26	Costs vary based on usage/fees
Travel expense	\$ 600.00		\$ 510.99		\$ (89.01)	
<b>Total Administration Expense</b>		<b>\$ 106,288.50</b>		<b>\$ 104,463.42</b>		
<b>Services</b>						
Bookstore	\$ 4,000.00		\$ 5,465.36		\$ 1,465.36	Varies due to pay-out to students
Condoms	\$ 250.00				\$ (250.00)	
Fax	\$ 756.00		\$ 727.36		\$ (28.64)	
Clubs	\$ 12,000.00		\$ 17,337.96		\$ 5,337.96	This line expense is base funding + Initiative funding that the ASA provides to clubs. The

						actuals expense line is higher because ASA Clubs are able to carry over internally restricted income from year to year. This allows clubs to host more and larger events, and do bigger fundraising.
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**Scholarships/Awards**

a. single parent Scholarship	\$ 2,000.00		\$ 2,000.00		\$ -	
b. leadership awards (4*500)	\$ 2,000.00		\$ 2,000.00		\$ -	
Grants	\$ 7,000.00		\$ 2,200.00		\$ (4,800.00)	Fewer applicants and Covid
Financial Assistance Award	\$ 2,000.00		\$ 2,000.00		\$ -	
<b>Total Service Expenses</b>		<b>\$ 30,006.00</b>		<b>\$ 31,730.68</b>		
<b>Marketing/Media</b>						
Daglitale	\$ 8,500.00		\$ 8,428.26		\$ (71.74)	
Daytimer	\$ 4,100.00		\$ 2,911.00		\$ (1,189.00)	Ordered fewer

						planners this year
Promo Items	\$ 3,800.00		\$ 3,011.46		\$ (788.54)	We ordered a bit less in promo items last year
<b>Total Marketing/Media Expense</b>		<b>\$ 16,400.00</b>		\$ 14,350.72		
<b>Entertainment/Event</b>						
First Class Bash	\$ 7,500.00		\$ 7,309.84		\$ (190.16)	
Formal	\$ 13,500.00		\$ 12,649.98		\$ (850.02)	Variable costs of decoratio ns and rentals
Last Class Bash	\$ 7,500.00		\$ -		\$ (7,500.00)	Did not host events due to switch to online classes
West Edmonton Mall	\$ 600.00		\$ 611.10		\$ 11.10	
O-Team	\$ 4,000.00		\$ 2,875.27		\$ (1,124.73)	Ordered less t-shirts; less expensive overall
ASA Elections	\$ 1,100.00		\$ 935.75		\$ (164.25)	
Year End BBQ	\$ 1,500.00		\$ -		\$ (1,500.00)	Did not host events due to switch to online classes

Hockey Game	\$ 300.00		\$ -		\$ (300.00)	Did not host events due to switch to online classes
Awareness	\$ 1,500.00		\$ 2,060.97		\$ 560.97	Fall Off Campus Supper was more expensive than anticipated
Wellness Week	\$ 5,000.00		\$ 4,869.74		\$ (130.26)	
AGT	\$ 3,500.00		\$ 2,453.87		\$ (1,046.13)	Lower expenses because we got a no-fee booking with the venue
After U	\$ 1,000.00		\$ 34.85		\$ (965.15)	Varies depending on honorarium s/hospitality
Beer and Bands, Casino night	\$ 3,500.00		\$ 1,458.97		\$ (2,041.03)	We ordered less alcohol for both events and were able to claim some expenses through the Student Engagement Grant from Dean of Students Office.

Misc. Evens	\$ 2,000.00		\$ 1,785.32		\$ (214.68)	
<b>Total Entertainment/Event Expense</b>		<b>\$ 52,500.00</b>		<b>\$ 37,045.66</b>		
<b>Appendix 1: Capital Expenditure/Investment Fund</b>						
	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
Capital Equipment Fund	\$ 2,500.00		\$ 3,895.00		\$ 1,395.00	Purchased 3 desktop computers to refurbish equipment
Contingency Fund	\$ 1,500.00		\$ -		\$ (1,500.00)	Did not use contingency
Investment Fund	\$ 13,200.00		\$ 12,400.00		\$ (800.00)	Estimate is too high for our actual student numbers; \$12/student goes into this fund annually
<b>Total Capital/Investment Expense</b>		<b>\$ 17,200.00</b>				
<b>Total Expenditure</b>		<b>\$ 222,394.50</b>		<b>\$ 203,885.48</b>		

## Appendix II

### 2020-21 Budget Actuals

ASA BUDGET 2020-2021 Actuals						
Estimates were made based on 980 students: 980 * 130 = \$127,400.00 CATP: 55,000.00						
BUDGET TOTALS	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
						Will provide context for discrepancies > \$500
Income	\$183,900.00		\$186,636.73			
Expenditure	\$183,900.00		\$146,509.86			
<b>Balance</b>		<b>\$0.00</b>		<b>\$40,126.87</b>	<b>-\$40,126.87</b>	Excess revenue has been carried forward to use for Grants, Clubs, Emergency Bursaries, etc.
INCOME						Notes
	Estimated	Estimated	Actuals	Actuals	Discrepancy	
<b>Administration</b>						
FAMF+CATP	\$182,400.00		\$186,636.73		<b>-\$4,236.73</b>	More students than was estimated.

Other Income			\$1,494.84		\$1,494.84	Includes reimbursement for bank service fees and Insurance rebates.
SA Apparel	\$ -		\$ -		\$ -	
Interest Income	\$ -		\$272.09		-\$272.09	
<b>Total Administration Income</b>		<b>\$182,400.00</b>		<b>\$188,403.66</b>		
<b>Services</b>						
Lockers	\$ -		\$ -		\$ -	Due to Covid, we were not able to rent lockers.
Bookstore	\$1,000.00		\$ -		\$1,000.00	Due to Covid, we were not able to operate the Used Bookstore so there was no revenue.
Fax	\$ -		\$ -		\$ -	
Condom Sales	\$ -		\$114.00		-\$114.00	
<b>Total Services Revenue</b>		<b>\$1,000.00</b>		<b>\$114.00</b>		

<b>Marketing/Media</b>						
Daglitale	\$500.00		\$ -		\$500.00	No advertising revenue
Daytimer	\$ -		\$ -		\$ -	
<b>Total Marketing/Media Income</b>		<b>\$500.00</b>		<b>\$ -</b>		
<b>entertainment/Events</b>						
First Class Bash	\$ -		\$ -		\$ -	
Formal	\$ -		\$ -		\$ -	
Last Class Bash	\$ -		\$ -		\$ -	
West Edmonton Mall	\$ -		\$ -		\$ -	
Other Revenue	\$ -				\$ -	
<b>Total Entertainment/Events Income</b>		<b>\$ -</b>		<b>\$ -</b>		
Donations	\$ -					
<b>Sponsorships</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	
Uncategorized Income	\$ -					

<b>Total Income</b>		<b>\$183,900.00</b>		<b>\$188,517.66</b>		
<b>EXPENDITURE</b>						
	Estimated	Estimated	Actuals	Actuals	Discrepancy	Notes
<b>Administration</b>						
Salaries and Benefits	\$64,755.00		\$63,563.17		-\$1,191.83	Actual less than estimated.
Executive Bursaries/Council Honorariums	\$17,100.00		\$17,300.00		\$200.00	
Operating Supply	\$3,000.00		\$3,335.00		\$335.00	
Conferences & Retreat	\$3,000.00		\$ -		-\$3,000.00	Funds were moved from this category to Professional Development. This is for the ED's Master's Program.
SA Apparel	\$ -		\$540.59		\$540.59	ASA made full purchase of team hoodies this year. Normally, each of us pay \$25.

Hospitality	\$500.00		\$2,265.98		\$1,765.98	Normal budget is \$2,000 but was decreased due to Covid. However, we were able to provide some virtual gift cards throughout the year for things like Coffee During Exams and other initiatives.
Photocopying	\$ -		\$ -		\$ -	
Postage			\$1,593.65		\$1,593.65	Sent out registration/welcome packs to all First Year students due to virtual learning and no on campus activity.
Insurance	\$5,600.00		\$4,745.00		-\$855.00	Insurance was less than projected for the year.
Bank Service Charge	\$ -		\$463.90		\$463.90	\$280 was refunded from the bank.
Professional Fees	\$4,725.00		\$4,302.44		-\$422.56	
Professional Development	\$560.00		\$5,301.81		\$4,741.81	Executive Director received

						Canada-Alberta Job Grant for Masters program. Coordinating with SU's HR office. A portion of this money will be reimbursed upon course completion.
Membership (AMICCUS)	\$500.00		\$550.00		\$50.00	
TLS-Rental Costs	\$660.00		\$ -		-\$660.00	Not invoiced this past year.
Point of Sale Fees	\$2,100.00		\$2,992.09		\$892.09	Fees always increase; have a new POS system with cheaper rates.
Travel expense	\$1,100.00		\$833.50		-\$266.50	
Year End Gift for Council Members			\$447.20		\$447.20	
Zoom/Online subscription	\$240.00		\$919.70		\$679.70	Estimate was low. We moved many systems online including accounting software due to Covid.
<b>Total Administration Expense</b>		<b>\$103,840.00</b>		<b>\$109,154.03</b>		

<b>Donations</b>			\$340.00		\$340.00	
<b>Services</b>						
Bookstore	\$2,000.00		\$ -		-\$2,000.00	There were no payouts this year due to no sales.
Condoms	\$ -		\$ -		\$ -	
Food bank	\$5,000.00		\$3,667.97		-\$1,332.03	Spent less on food stock; may be due to pandemic but this was also the first year of operating so the estimate was a best guess.
Fax	\$ -		\$175.30			
Clubs	\$12,000.00		\$3,533.46		-\$8,466.54	Club activities severely limited due to Covid.
<b>Scholarships/Awards</b>						
a. single parent Scholarship	\$2,000.00		\$ -		-\$2,000.00	This unused money was allocated to the Food Pantry, per our policy.
b. leadership awards (4*500)	\$2,000.00		\$2,000.00		\$ -	

c. Awards Expenses	\$1,300.00		\$883.42		-\$416.58	
Grants	\$7,000.00		\$1,000.00		-\$6,000.00	
Emergency Bursary	\$5,000.00		\$5,000.00		\$ -	
Financial Assistance Award	\$2,000.00		\$2,000.00		\$ -	
<b>Total Service Expenses</b>		<b>\$38,300.00</b>		<b>\$18,260.15</b>		
<b>Marketing/Media</b>						
Daglitale	\$8,000.00		\$3,435.72		-\$4,564.28	No print publications this year.
Daytimer	\$ -		\$ -		\$ -	
Promo Items	\$7,000.00		\$6,550.00		-\$450.00	
<b>Total Marketing/Media Expense</b>		<b>\$15,000.00</b>		<b>\$3,435.72</b>		
<b>Entertainment/Events</b>						
First Class Bash	\$ -		\$ -		\$ -	
Formal	\$ -		\$ -		\$ -	

Last Class Bash	\$ -		\$ -		\$ -	
West Edmonton Mall	\$ -		\$ -		\$ -	
O-Team	\$ -		\$ -		\$ -	
ASA Elections	\$500.00		\$500.00		\$ -	
Year End BBQ	\$ -		\$ -		\$ -	
Awareness	\$1,500.00		\$ -		-\$1,500.00	Funds were not used due to Covid.
Wellness Week	\$5,500.00		\$1,943.46		-\$3,556.54	Activities severely limited due to Covid.
AGT	\$3,500.00		\$1,800.00		-\$1,700.00	No facility rental as event was virtual.
After U	\$500.00		\$75.00		-\$425.00	
Prizes	\$7,000.00		\$4,451.50		-\$2,548.50	We shifted most of our events online so moved event budgets to this budget line.
<b>Total Entertainment/Event Expense</b>		<b>\$18,500.00</b>		<b>\$8,769.96</b>		
<b>penditure/Inves</b>						

Capital Equipment Fund			\$1,047.03		\$1,047.03	purchased 2 tablets and a printer for Clubs.
Contingency Fund	\$1,500.00		-		-\$1,500.00	
Investment Fund	\$11,760.00		\$11,760.00			
<b>Total Capital/Investment Expense</b>		<b>\$13,260.00</b>				
<b>Total Expenditure</b>		<b>\$188,900.00</b>		<b>\$146,509.86</b>		

## Appendix III

2021-2022 Operating Budget

ASA BUDGET 2021-2022					
<b>BUDGET TOTALS</b>					
	Estimated				
Income	\$202,917.33				
Expenditure	\$202,917.33				
Balance	\$0.00				
<b>INCOME</b>					
	Estimated				
<b>Administration</b>					
FAMF+CATP	\$ 189,436.73		*based on <b>1013</b> students: 1013 * 130 = \$131,690.00 CATP: 57,746.73		
SA Apparel	\$ 430.60				
<b>Total Administration Income</b>	<b>\$ 189,867.33</b>				
<b>Services</b>					
Lockers	\$ 1,000.00				
Bookstore	\$ 3,000.00				
Condom Sales	\$ 250.00				
<b>Total Services Revenue</b>	<b>\$ 4,250.00</b>				
<b>Marketing/Media</b>					
Daglitale	\$ 500.00				
<b>Total Marketing/Media Income</b>	<b>\$ 500.00</b>				
<b>Entertainment/Events</b>					
First Class Bash	\$ 2,850.00				
Last Class Bash	\$ 2,850.00				
West Edmonton Mall	\$ 800.00				
Beer and Bands, Casino night	\$ 300.00				
Misc. Events	\$ 1,000.00				

<b>Total Entertainment/Events Income</b>	<b>\$ 7,800.00</b>				
<b>Sponsorships</b>	\$ 500.00				
<b>Total Income</b>	<b>\$ 202,917.33</b>				

<b>EXPENDITURE</b>					
	Estimated				
<b>Administration</b>					
Salaries and Benefits	\$ 65,726.33				
Executive Bursaries/Council Honorariums	\$ 17,100.00				
Operating Supply	\$ 3,800.00				
Conferences & Retreat	\$ 4,500.00				
SA Apparel	\$ 1,500.00				
Hospitality	\$ 2,000.00				
Photocopying	\$ 700.00				
Insurance	\$ 5,600.00				
Professional Fees	\$ 4,725.00				
Professional Development	\$ 500.00				
Membership (AMICCUS)	\$ 500.00				
TLS-Phone line rental	\$ 660.00				
Debit Machine Fees	\$ 300.00				
Travel expense	\$ 600.00				
Online Subscriptions	\$ 1,000.00				
<b>Total Administration Expense</b>	<b>\$ 109,211.33</b>				
<b>Services</b>					
Bookstore	\$ 2,000.00				
Condoms	\$ -				
Food Pantry	\$ 3,000.00				
Clubs	\$ 12,000.00				
<b>Scholarships/Awards</b>					
Lone Parent Bursary	\$ 2,000.00				
Leadership Awards (4*500)	\$ 2,000.00				
Awards expense	\$ 700.00				

ASA Grants	\$ 7,000.00				
Student Recognition Awards	\$ 1,000.00				
Financial Assistance Awards	\$ 2,000.00				
<b>Total Service Expenses</b>	<b>\$ 31,700.00</b>				
<b>Marketing/Media</b>					
Daglitale	\$ 7,000.00				
Promo Items	\$ 3,800.00				
<b>Total Marketing/Media Expense</b>	<b>\$ 10,800.00</b>				
<b>Entertainment/Event</b>					
First Class Bash	\$ 7,500.00				
Last Class Bash	\$ 7,500.00				
West Edmonton Mall	\$ 1,200.00				
Orientation	\$ 2,000.00				
ASA Elections	\$ 1,100.00				
Year End BBQ	\$ 1,500.00				
Hockey Game	\$ 250.00				
Awareness	\$ 1,500.00				
Wellness Week x 2	\$ 5,000.00				
AGT	\$ 3,500.00				
After U	\$ 500.00				
Beer and Bands, Casino night	\$ 1,500.00				
Misc. Events	\$ 2,000.00				
<b>Total Entertainment/Event Expense</b>	<b>\$ 35,050.00</b>				
<b>Capital Expenditure/Investment Fund</b>					
Capital Equipment Fund	\$ 2,500.00				
Contingency Fund	\$ 1,500.00				
Investment Fund	\$ 12,156.00				
<b>Total Capital/Investment Expense</b>	<b>\$ 16,156.00</b>				
<b>Total Expenditure</b>	<b>\$ 202,917.33</b>				

---

## Appendix IV

Policy # 3.2.4

Section: Financial

### **Budget**

*Purpose:*

The purpose of this policy is to ensure that both the annual budget and the five-year projected budget are drafted and passed in a manner that is transparent, consultative, and reflective of student priorities. These guidelines ensure a comprehensive process that manages the annual budget planning process, determines the membership fees, permits student participation, and maintains public communication and accountability.

*Policy:*

Legislative Process:

- The Vice-President Finance will present a proposed 5-Year Budget and current fiscal year budget update to the Executive Council for consultation no later than February 1<sup>st</sup>.
- A final draft of the proposed 5-Year Budget and a current fiscal year budget update will be presented to the student body for comment at the Spring Annual General Meeting. This document will include rationale for all spending, explanations for increases/decreases in budget lines, and the consistency of the annual budget to the long term plans of the organization. This presentation will occur no later than March 31<sup>st</sup>.
- By the end of the first week of April, Council will debate the 5-Year Budget in its final form. The 5-Year Budget must be approved by a 2/3 majority prior to the dissolution of Students' Council.
- The first year of the approved 5-Year Budget will act as the proposed annual budget for the upcoming fiscal year.
- If Students' Council is unable to successfully ratify a 5 Year-Budget by the end of the first week of April, the budget from the previous fiscal year will remain in effect until such time as the incoming Students' Council can ratify a new budget.
- The Incoming Vice-President Finance will review the proposed budget taking into account any changes in fee allocations or enrollment numbers, outcomes of financial reporting and review engagements, and the annual goals of ASC.
- No later than October 31st, the Vice-President Finance, in collaboration with the Budget and Revenue Committee, will present the final draft of the annual budget to the student population at the Fall Annual General Meeting. It must be approved by a 2/3 majority vote of Students' Council.
- The annual budget (in its final form) becomes the fiscal plan for the organization, consistent with its long term goals and 5 year budget.
- The Vice-President Finance, in collaboration with the Budget & Revenue Committee, will provide budget updates as information items to Council at least 2 times per term.
- Upon the recommendation of the Budget & Revenue Committee, Students' Council must approve any changes in budgetary priorities. Examples include, but not limited

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to:

- o Extraordinary spending beyond what was approved in the budget;
- o Change in organizational priorities- i.e. moving funds from one budget line to another.

Budget Regulations:

- The annual budget will consist of at least three categories:
  - i. The Operating Budget
    - o Annually occurring fixed costs (office support, bursaries, honorariums, memberships, general insurance);
    - o General Agenda & Priorities (variable costs, donations, marketing);
    - o Media;
    - o Activities (including club funding and support); and
    - o Grants and Scholarships.
  - ii. The Investment Fund
    - o The purpose of the Investment Fund is to stabilize the finances of the organization with the ultimate intent being the acquisition and management of additional student space.
    - o Any interest that is generated from the fund returns will be re-invested annually.
    - o The Investment Fund will be governed by generally accepted investment policies.
    - o The performance of the fund will be reported at the General Meetings in both fall and winter terms.
    - o The annual statement of the fund will be made available to students upon request.
    - o In the annual budget, \$12.00 per member shall be allocated to the Investment Fund.
    - o Changes to the annual contribution are at the discretion of the Students' Association. A 2/3 majority Council vote can modify the annual contribution. Changes can be repealed through a petition signed by 40% of the student body.
  - iii. The Capital Fund
    - o The purpose of this fund is to exclusively cover capital costs.
    - o Up to 2.5% of the average revenue from the previous 3 budget years can be directed to the capital needs of the organization (ie. computers, furniture, and repairs).
    - o Any capital items must be purchased at best competitive cost.
    - o Any unused funds will be carried over for future use, emergency purposes, or to balance future budgets.
- The budget should have a minimum level of contingency (no more than 2% of total budget) to ensure fiscal stability. If the contingency funds are used, every effort will be made to restore this level of contingency.
- The final budget should avoid deficit spending. In the event that deficit spending is unavoidable, a plan must be established to handle such shortfalls. Any unused funds

---

from the Capital Fund and Contingency Funds are to be the primary sources of income to eliminate shortfalls.

## Appendix V

Policy # 3.2.5

Section: Financial

### **Faculty Association Membership Fee**

*Purpose:*

The purpose of a Faculty Association Membership Fee (FAMF) is to provide financial support for the operation of an association. The purpose of this policy is to ensure that the ASA collects student fees in a manner that is transparent, fair, and in adherence with SU Bylaw 8200.

*Policy:*

- In standing with bylaw 8200, Section 9 (1.e), every five years the ASA will hold a referendum confirming the annual FAMF that all Augustana Students' Association members are required to pay.
- If at any point the Budget & Revenue Committee recommends a change in the FAMF, Augustana Students' Council may vote to hold a referendum early in order to expedite the changes.
- The Executive must notify the Students' Union by November 15<sup>th</sup>, the year before the fee is to be implemented, of its intent to run a referendum question regarding the FAMF.
- A fee referendum is considered successful only if:
  - All the base members of the Association as defined by the Bylaw Respecting Student Representative Associations are eligible to vote;
  - A minimum voter turnout of 15% was achieved;
  - A majority of votes cast are in favour of the fee (50%+1);
  - The referendum was conducted in accordance with the ASA's legislation and Students' Union Bylaws.
- The collection and regulation of FAMF fees is closely monitored by the Students' Union under Bylaw 8200. Further information regarding the process can be found at [www.su.ualberta.ca/legislation/wiki/Bylaw:8200](http://www.su.ualberta.ca/legislation/wiki/Bylaw:8200)

*Opting Out of FAMF:*

- In accordance with Bylaw 8200, section 9.1.f, any student with philosophical opposition or inability to pay the fee will be reimbursed. To get reimbursed, the following conditions apply:
  - If the withdrawal form is submitted to the ASA Executive Director on time. The deadline to submit a withdrawal form will coincide with the fee payment deadline each semester.
- The student is aware that by withdrawing from this fee they will no longer be in good standing with the ASA, as per Bylaw 3.

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## Appendix VI



### **ASA Faculty Association Membership Fee Reimbursement Form**

To receive a reimbursement from the ASA for the Faculty Association Membership Fee (FAMF), you must fill out this form as this is the only way to opt-out of payment. You are only eligible for a refund if you have paid the FAMF as part of your tuition fees, as collected by the Registrar's Office and the Students' Union. The FAMF collects \$65.00 per semester in both the fall and winter terms. The opt-out window opens as follows: the first day of classes in August and the first day of classes in January. The opt-out window will be open for two weeks from the first day of classes in each semester. After the two weeks, you will no longer be eligible to opt-out or receive a fee reimbursement.

I \_\_\_\_\_ [Name], \_\_\_\_\_ [uAlberta email]  
request the refund of the ASA Faculty Association Membership Fee for the academic term. I give the ASA permission to retain a record of my name, University of Alberta email, and semester of refund for the purposes of confirming my registration with the Augustana Faculty, as well as preventing administrative errors with refunds.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

## Appendix VII

### Additional supporting documents

Meeting Minutes- ASC Approves Fee Referendum Question:

[ASC Meeting Minutes - November 17th 2021](#)

ASA Bylaws:

[Bylaws](#)

## 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, December 14, 2021

**Mover** LEY

**Email** rowan.ley@su.ualberta.ca

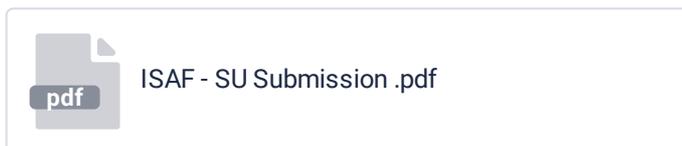
**Action Requested** Information Items

### Information Items

#### Abstract

This is the ISA's final SRA Fee proposal, provided as per Bylaw 8200. It is unchanged from the last presentation, as no feedback requiring changes was received. We will move to send the question to Bylaw Committee at the first meeting in January so that Bylaw does not have to write the question during finals.

#### Attachments





International Students' Association

# ISAF

## SU Council



ISA 2021/2022



# ISAF Proposal

INTERNATIONAL  
STUDENTS'  
ASSOCIATION FEE

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

**Topic**

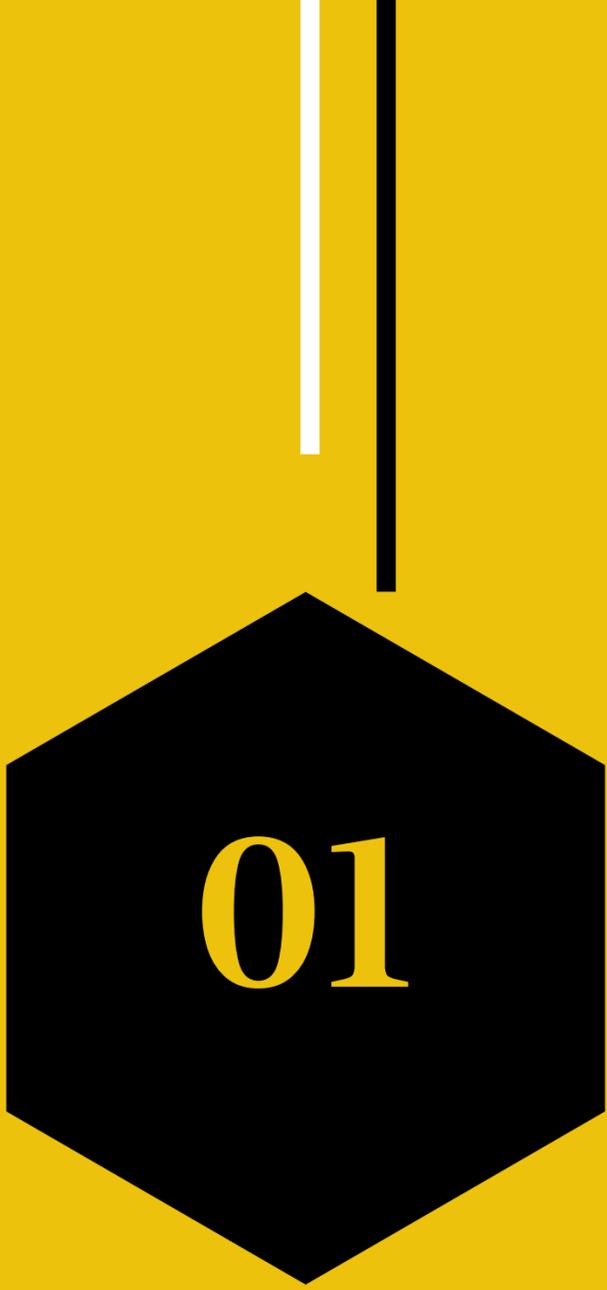
# International Students' Association Fee (ISAF)

# Survey

**This presentation will be using survey conducted jointly by the UASU Research and Advocacy Team and the ISA. Questions were drafted and the result was processed by UASU, while the survey was published and advertised by ISA.**

**The survey has a total of 335+ undergraduate international students as participants.**





**01**

# Overview

# 01.

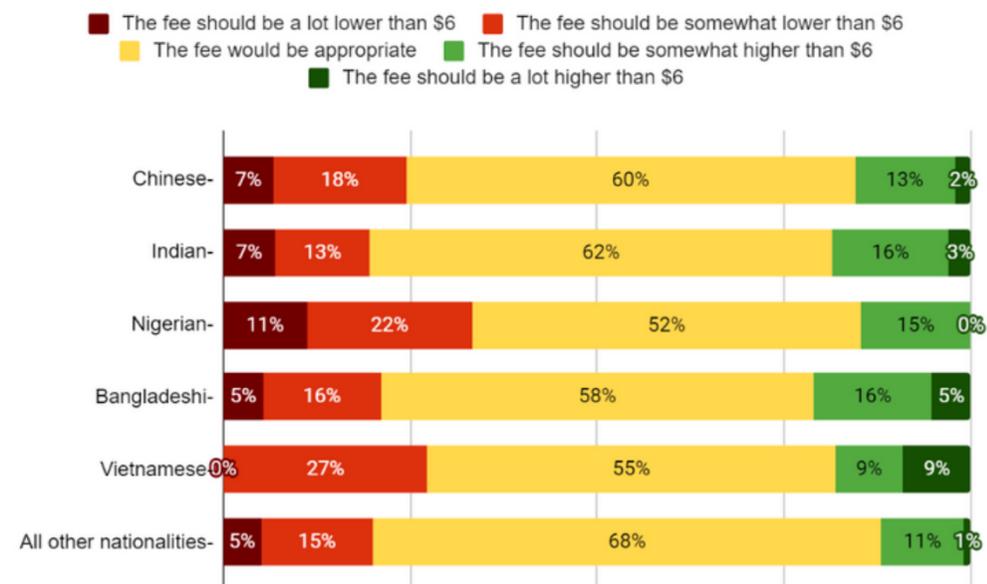
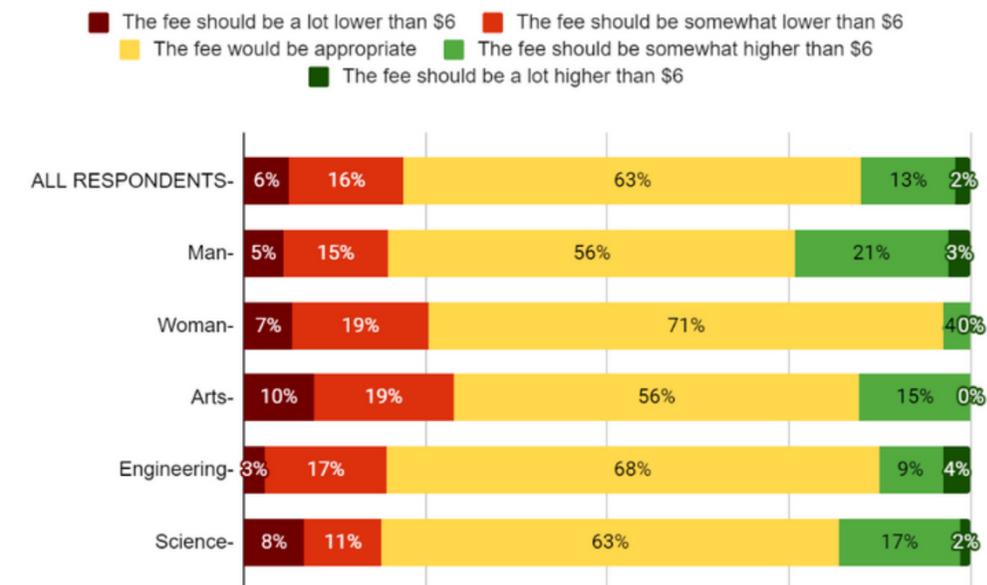
## Fee Amount

**\$3.5 per semester** for every full-time and part-time fall, winter, and spring/summer.

Campus St-Jean and Augustana students shall be charged the same fee (as per UASU Bylaw 8200.9.1.c).

Off-campus (such as co-op or internship) students pay \$0.

“Now that you’ve seen what the ISA hopes to do with the fee revenue, what’s your opinion of the proposed \$6/semester fee?”



**02.**

## **Timeline**

**“If the international student body approves a fee like this, how often should they vote to renew it?”**

- Every three years: 65%
- Every four years: 24%
- Every five years: 11%

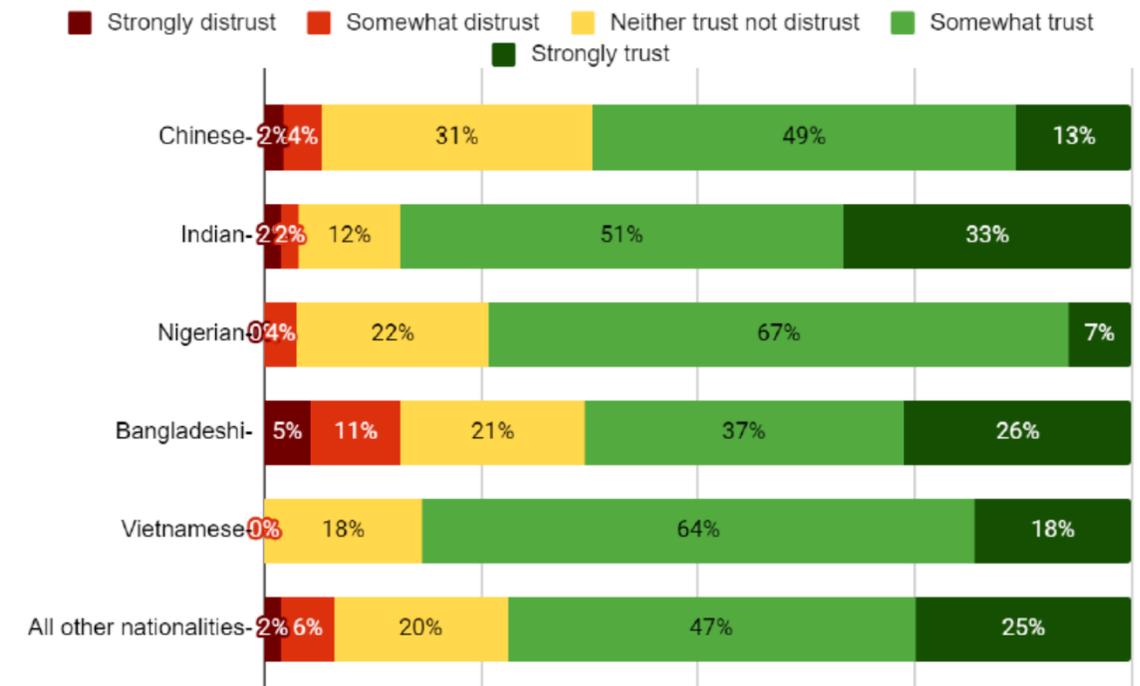
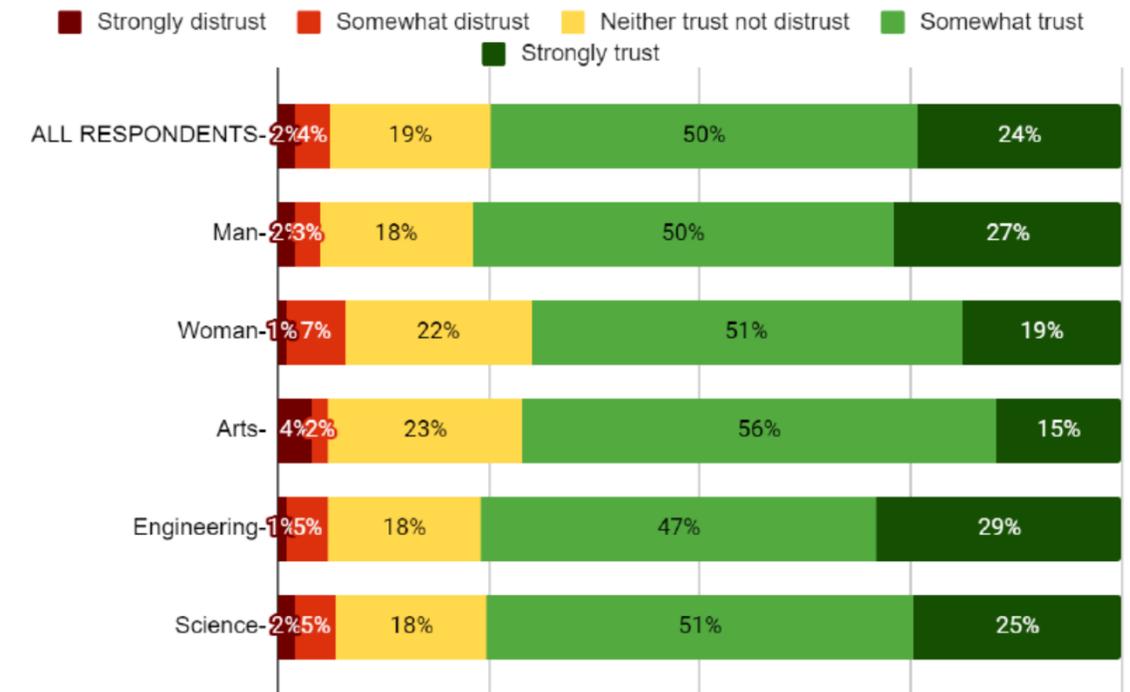
**2 years**

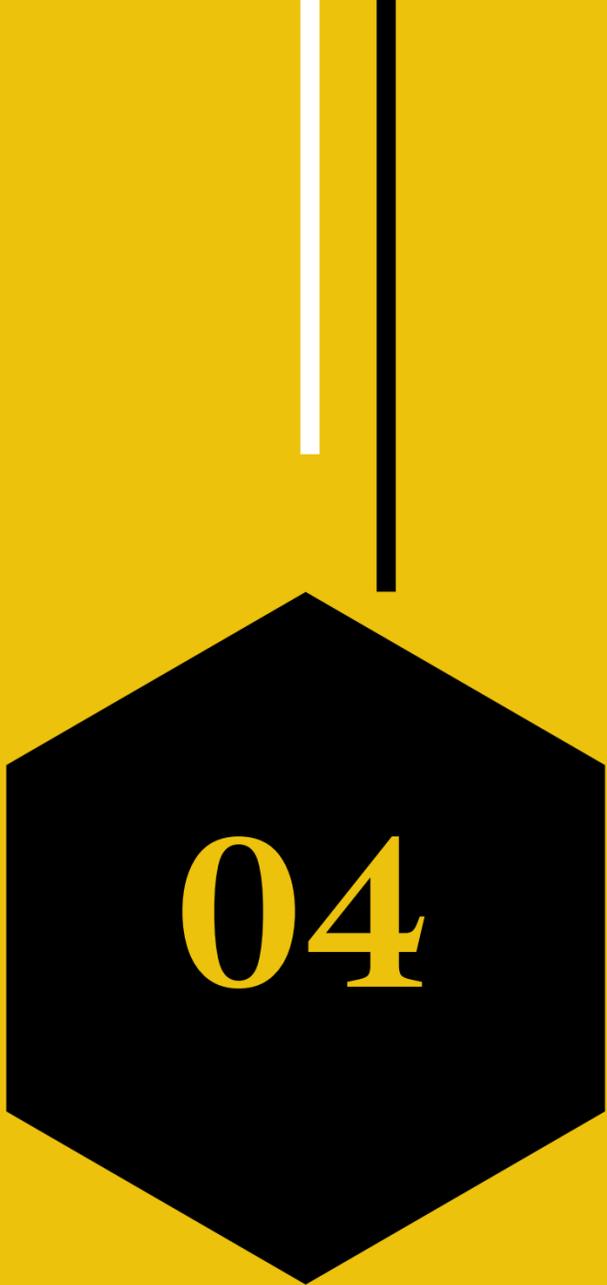
# 03. Optional Fee

## Students can opt-out of the fee

- Fill an opt-out form at [isa.ualberta.ca/opt-out](http://isa.ualberta.ca/opt-out) within the first 30 days of every trimester, and
- We will refund students in 30 days.

“Now that you’ve seen what the ISA hopes to do with the fee revenue, how much do you trust that the ISA can deliver on these plans?”



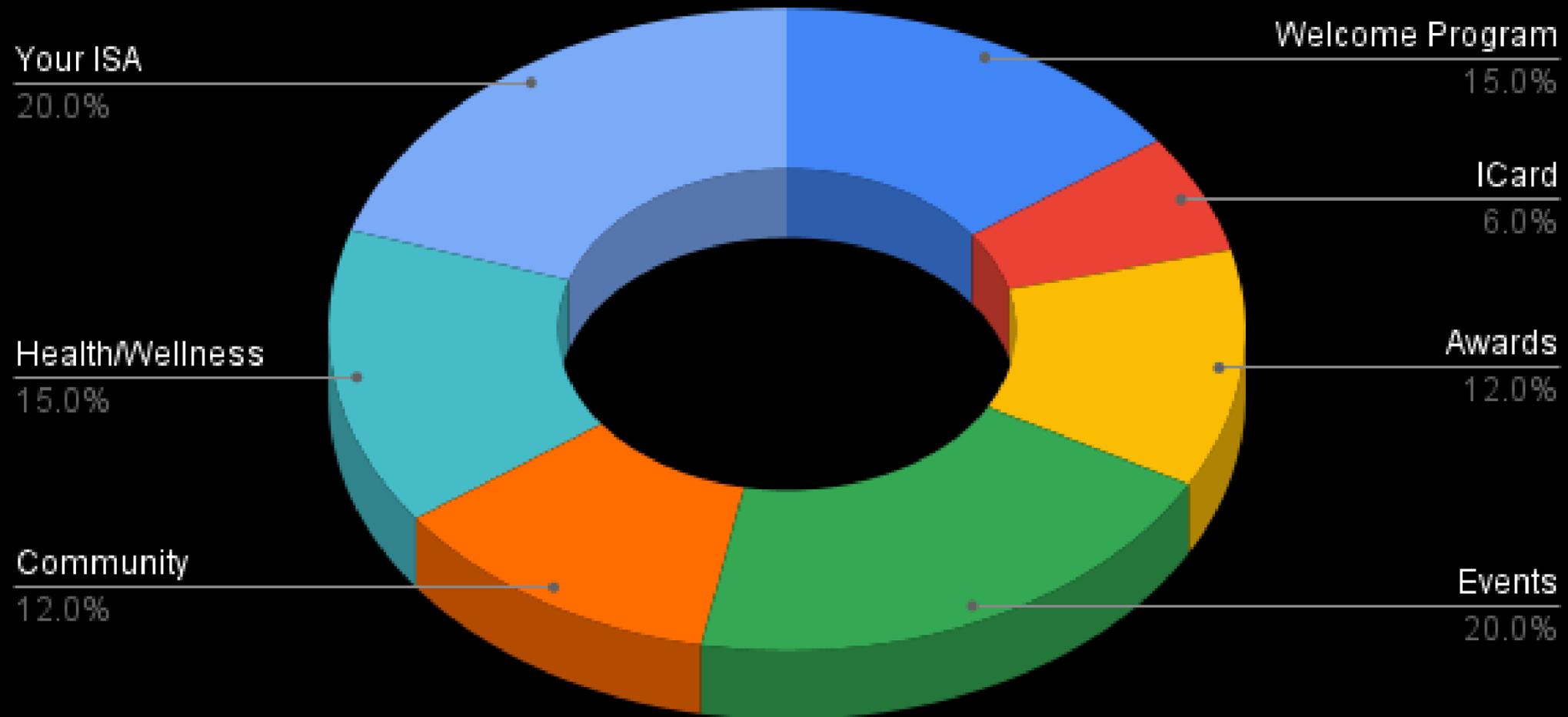


04

# Revenue

around \$37,000 annually

# Allocations



# Predicted Amount Distribution





**05**

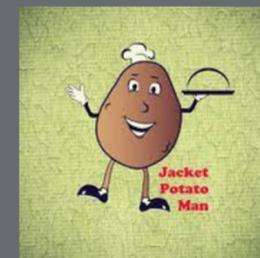
# Fee Overview

# International Students' Benefit Card (I-Card)

## International Students' Benefit Card (I-Card)

Help students save money all over Edmonton with discounts and deals.

Check out: [isa.ualberta.ca/icard](http://isa.ualberta.ca/icard)

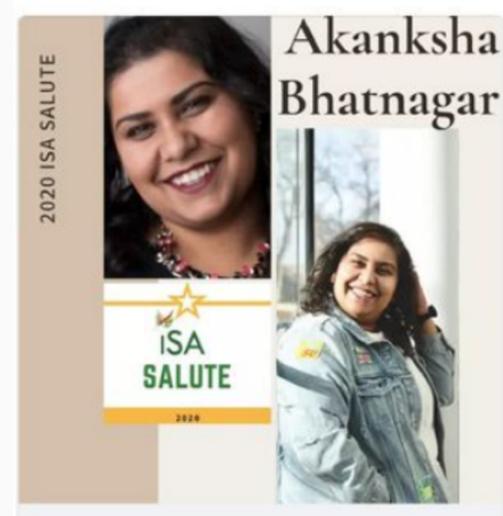


# Awards

## Awards for International Students'

Community Engagement Recognition Awards shall fund the following awards:

- ISA Salute
- Student Governance Leader of the Year
- Community Welfare Volunteer Award
- International Community Welfare program/service/event of the year



# Events

## Year-round Events

Provide engaging student focused events such as Fall Bonfire, International Students' Day, and many other similar events that interest the students and keep them engaged while countering loneliness.

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



# Welcome Services

# Welcome Services

Our welcome program runs along with UAI and includes the following:

- Welcome kiosk
- Regional group Fair
- Info-mart
- Resources sessions
- Icebreakers and prizes

Check out: [isa.ualberta.ca/new-students/welcome-program](http://isa.ualberta.ca/new-students/welcome-program)



**ISA WELCOME DAY**  
11 am - 1 pm on Aug 28, 2021

- 1 Join the welcome meeting! (Zoom Meeting) Know about ISA!
- 2 Play some ice-breaker games online.
- 3 Learn more about, University social life, Academics in University and Work as student.
- 4 Meet with Regional Groups!
- 5 Ask questions at student pannel



# Community Support Fund



Committee on  
International Students' Affairs

University of Alberta International Students' Association (UAISA)

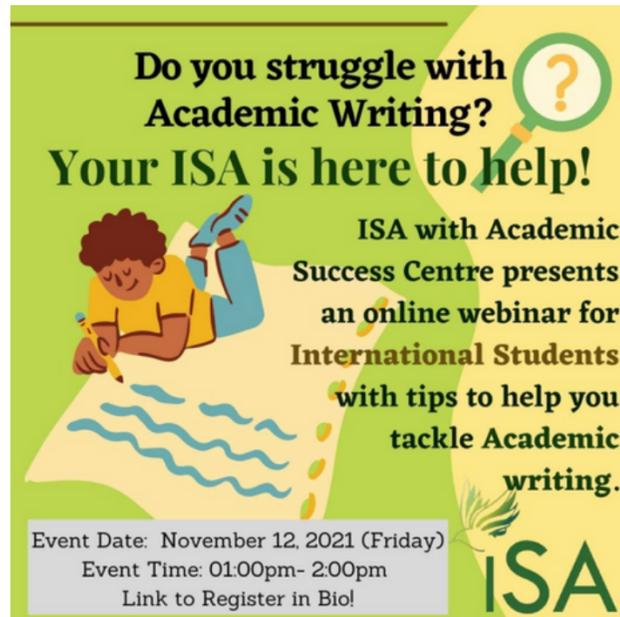


# Community Support Fund

- Student groups funding for cultural or internationally focused events to promote diversity, community building and counter loneliness.
- ISA shall also continue its Regional Groups Perks program. Check out: [isa.ualberta.ca/regional-groups/regional-group-perks](http://isa.ualberta.ca/regional-groups/regional-group-perks)



# Health/wellness and Professional Development



## Health/Wellness Programs

- ISA will organize workshops 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.
- Eg: Burnout workshop, home sickness workshop, time management skills, etc

## Professional Development Programs

Programs such as:

- Zotero+Library research workshop
- Writing Skills with ASC session
- Student Accommodation webinar
- Career Fair



# Your ISA that Stands by You!



## International Students' Hub

- A safe and inclusive space on campus for international students to meet and relax. The space shall facilitate the purpose of connecting with the ISA. We shall also have games and engaging activities for students to come and relax.

## Administration and Operations Cost

Expenses such as:

- Elections
- Liability Insurance (DoS requirement)
- Office and Logistical expenses.
- Volunteer Appreciation Program



**06**

# Consultation

# Consultation

1

One-on-one meetings with Regional Groups and SRA's

2

Multiple meetings with SU Execs and staff members.

3

Public Town Hall

4

Mass emails, videos and information campaigns

5

Trilateral meeting between the ISA/SU/GSA.

6

3 surveys of 80, 248 and 336 intn'l students.

7

Two consultation presentations to UASU Council, and one-on-one meetings with SU Councillors

8

All updates and changes were communicated to parties consulted.





**07**

# *Accountability*

07

# Accountability

**We are a student-run organization with elected undergraduate students overseeing the usage of this fee.**

- The fee shall be bound to the **financial reporting to the Student Union**, as per the University of Alberta Student Union Financial Reporting Guidelines any Bylaw 8200.
- This includes ongoing financial reporting by the ISA Vice President Finance and a yearly **independent audit**; a statement of the audit and budget shall 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.
- ISA Financial policies are attached.



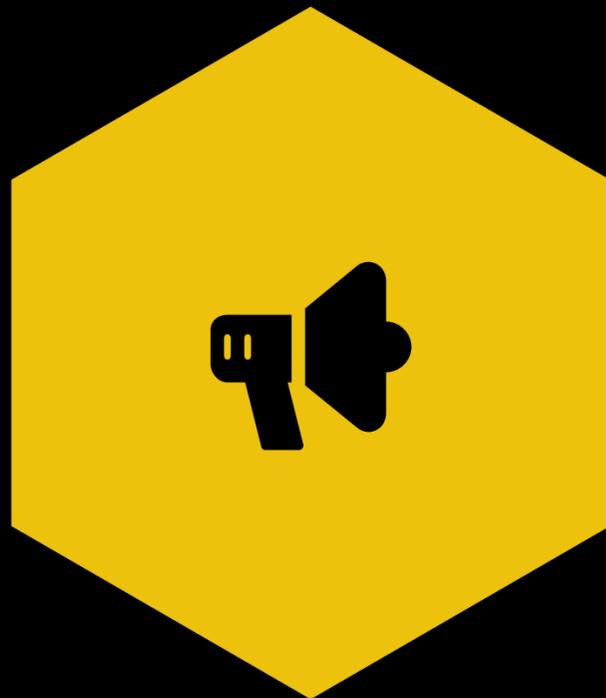


08

# Key Highlights

## Students' can opt-out

Students would be able to opt-out if they do not see value in paying this fee.



## Short-term fee

After 2 years, SU Council would get to review this fee and make a decision on its continuity. Thus, the SU Council will get an opportunity to re-evaluate the fee.

## Should students get to vote?

It is very important to know that council is deciding on if students should get to vote on this fee or not. Once approved here, international students will get to vote if they want to pay the fee or not.



# Thank You



**Question time!**

If you have any questions feel free to connect with us.

---

**780-246-8177**

**[isa.finance@ualberta.ca](mailto:isa.finance@ualberta.ca)  
[isa.external@ualberta.ca](mailto:isa.external@ualberta.ca)**

**[isa.ualberta.ca/isaf](http://isa.ualberta.ca/isaf)**

ISA 2021/2022



# ISAF Proposal

INTERNATIONAL  
STUDENTS'  
ASSOCIATION FEE



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

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- Events
- Community Support Funding
- Welcome Program
- Health/Wellness and Professional Development
- Your ISA that Stands by You!

Consultation and Feedback

Appendix



## About us

UAISA advocates 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 also run programs such as I-Card and organize events such as I-Day.

## 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 (CoISA) for all regional group leaders to meet and discuss the challenges faced by their communities.



## Town hall hears Int'l Students' Association plans

Richard Catangay-Liew  
GATEWAY STAFF • @THEPICKERMAN

Representatives from the Students' Union and various international groups gathered at a town hall last Friday to discuss the implementation of the International Students' Association (ISA). The assembly comes after the Board of Governors approved a five per cent tuition hike for international undergraduate students in December 2013, which triggered a cry for equal representation from the SU from those affected.

Individuals or groups from the U of A's international community were tasked with presenting proposals as to what the ISA should look like and what the organization would do. Proposals were required to outline the ISA's organizational structure, executive structure and decision-making processes.

William Lau, SU Vice-President (Student Life), said proposals should detail how the ISA will enhance communications and build relationships on campus, connect with the SU through advocacy efforts and branch out to the university's International Student Services and the International Centre.

"We want to build a truly international environment," Lau said. "We went to build cultural awareness between the various cultures on campus."

Parijaya Joshi, Zhaoyi Chen, Diego Lucas and Chevy Bui presented a collaborative presentation after realizing their original separate proposals aligned similarly.

The town hall was set up to facilitate discussion and critique between groups proposing and students in attendance, but the four



ISA DEAS December's BoG meeting to hike tuition by 5 per cent spurred efforts to create an ISA.

collaborators were the only group who shared their vision for the ISA.

Joshi, who arrived in Edmonton from India in 2011, noted how the ISA has the potential to create change on campus for international students. The establishment of a unified voice for international students is something that seemed improbable when he first came to Canada, he said.

"Back then we never thought we'd be treated unfairly like cash cows and that our tuition would be increased arbitrarily," he said. "We never thought that we would actually do something about it."

"(The ISA) is the sum total of all the beliefs of the students who want

this change to happen."

Chen, who said she felt incredibly passionate for international student rights, stated that a collective body for international students has been a dream and goal of hers since she came to Canada from China.

"This campus should be a safe haven for international students to succeed," she said. "The ISA is here to advocate, protect and fight for our privileges."

The four collaborators proposed that all international undergraduate students would automatically be enrolled as ISA members.

They also outlined a three-year plan, where the ISA would start out as an official student group at the

university and eventually move up to a policy-making body.

The ISA would also include a council consisting of a speaker, elected executives and representatives from international student groups. The council would then vote on policies and discuss issues pertaining to international students.

So far, 18 stakeholders across campus have expressed interest in the ISA's prospects, with 13 stakeholders having committed fully.

Dustin Chelen, SU Vice-President (Academic), added that although the creation of the ISA has seen positive interest and feedback, there are several barriers including time, commitment and how to make the

ISA relevant to all stakeholders. One of the concerns raised in the town hall was the role of international graduate students in the ISA. Chelen said that approximately 35 per cent of those in graduate studies are international students, compared to the 12 per cent in undergraduate studies.

The collaborators said they believed the Graduate Students' Association provided ample representation for international students already.

"They added that the first step for the ISA is to get registered as an official student group before the semester ends, and that they would further discuss graduate student membership when they are more fully developed.

SU President Petros Kasumz recounted that mobilizing international student support back in December was a difficult challenge and said he anticipates seeing what the ISA can do.

"I think we did a fantastic job... but now we have an opportunity to engage with a whole bunch of international students and I think this is an excellent start," he said. "It seems like this three-year plan is going in the right direction."

Lau, the incoming 2014-15 SU President, said he's extremely satisfied with how far planning for the ISA has gone. For the time being, it's important for students to stay engaged regarding the formation of the ISA and prepare for the future, he said.

"International student issues are things we all hear about," he said. "I hope that all international undergraduate and graduate students keep their ears to the ground and see what next steps are up."

# 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

# LETTER FROM ISA PRESIDENT



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 better succeed in their lives as young professionals.

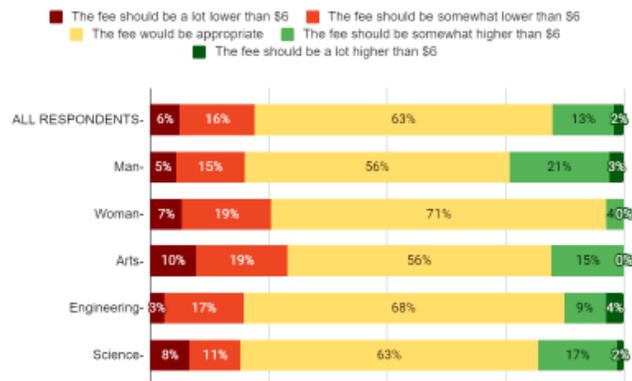
# SCOPE

The ISA SRA Fee will be implemented from the Fall 2022 term and up until and including the Spring/Summer 2024 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.

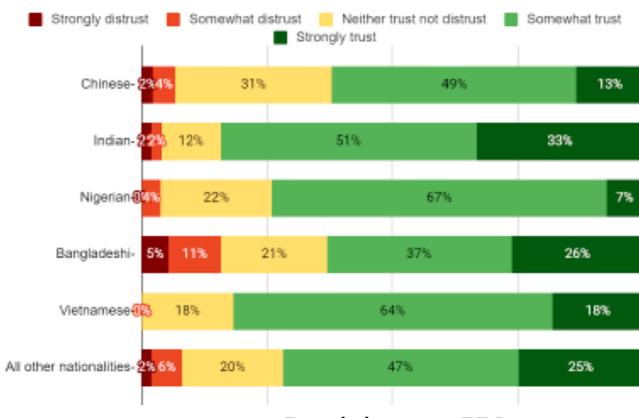
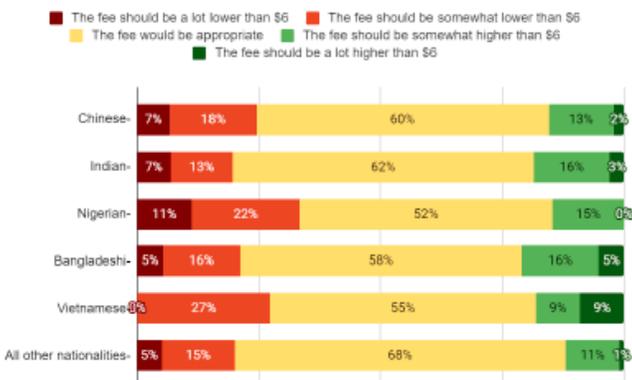
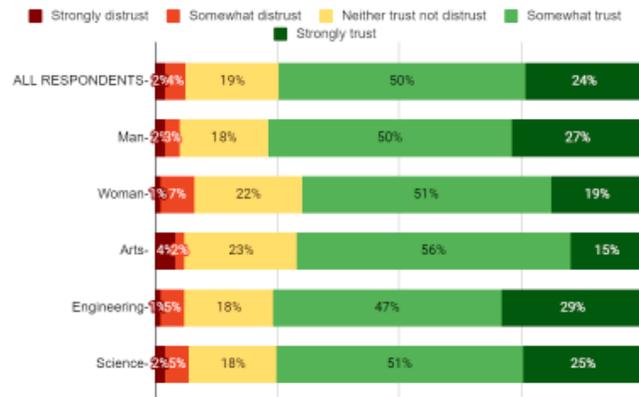
# AMOUNT

1. Each full-time and part-time international student on all university campuses will be paying \$3.50 per fall, winter, and spring/summer semester.
2. Off-campus (such as Co-op students) or special status international students will pay \$0.00 per term.

**“Now that you’ve seen what the ISA hopes to do with the fee revenue, what’s your opinion of the proposed \$6/semester fee?”**



**“Now that you’ve seen what the ISA hopes to do with the fee revenue, how much do you trust that the ISA can deliver on these plans?”**



Participants: 336

Participants: 336

# FEE TIMELINE

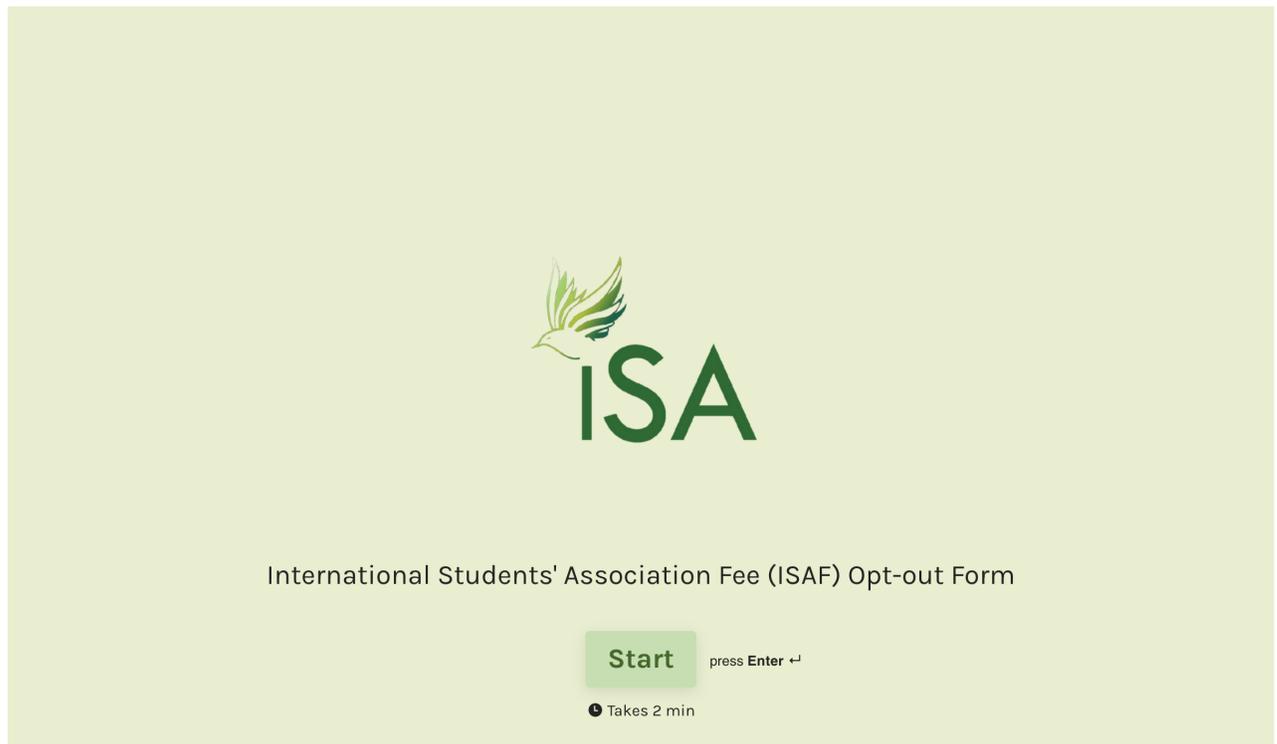
*The ISA SRA Fee will be implemented for a two-year period from the Fall 2022 Term and up until and including the Spring/Summer 2024 Term.*

**“If the international student body approves a fee like this, how often should they vote to renew it?”**

- Every three years: 65%
- Every four years: 24%
- Every five years: 11%

Participants: 336

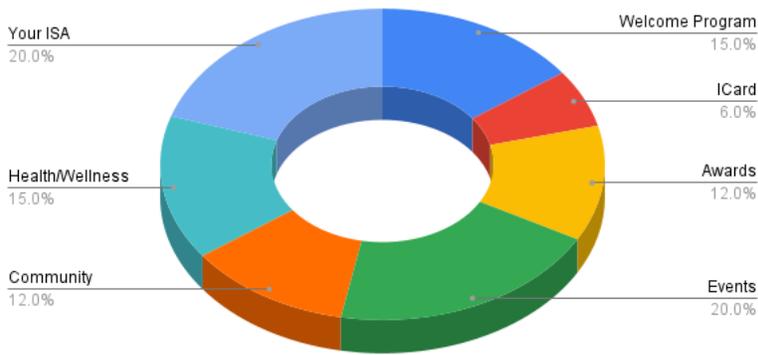
## ISAF Opt-out Form



# Opt-out Mechanism

[isa.ualberta.ca/opt-out](http://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](http://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 thirty (30) days of every trimester. The students shall not be eligible to access the services/programs funded by this fee 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

<i>Allocations</i>	<i>Description</i>	<i>Amount</i>
<i>International Students' Benefit Card (I-Card)</i>	<i>I-Card shall provide international undergraduate students discounts and benefits in Edmonton. In the long run this program shall enable students to save more money than the ISAF.</i>	<i>6%</i>
<i>Awards</i>	<i>ISA shall have an award program for students and student groups to appreciate the work that they do for the international students' community at the UofA.</i>	<i>12%</i>
<i>Events</i>	<i>For the ISA to use as funding for events that interest the international students such as International Students' Day.</i>	<i>20%</i>
<i>Welcome Program</i>	<i>Fund shall provide ISA to welcome new international students at the UofA and provide them a welcoming community when they come here for the first time.</i>	<i>15%</i>
<i>Community Support Fund</i>	<i>ISA shall use this fund to provide grants to regional/BIPOC groups to host internationally focussed events.</i>	<i>12%</i>
<i>Health/Wellness and Professional Development</i>	<i>For the ISA to cover the costs of health/wellness and professional development workshops or sessions.</i>	<i>15%</i>
<i>Your ISA</i>	<i>For the ISA to cover its operational costs and provide international students with a hub on campus.</i>	<i>20%</i>

ISA Undergrad Council shall make changes up to a maximum of 5% (approx \$1,850) to any allocation, to provide the flexibility to enable ISA to make changes to financial allocation as per the need and student engagement/feedback.

Any change beyond 5% for any allocation shall be subject to the approval of the UASU council.

# ISAF OVERSIGHT



**By the Students' Union**

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

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

ISA Financial Management policies are publicly available on our website and attached in the appendix to this proposal.



Let's Dive Deep into ISAF !

# What does the ISAF provide?

The programs mentioned under each allocation unit shall be subject to change as per 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 Unused Funds of the ISA, to generate interest and use the fund when the ISA deems necessary.

# International Students' Benefit Card (I-Card)

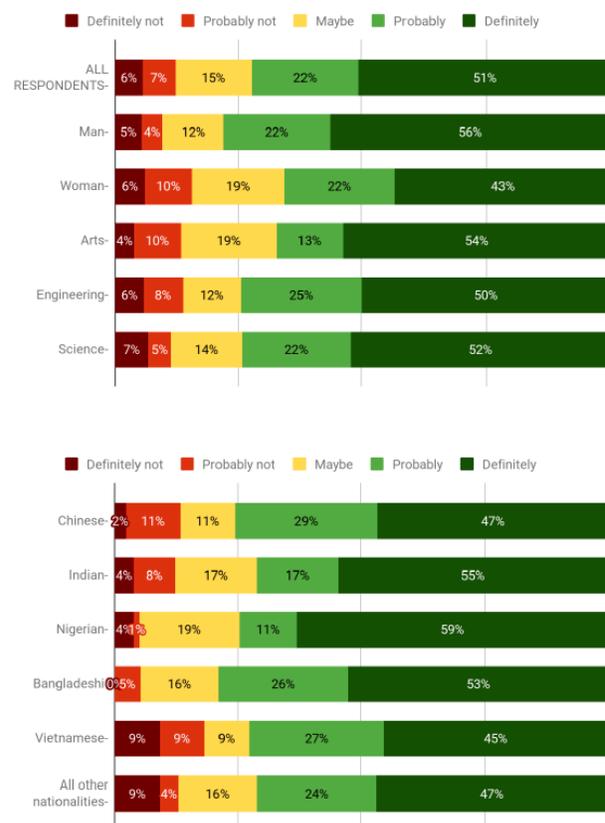
*ISAF shall fund the International Students' Benefit Card (ICard) to connect with retail, food, and entertainment partners and offer discounts for international students. This program shall enable students to save money and potentially recover the fee amount itself.*

*Current I-Card discounts and deals can be found on our website, [isa.ualberta.ca/icard](http://isa.ualberta.ca/icard)*

*We aim to keep expanding our I-Card flagship program as it gives direct financial returns to students paying ISAF.*

“The ISA plans to create new programs, events, and services for international students. (E.g. discount card for businesses around Edmonton, affordable food stall on north campus, events around the year) Would you pay roughly \$1.80 per semester to support this plan?”

Participants: 336



# Awards

ISAF shall fund the following awards\*:

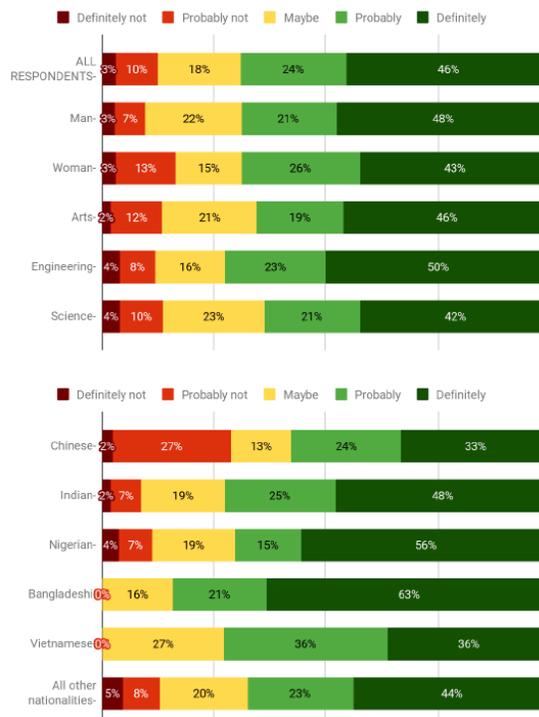
- *ISA Salute*
- *Student Governance Leader of the Year*
- *Community Welfare Volunteer Award*
- *International Community Welfare program/service/event of the year*

The allocation shall also enable ISA to host an awards night that shall enable us to appreciate the awardees. Awards shall be managed by an independent committee i.e. CoISA, consisting of regional groups leaders and GFC/SC intn'l members.

\*Names and award categories may be changed over time as per student feedback or need.

“The ISA plans to create new financial aid programs for international students. (E.g. Community Engagement Recognition Awards, contest prizes, Last Resort Funding.)  
Would you pay roughly \$1.20 per semester to support this plan?”

Participants: 336



# Events

*Events:*

*This allocation is aimed at providing students with 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.*

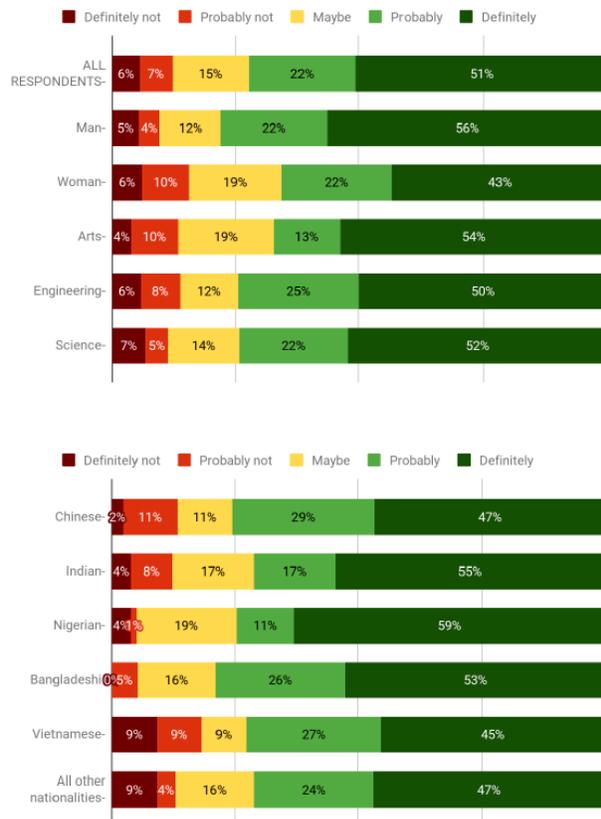
*This allocation shall help ISA to organize fall bonfires, international students' days, and many other similar events that interest the students and keep them engaged.*

*Check out this year's I-Day at [isa.ualberta.ca/iday](http://isa.ualberta.ca/iday)*

*Apart from the established student groups, individual students interested in hosting culturally focused events shall also be empowered by ISA through this student-initiated events program. ISA shall provide logistical and administrative support to student-initiated events.*

“The ISA plans to create new programs, events, and services for international students. (E.g. discount card for businesses around Edmonton, affordable food stall on north campus, events around the year) Would you pay roughly \$1.80 per semester to support this plan?”

Participants: 336



# Community Support Fund

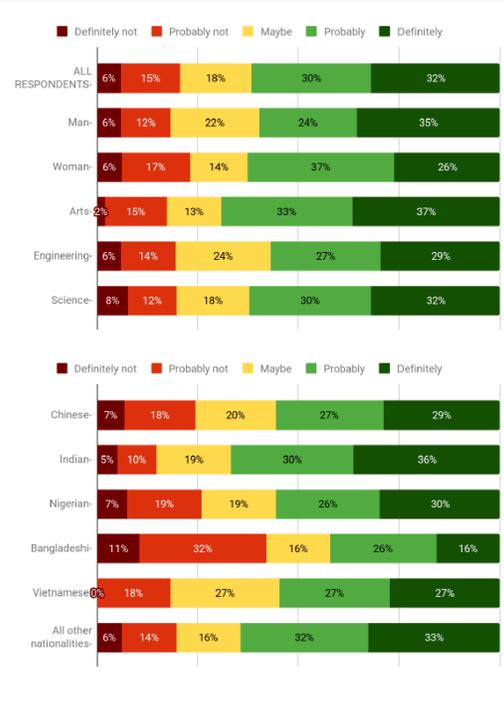
*We recognize the value of SU registered regional/cultural student groups at UofA who serve as a common ground for international students to practice and celebrate their culture. ISA also supports the presence of SU registered BIPOC student groups and associations on campus that are working towards providing 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 for such a program to the ISA as it provides financial certainty to these groups.*

*ISA also provides various perks to regional groups, and this fund shall enable us to provide more support. Check out, [isa.ualberta.ca/regional-groups/regional-group-perks](http://isa.ualberta.ca/regional-groups/regional-group-perks)*

“The ISA plans to fund regional and BIPOC student groups, promote diverse and cultural events, student-initiated events, and host welcome activities. Would you pay roughly \$0.90 per semester to support this plan?”

Participants: 336



# Welcome Program

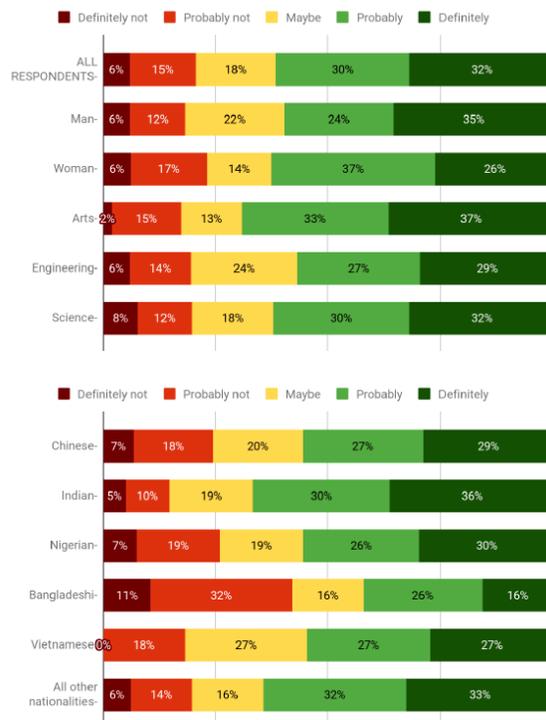
The new student orientation is often the first point of contact for international students with the ISA and gives them a glimpse of the various services and programs offered by the ISA. To further facilitate the connection between ISA and international students, we want to organize an annual 'Welcome Program'. As part of this program, we will organize a 14-day welcome booth in Telus Center at Intn'l students campus check-in along with UAI, where we share ISA resources for new students along with a welcome booklet that provides international students with important information when they first arrive in this new country. Check out this year's welcome booklet, [isa.ualberta.ca/new-students/welcome-guide](http://isa.ualberta.ca/new-students/welcome-guide).

At the end of campus check-in, the ISA organizes a regional group fair, where new international students get a chance to meet with UofA regional or internationally focused student groups. We also work with a few of our sponsors to organize info booths, which help international students to open a bank account, buy a sim card, etc on campus.

ISA also organizes info sessions about campus services, by collaborating with UAI and sharing essential information with new students along with ice breakers/prizes for students to feel comfortable. Check out this year's welcome program, [isa.ualberta.ca/new-students/welcome-program](http://isa.ualberta.ca/new-students/welcome-program)

"The ISA plans to fund regional and BIPOC student groups, promote diverse and cultural events, student-initiated events, and host welcome activities. Would you pay roughly \$0.90 per semester to support this plan?"

Participants: 336



# Health/Wellness Workshops and Professional Development Sessions

## Health Wellness Workshops:

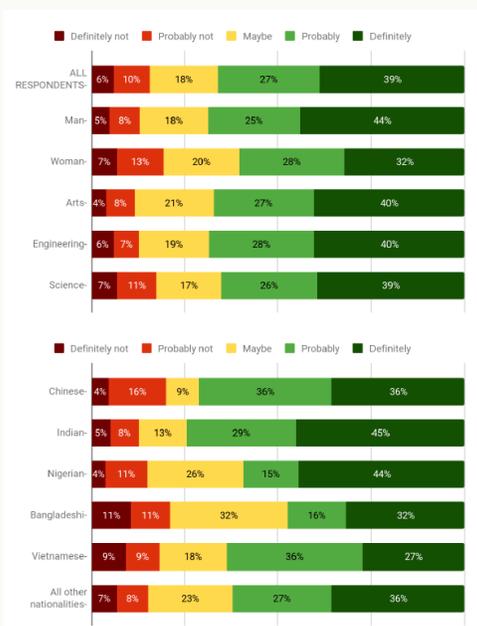
The purpose of this fund is to allow ISA to organize workshops such as the *Burn-out workshop, homesickness workshop, etc* to support the international students while they are away from their family and home. ISA shall also use the *International Students' Hub* to give international students a space on campus during exams to play some games, share wellness with academic tips, etc. 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.

## Professional Development Programs:

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 *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 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 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.

Check out a few of our recent workshops that ISA conducted, [isa.ualberta.ca/academic-resources/live-workshops](http://isa.ualberta.ca/academic-resources/live-workshops)

"The ISA plans to create health/wellness and professional development services and programs. Would you pay roughly \$0.60 per semester to support this plan?"



Participants: 336

# Your ISA (Operations and Hub)

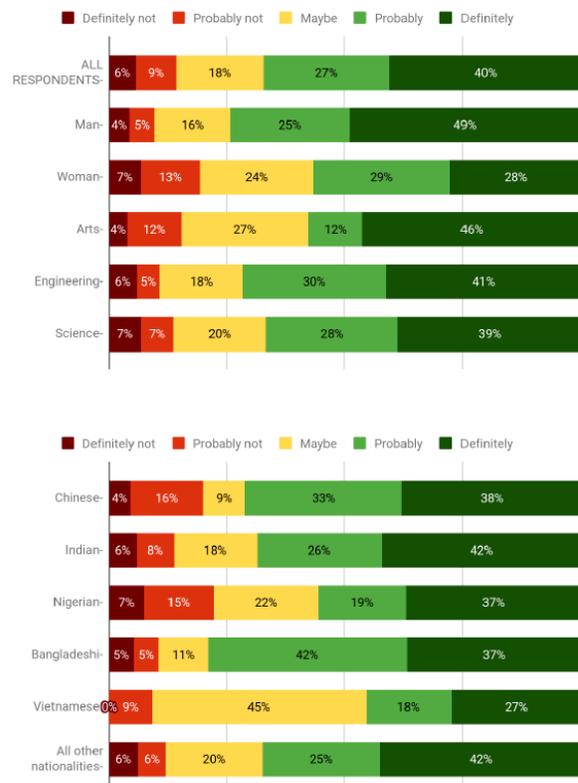
*This allocation shall be used for covering various expenses that come along with running the largest student association on all five campuses. The money shall mostly be used for operational costs and administrative expenses associated with the ISA Office space. As there are 24 governance positions within the 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' time, 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, where students could come and meet with ISA, learn more about our services and programs, play games and relax on campus. The fund shall also be used for general insurance of the ISA, and it is a requirement of the Dean of Students office. This allocation shall also fund ISA communications tools such as website, newsletter creating tools, and podcast RSS account; and financial software and independent audit costs.*

"The ISA plans to cover its operational costs and provide international students with a hub on campus. Would you pay roughly \$0.90 per semester to support this plan?"

Participants: 336

Additionally:

*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 dedicated programming that shall be accessible to these students. ISA's Office of the President portfolio shall have campus rep positions for both campuses, so ISA campus reps could work with their counterparts in ASA and AUFSJ to create dedicated programming that shall support and provide value to international students on those campuses. As we have around 40 intn't students on Campus St-Jean and 169 on Ausutana campus, the amount generated would not be very significant (approx \$1,500), thus ISA would look into using its sponsorship money where needed to support the dedicated programming.*



## Referendum Task Force



Date: February 27, 2021

ISA Board

### Motion

**Motion Title:** Motion for creation of a task force for ISA referendum  
**Presented by:** Chansreet Singh  
**Seconded by:**  
**Meeting Date:** Feb 29, 2021  
**Action Needed:** Vote immediately  
The motion shall also need the undergrad council approval.

**L. Details:**  
The Board of ISA is requested to approve the creation of a task force to plan the ISA Referendum.

This task force shall be working on creation of a referendum proposal, strategize the whole referendum process, and ultimately take the form of election campaign team.  
The task force shall consist of 6 members and have the following roles:

### 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:

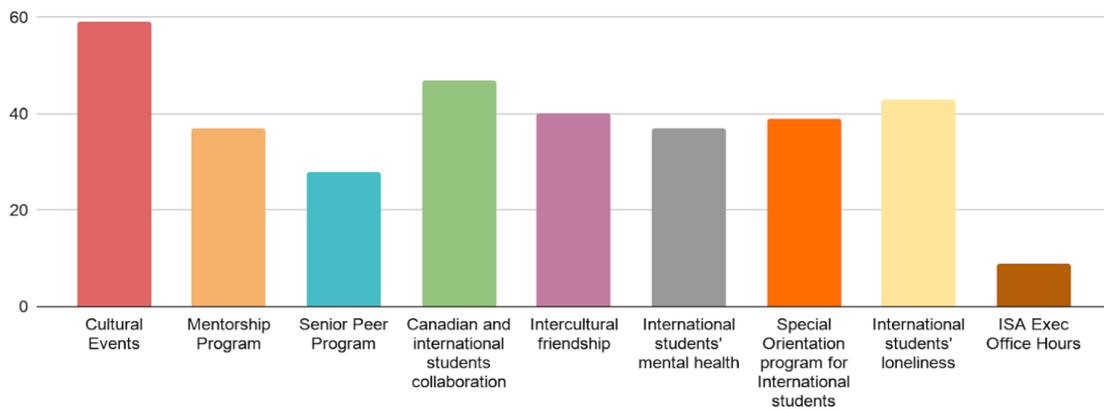
*The ISA Board made a Task Force for the Referendum Proposal, consisting of President, VP Finance, VP Coms, VP Internal, VP External and three student-at-large from within the ISA. This Task Force met weekly to draft the proposal, engage in consultation, and directly report to the ISA Councils and the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

<https://isa.ualberta.ca/isaf>

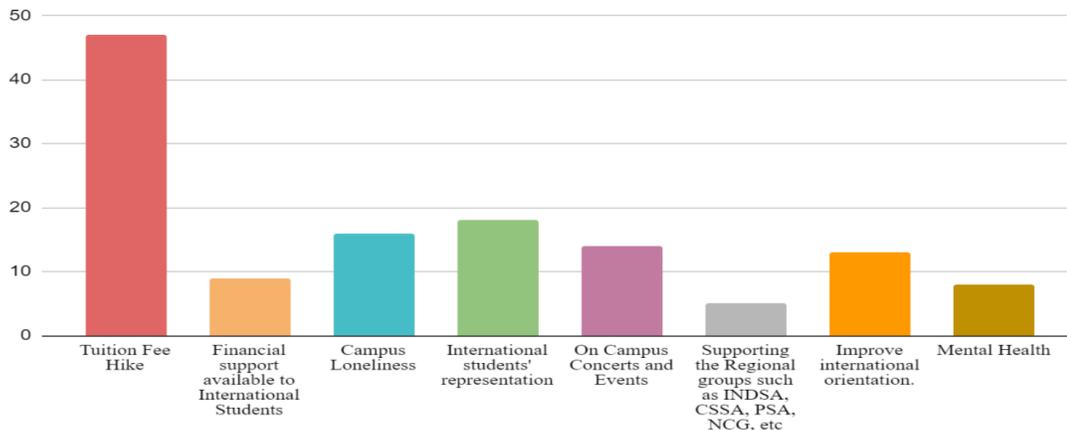
# INITIAL SURVEY

*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.

#SpeakUp Consultation

**We invite you to tell us what ISA should spend money on?**

Click on the JamBoard link in Bio and tell us about your idea using a sticky.

#SRALEE Consultation

**How this work? LETS TALK**

1. Click on the Jamboard link
2. Click on a sticky on the right side.
3. Write your opinion or idea.

4. We will work on your idea and include it in our referendum proposal.

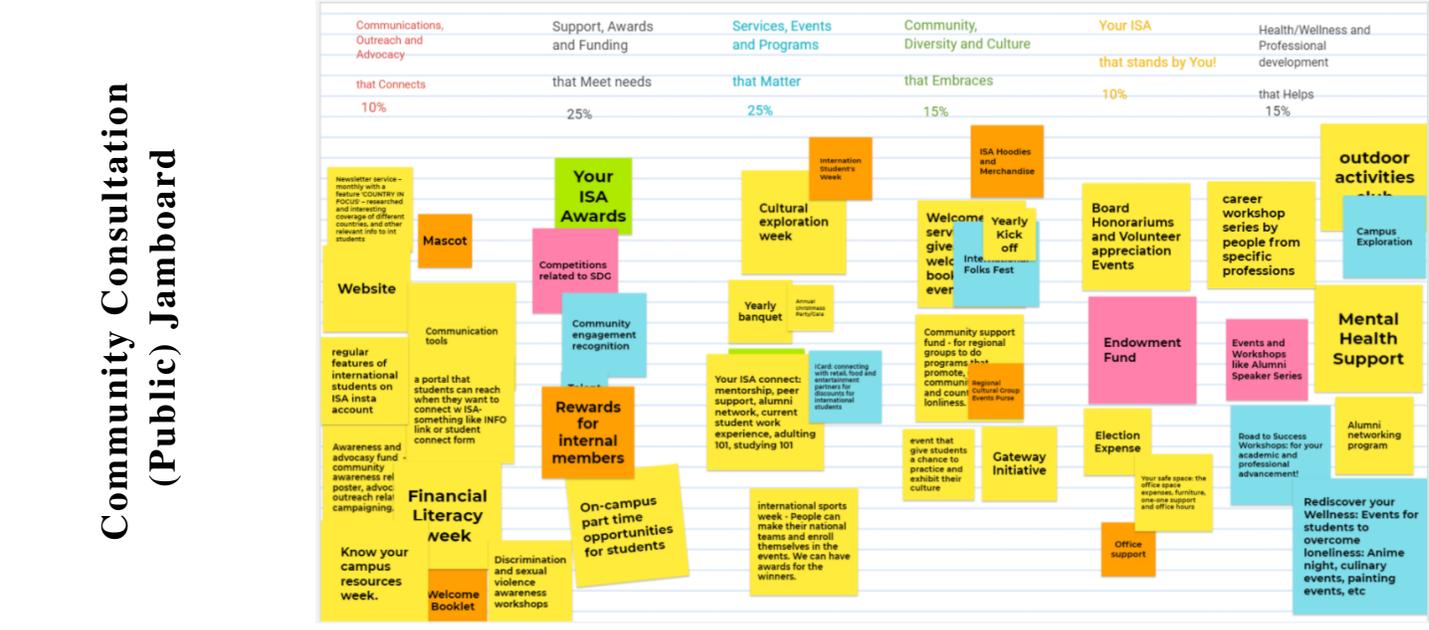
5. Email isa.president@ualberta.ca for any questions.

JAMBOARD -- BIT.LV/3FNDRDA

**We are looking forward to your ideas.**



ISA Council Jamboard :



Community Consultation (Public) Jamboard

# STAKEHOLDERS ONE-ON-ONE CONSULTATIONS.

## 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.



*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 news announcement on BearsDen to invite all student group leaders for consultation.*

<i>Date (DD/MM/YYYY)</i>	<i>Organization</i>	<i>Members</i>
15.04.2021	Engineering Students' Society (ESS) - Faculty of Engineering SRA.	ESS President ESS President-Elect ESS VP Academics & 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 (AUFJSJ)	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

# ISA SRA Fee Town Hall



ISA invites you to join our Town Hall to discuss the ISA SRA Fee.



25 May 5-6 PM MDT  
Fill Survey: [isa.ualberta.ca/survey](https://isa.ualberta.ca/survey)



## Townhall

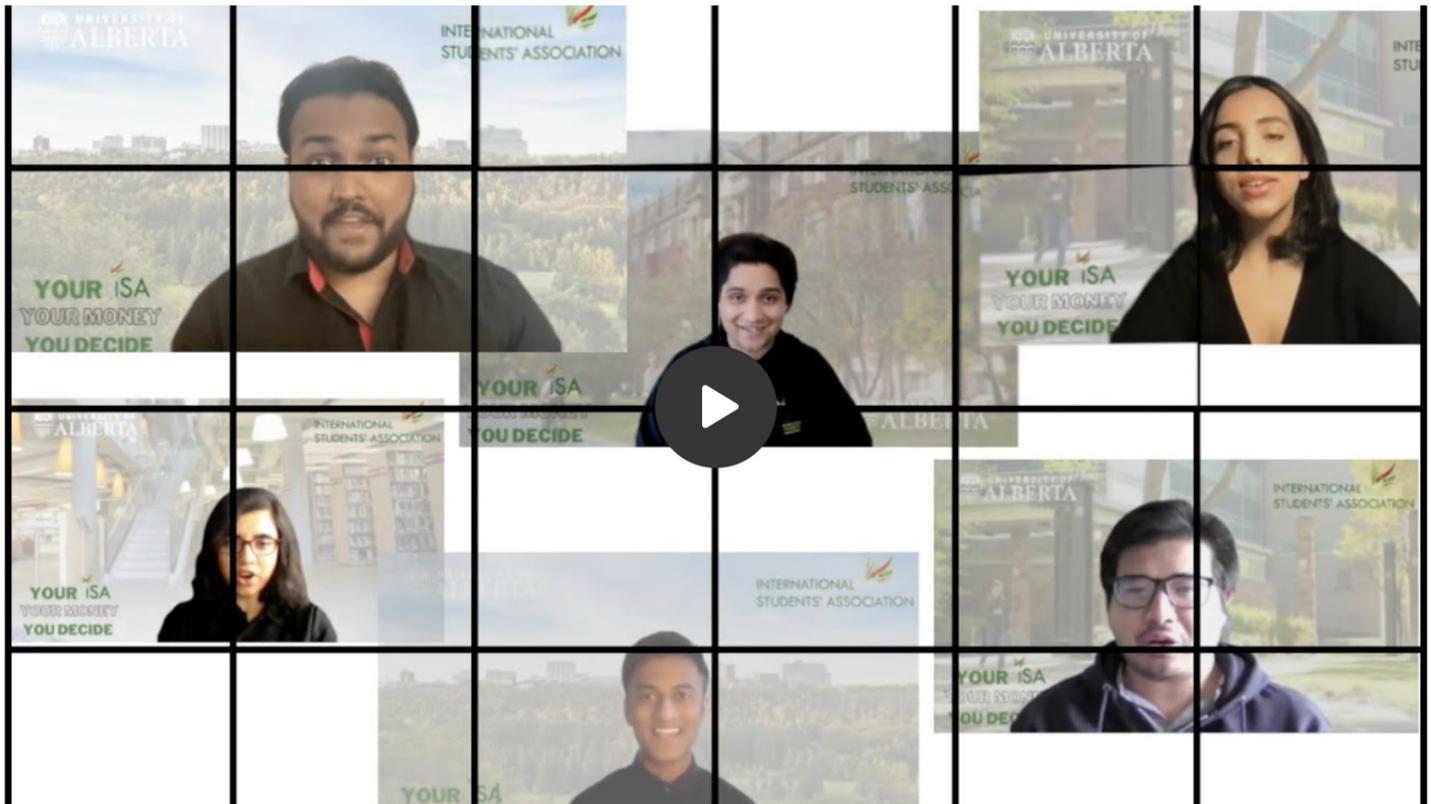
*The ISA hosted a Public Town Hall on May 25, 5-6pm. The proposal was publicly presented to international students and we engaged in direct/public consultation with the students.*

*The Town Hall was live-streamed on the ISA Social Media. The Gateway also wrote regarding our Town Hall.*

*During the Town Hall, 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.*

*Townhall video is available on our ISAF website page, [isa.ualberta.ca/isaf](https://isa.ualberta.ca/isaf).*



## Second 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.*

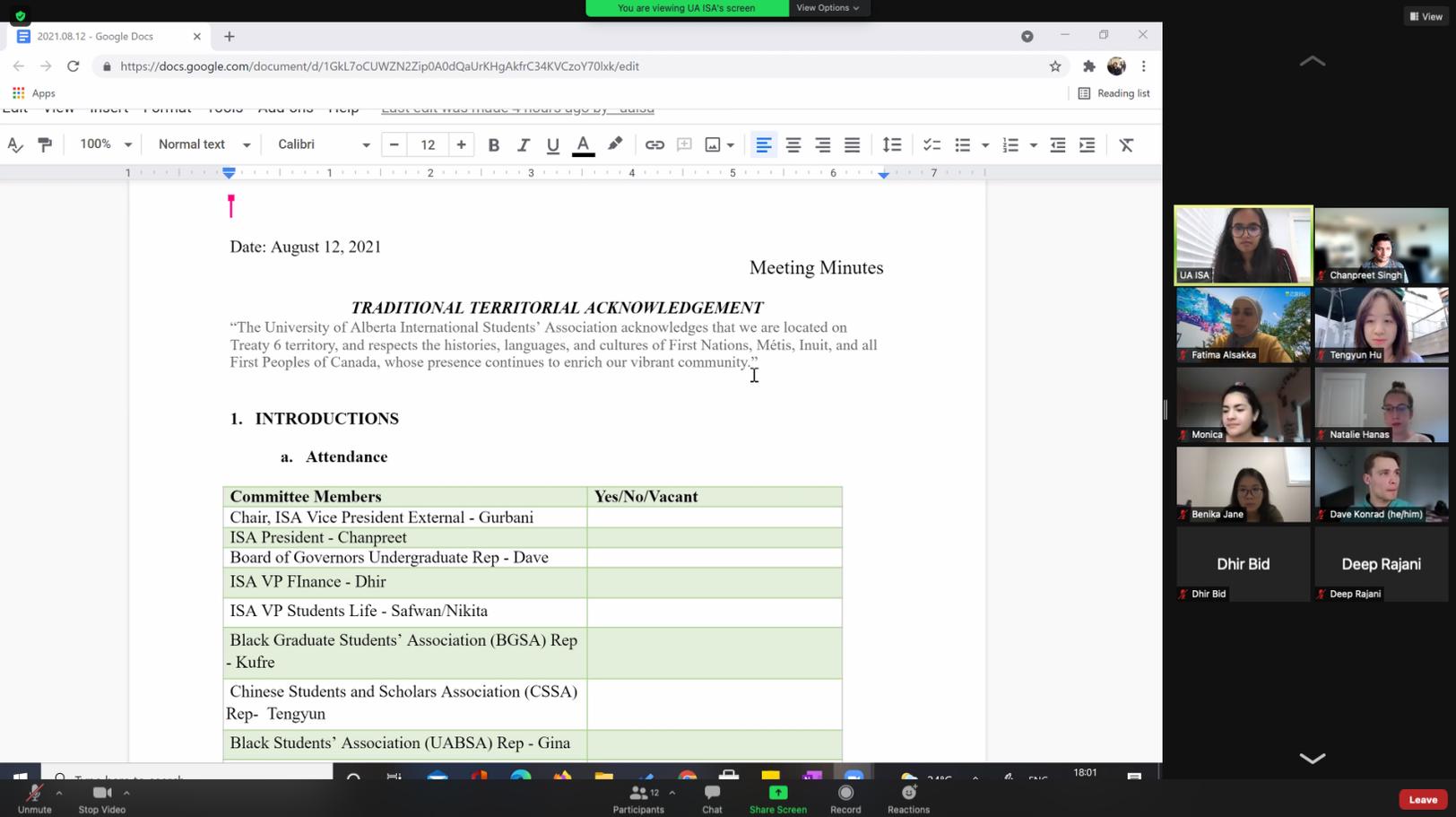
*Most Faculty Associations were also contacted to share the survey with their membership via newsletters. Survey Data was released by ISA on its Website and is also used in this proposal to demonstrate strong student support for ISAF.*



## Third Survey (Final)

*Due to a few concerns regarding the ISA's second survey mainly regarding the wording of the questions, the ISA conducted a third survey. This time, the survey questions were drafted by the UASU Research and Advocacy Team, ISA publicized the survey by sending out a mass email to all 4,800 undergraduate students, and having an active social media campaign. We also made a new ISAF video to increase the participation rate. The University of Alberta International also shared our survey to support us. Finally, the survey got 335+ responses. The survey responses were shared with the UASU Research and Advocacy Team to process the result and the graphs used in this submission were prepared by the UASU R&A Team.*

*The survey results are publicly available on our website and attached to this submission in the appendix.*



# Committee on International Students' Affairs (CoISA)

*The ISA presented the 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.*

*ISA shared every update/change to the ISAF proposal with regional groups and SRA's multiple times, to ensure that we are in constant communication with individuals whom we consulted.*

ISA 2021/2022

# Thank you

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Feel free to reach out at [isa.finance@ualberta.ca](mailto:isa.finance@ualberta.ca)  
or [isa.external@ualberta.ca](mailto:isa.external@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 Third Survey
- ISA Financial Management Bylaws and Policies
- Predicted Budget



# INTERNATIONAL STUDENTS' ASSOCIATION

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Date: Nov 20, 2021

For Immediate Release

## ISAF Final Survey Report

Important Note: The Survey questions were drafted by the UASU Research and Advocacy Team, the survey was publicized by the ISA and all the graphs used in this report were again generated by the UASU Research and Advocacy Team after analyzing survey results.

### Survey Responses Analysis:

Net Participants: 335 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.

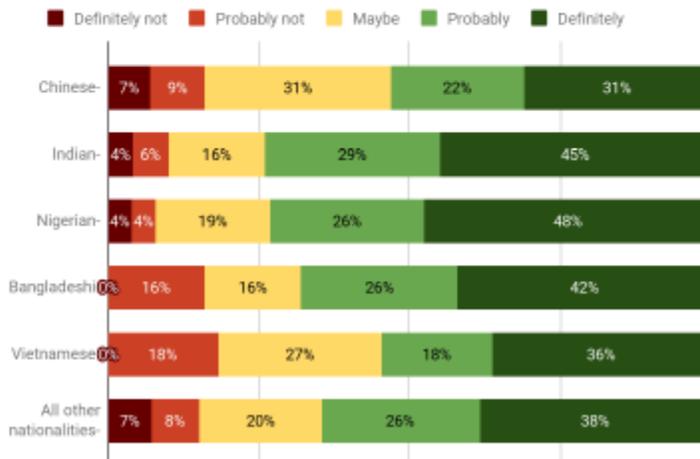
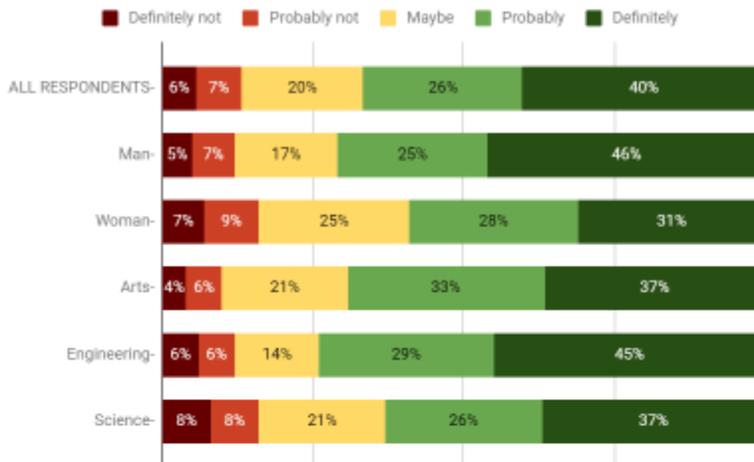
- [EDI and Student Supports Survey](#) (April 18, 2021) - 224 respondents
- [Returning to Campus](#) (April 30, 2021) - 751 respondents
- [SU 2020 Annual Survey Report](#) (April 2021) - 3125 respondents
- [Academic Integrity Survey](#) (March 3, 2021) - 637 respondents
- [Brain Drain and Food Insecurity 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.



# INTERNATIONAL STUDENTS' ASSOCIATION

## Survey Results

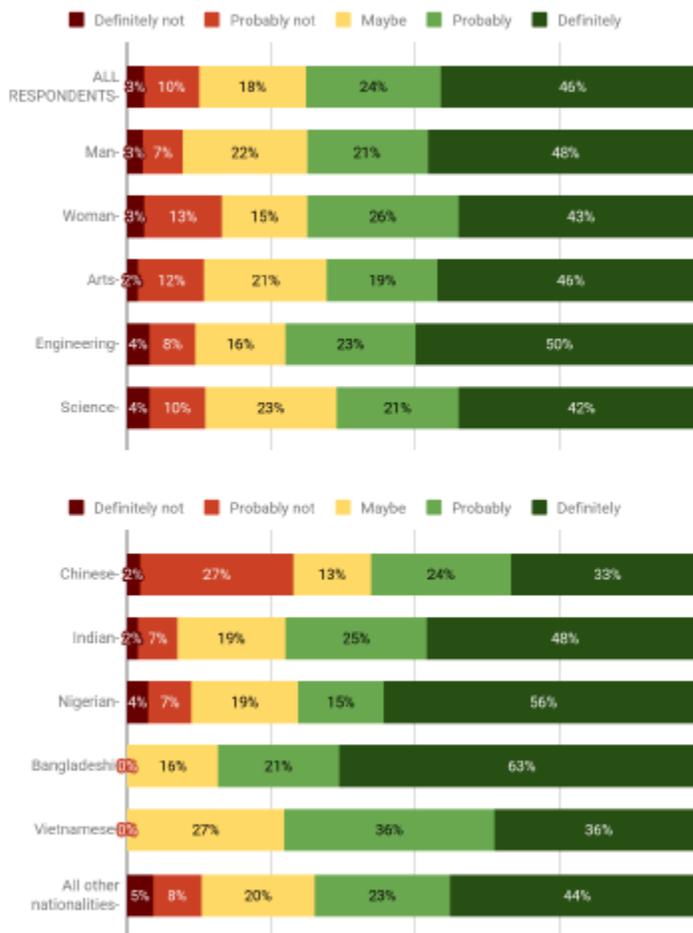
“The ISA plans to reach out to international students on all campuses, fund communication tools to strengthen advocacy efforts, support information sessions, and/or produce welcome booklets for international students. Would you pay roughly \$0.60 per semester to support this plan?”





# INTERNATIONAL STUDENTS' ASSOCIATION

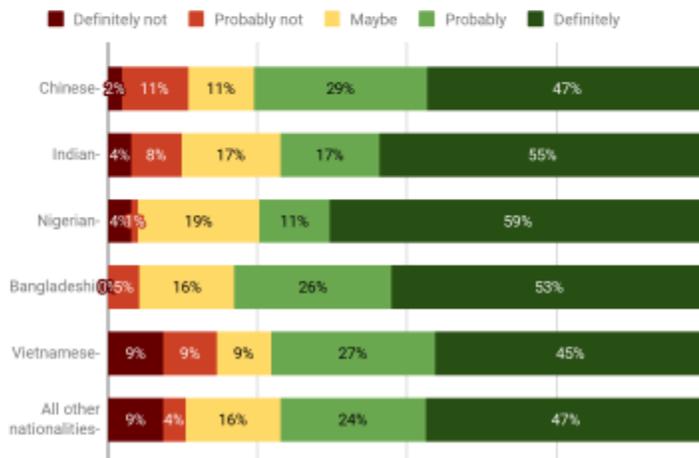
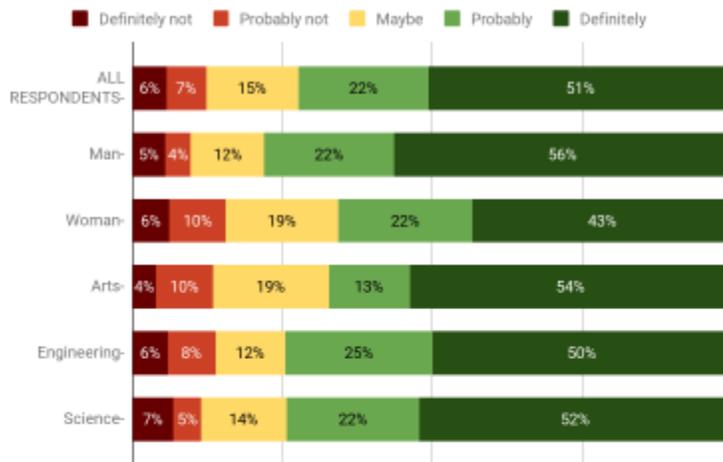
“The ISA plans to create new financial aid programs for international students. (E.g. Community Engagement Recognition Awards, contest prizes, Last Resort Funding.)  
Would you pay roughly \$1.20 per semester to support this plan?”





# INTERNATIONAL STUDENTS' ASSOCIATION

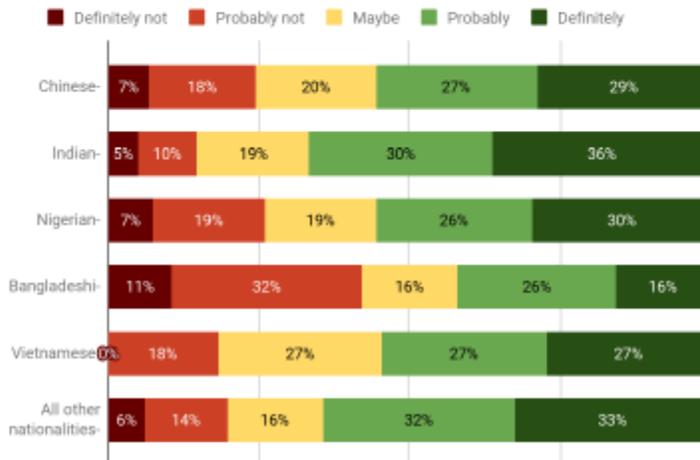
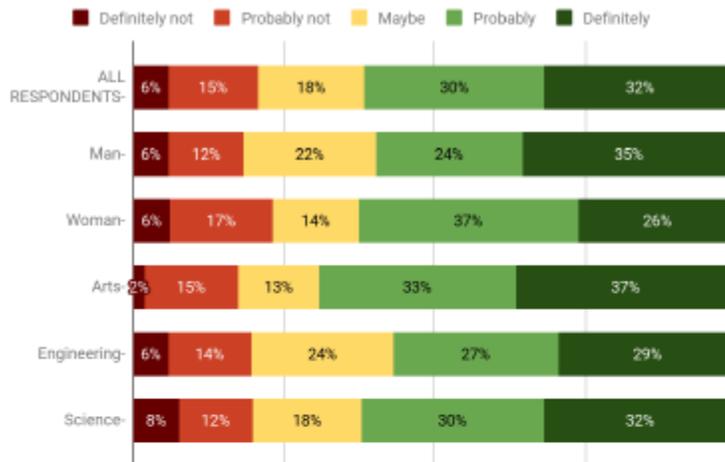
“The ISA plans to create new programs, events, and services for international students. (E.g. discount card for businesses around Edmonton, affordable food stall on north campus, events around the year) Would you pay roughly \$1.80 per semester to support this plan?”





# INTERNATIONAL STUDENTS' ASSOCIATION

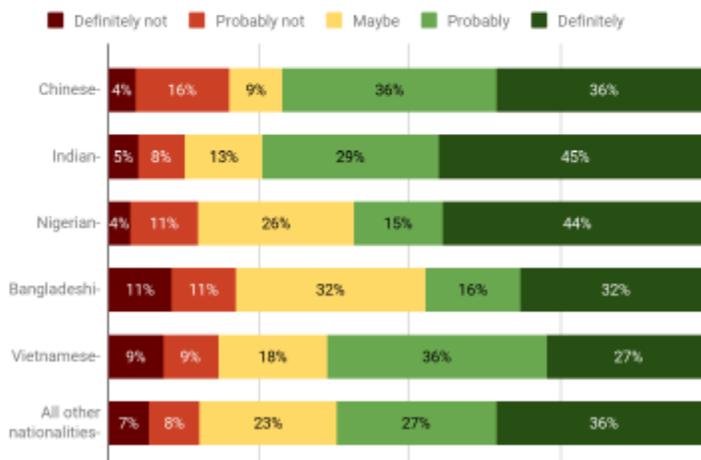
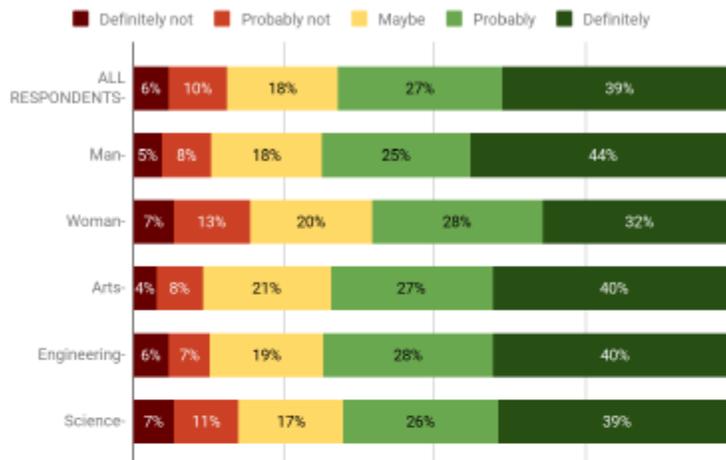
“The ISA plans to fund regional and BIPOC student groups, promote diverse and cultural events, student-initiated events, and host welcome activities. Would you pay roughly \$0.90 per semester to support this plan?”





# INTERNATIONAL STUDENTS' ASSOCIATION

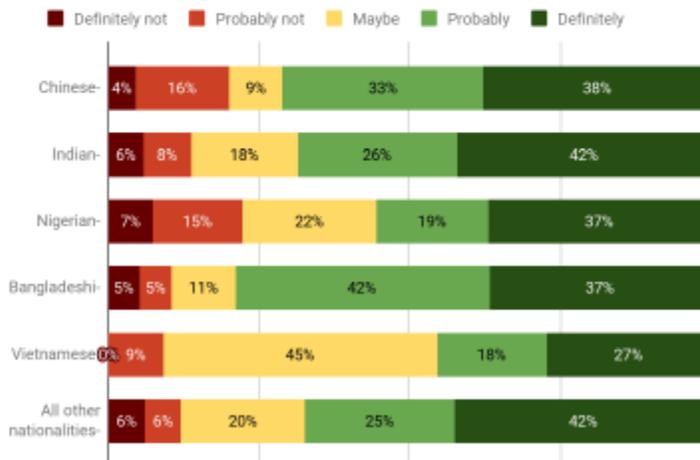
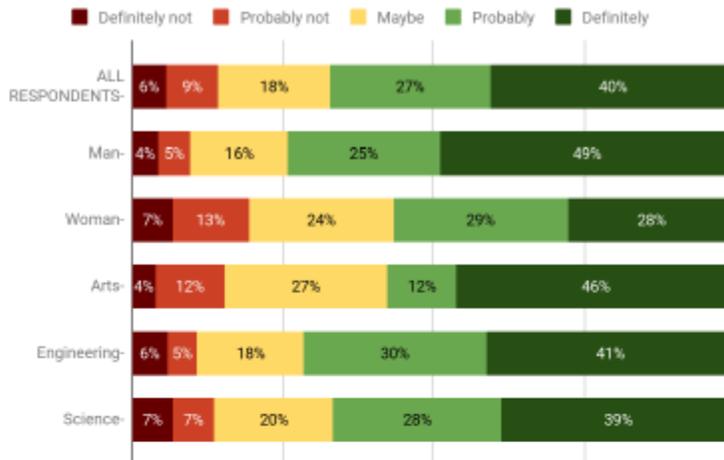
“The ISA plans to create health/wellness and professional development services and programs. Would you pay roughly \$0.60 per semester to support this plan?”





# INTERNATIONAL STUDENTS' ASSOCIATION

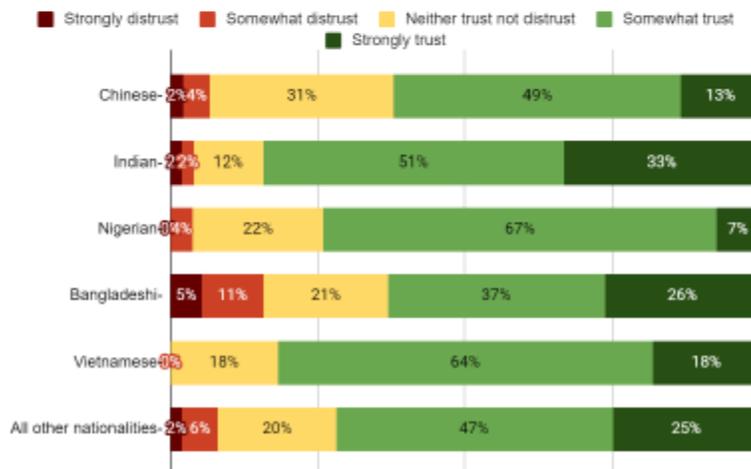
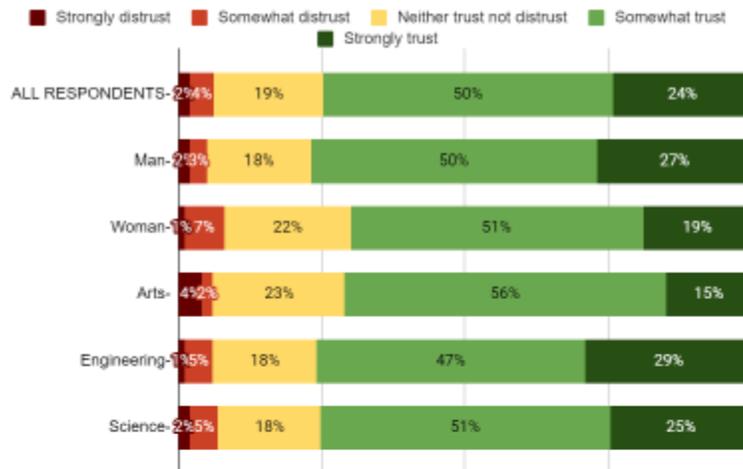
“The ISA plans to cover its operational costs and provide international students with a hub on campus. Would you pay roughly \$0.90 per semester to support this plan?”





# INTERNATIONAL STUDENTS' ASSOCIATION

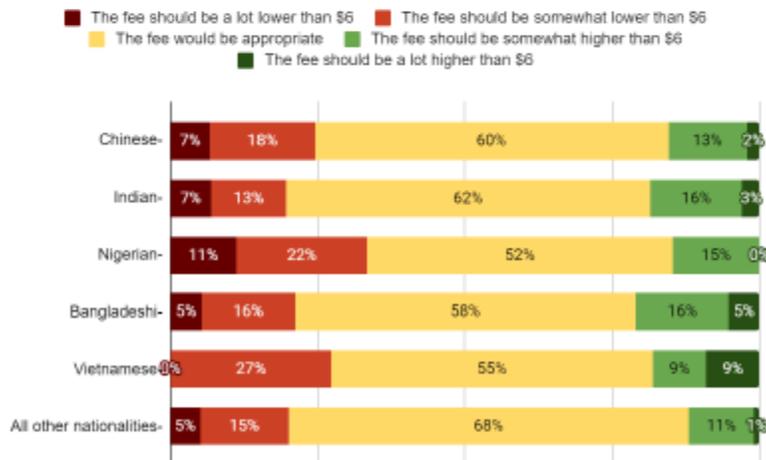
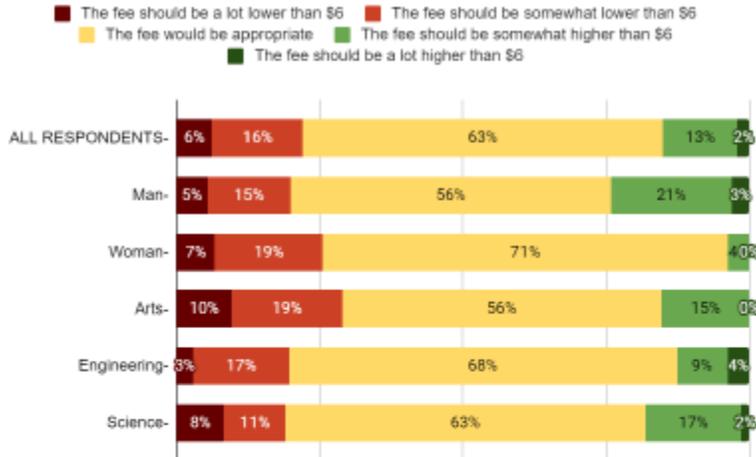
“Now that you’ve seen what the ISA hopes to do with the fee revenue, how much do you trust that the ISA can deliver on these plans?”





# INTERNATIONAL STUDENTS' ASSOCIATION

“Now that you’ve seen what the ISA hopes to do with the fee revenue, what’s your opinion of the proposed \$6/semester fee?”





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# INTERNATIONAL STUDENTS' ASSOCIATION

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“If the international student body approves a fee like this, how often should they vote to renew it?”

- Every three years: 65%
- Every four years: 24%
- Every five years: 11%



# INTERNATIONAL STUDENTS' ASSOCIATION

## Bylaw 700 – A Bylaw respecting Finances

- 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 shall be budgeted and approved by the council representing that membership category.
  - 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.



# INTERNATIONAL STUDENTS' ASSOCIATION

## ISA Policies

### B.8: Expense/Reimbursement Policy

Amended jointly by board and council.

- 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:
  - 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.



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- 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.



# INTERNATIONAL STUDENTS' ASSOCIATION

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

Amended jointly by board and council.

- 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, and councils, 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.



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# INTERNATIONAL STUDENTS' ASSOCIATION

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- e) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.
  - 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.



# INTERNATIONAL STUDENTS' ASSOCIATION

## 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 \$3.00 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 2024 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.*
  - 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](http://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 30 days of every trimester. 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
    - 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*



# INTERNATIONAL STUDENTS' ASSOCIATION

*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

<i>Allocations</i>	<i>Amount</i>
<i>International Students' Benefit Card (I-Card)</i>	<i>6%</i>
<i>Awards</i>	<i>12%</i>
<i>Events</i>	<i>20%</i>
<i>Welcome Program</i>	<i>15%</i>
<i>Community Support Fund</i>	<i>12%</i>
<i>Health/Wellness and Professional Development</i>	<i>15%</i>
<i>Your ISA</i>	<i>20%</i>

2) This policy shall always be subject to changes caused in the UASU Bylaw 8200.



# INTERNATIONAL STUDENTS' ASSOCIATION

## C.3: Sponsorship/Marketing Policy

Amended jointly by board and council.

- 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:



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# INTERNATIONAL STUDENTS' ASSOCIATION

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- a) ISA shall only provide sponsorship/marketing services to sponsors and NOT recommend any product or service of a sponsor.
- 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.



New Allocations	
<i>Welcome Program</i>	\$6,000
<i>ICard</i>	\$2,000
<i>Awards</i>	\$4,000
<i>Events</i>	\$6,000
<i>Community Support Fund</i>	\$4,000
<i>Health/Wellness and Professional D</i>	\$5,000
<i>Your ISA</i>	\$8,000
	\$35,000



# INTERNATIONAL STUDENTS' ASSOCIATION

## Financial Changes made to the ISAF

Old Allocations					
Allocation	Sub Division	Amount	Reduced Amount	Explanation	Allocation Total
<i>Communication, Outreach and Advocacy</i>	<i>Welcome Booklet</i>	4200	2000	<i>We can cover rest with ads in welcome booklet or reducing the pages</i>	
	<i>Advocacy and Awareness Fund</i>	1250	800	<i>Can't reduce this further as this is our current coms team subscriptions</i>	
	<i>Gateway/Campus Voice Initiative</i>	300	0	<i>Gateway writers will work for free as volunteers same as now</i>	2800
<i>Support, Awards and Funding</i>	<i>Community Engagement Recognition Awards</i>	5200	4000	<i>We saw value in awards overall and this is a highly rated allocation in all surveys but we removed a few awards.</i>	
	<i>Last Resort Funding</i>	5700	0	<i>This amount was always lower than required, so we are going to focus on our need-based financial aid advocacy more rather than creating our own fund</i>	4000



# INTERNATIONAL STUDENTS' ASSOCIATION

Services, Events and Programs	International Student's Benefit Card (ICard)	5200	2000	<i>This cost will only include cards printing and some promotions material to get more vendors enrolled. Travel and all is removed</i>	
	Food stall program	8000	0	<i>Food stall is removed based on our consultation with Execs and few identified logistical challenges</i>	
	Events	4000	5200	<i>We needed more money here always and thus we pulled 2,000 from community support funding</i>	7200
Community, Diversity and Culture	Community Support Fund	6000	4000	<i>Even if we give less money out to regional groups it's fine, as we have increased our own event budget. If we ever need more money here, then we could collaborate with regional groups on joint events and use our event budget.</i>	
	Student Events Program	800	800	<i>Merged with ISA Event budget</i>	



# INTERNATIONAL STUDENTS' ASSOCIATION

				<i>For the sustainability of ISA, connecting with students when they join UofA is very important, thus we can't reduce this.</i>	
	<i>Welcome Services</i>	4000	4000		8800
<i>Health/Wellness and Professional Development</i>	<i>Mental Health/Wellness Program</i>	2500	2500	<i>Bare minimum</i>	
	<i>Professional Development Program</i>	3500	2500	<i>Bare minimum</i>	5000
<i>Your ISA</i>	<i>Volunteer Appreciation Program</i>	5000	2800	<i>We will cover rest with our grants/sponsorship fund</i>	
	<i>Insurance</i>	2500	2500		
	<i>International Students' Hub</i>	900	900		
				<i>We saw that in person elections with an election forum and few posters would lead to more voter turnout and also more students engaging in ISA governance. Actual cost of ISA Elections is 2,000 but we will cover the rest with grants/sponsorship.</i>	
	<i>Cost of Elections</i>	500	1000		7200
<b>Total</b>		59550	35000		35000

**Detialed Budgeting for ISAF**

University of Alberta International Students' Association (UAISA)

Line Number	Department	Initiative/Project/Entity	Item	Amount
1	Office of the President			
2	Vice President Academic			
2.1.1		Health and Wellness Program	Board games	300
2.1.2			Food	1000
2.1.3			One-one-One sessions	200
2.1.4			Welfare Sessions	1000
2.2.1		Professional Development Programs	Audience Pizzas	1000
2.2.2			Gift budget for Speakers time	500
2.2.3			Workshops	1000
3	Vice President Communciations			
3.1.1		Communication tools	ISA Website	500
3.1.2			Canva - Annual Subscription	150
3.1.3			Stripo Annual Subscriptin - for newsletter	125
3.1.4			RSS.com for a podcast	125
3.2.1		Welcome Booklet	80 copies with 40 pages	2000
4	Vice President External			
4.1.1		Community Engagement Awards	ISA Salute	800
4.1.2			Student Governance Leader of the year	500
4.1.3			Community Welfare Volunteer Award	500
4.1.4			International Community Welfare program	500
4.1.5			Free Food - pizza for award night	700
4.1.6			Venue and set up	1000
5	Vice President Finance			
5.1.1		Community Support Fund	As per the event applications of the region	4000
6	Vice President Internal			
6.1.1		International Students Benefit Card	Promotional Material	600
6.1.2			Campus Posters	400
6.1.3			Card Printing or stickers	1000
6.2.1		Your ISA - Election Office	CRO honorarium	300
6.2.2			Election Forum - Posters, food, venue set	800
6.2.3			Candidate Budgets	900
6.3.1		Your ISA - Insurance	General Liability and officers legal protect	2500
6.4.1		Your ISA - International Students Hul	General office supplies.	1000
6.5.1		Your ISA - Volunteer Appreciation Pro	One Semester Ending party for all volunt	1000
6.6.1			Council Food - 150\$ per meeting x 10	1500
6.6.2			Board Food - 70\$ per meeting x 40	2800
7	Vice Preisdent Student Life			
7.1.1		General Events - Bonfire	Pizza and marshmallow	1000
7.1.2			Venue setup and additional equipment s	1000
7.2.1		General Events - International Stude	Banners and posters	500
7.2.2			Tables and chairs for regional groups tab	800
7.2.3			Giveaways and prizes for fashion show a	800
7.2.4			Venue setup	1200
7.3.1		Student initiated Events	General	700
7.4.1		General Events - Reading week part	No Cost, as per our contract with urbans	0
7.5.1		Welcome Program	Food	1500
7.5.2			Giveaways for ice breaker games	500
7.5.3			Table and chair rental - Informart	1000

7.5.4			ISA Check in kiosk	500
7.5.5			Banners	500
			Net	38700

## 2021-22 - Council Submissions

### UASU Students' Council Agenda Submission

**Council Meeting Date** Tuesday, January 11, 2022

**Mover** LEY

**Email** rowan.ley@su.ualberta.ca

**Action Requested** Approval

### Approval

**Motion** LEY moves to refer the writing of a question for the Augustana Students' Association SRA Fee proposal to Bylaw Committee

### Abstract

Students' Council received a presentation from the Augustana Students' Association on November 25th and received their final proposal on December 15th. As indicated at the time, we waited to move this until after the holidays so that Bylaw members would not have to draft the question during final exams. The deadline for Bylaw to complete these changes is January 25th.

## 2021-22 - Council Submissions

### UASU Students' Council Agenda Submission

**Council Meeting Date** Tuesday, January 11, 2022

**Mover** LEY

**Email** rowan.ley@su.ualberta.ca

**Action Requested** Approval

### Approval

**Motion** LEY moves to refer the International Students' Association's SRA Fee proposal to Bylaw Committee to draft a referendum question

### Abstract

Students' Council received a presentation from the International Students' Association on November 25th and received their final proposal on December 15th. As indicated at the time, we waited to move this until after the holidays so that Bylaw members would not have to draft the question during final exams. The deadline for Bylaw to complete these changes is January 25th.

## 2021-22 - Council Submissions

### UASU Students' Council Agenda Submission

**Council Meeting Date** Tuesday, December 14, 2021

**Mover** Monteiro

**Email** abner.monteiro@uasu.ca

**Action Requested** Discussion

### Discussion

**Motion** MONTEIRO MOVES TO discuss Student Councillor Roles and Responsibilities.

### Abstract

Hi all, as I conclude my initial draft of the governance code of conduct, I would like to have a conversation about what we as a group think the roles and responsibilities of a Student Councillor are. This will follow broader consultation with SRAs and Council in the near future.

## 2021-22 - Council Submissions

### UASU Students' Council Agenda Submission

**Council Meeting Date** Tuesday, December 14, 2021

**Mover** KIMANI

**Email** emily.kimani@su.ualberta.ca

**Action Requested** Discussion

### Discussion

**Motion** KIMANI MOVES TO move into closed

**Abstract**

N/A

Councillor Attendance 2020-21		Spring/Summer										Spring/Summer Totals	Fall										Fall Total	Winter									
39	2021-00	2021-01	2021-02	2021-03	2021-04	2021-05	2021-06	2021-07	2021-08	2021-09	2021-10	2021-11	11 - 11 spec	2021-12	2021-13	2021-14	2021-15	2021-16	2021-17	2021-18	2021-18	2021-19	2021-20	2021-21	2021-22	2021-23	2021-24	2021-25					
Position	Name	NDA	4/20/2021	5/4/2021	5/18/2021	6/11/2021	6/15/2021	6/29/2021	7/13/2021	7/27/2021	8/10/2021	8/24/2021		9/7/2021	9/21/2021	9/27/2021	10/5/2021	10/19/2021	11/2/2021	11/16/2021	11/30/2021	12/7/2021	12/14/2021	By-Election Winn	1/11/2022	1/25/2022	2/8/2022	2/22/2022	3/8/2022	3/22/2022	4/5/2022		
<b>Voting Ex-Officio Members</b>																																	
President	Rowan Ley	Y	3	3	3	3	3	3	2	3	0	3	26	3	3	2	3	3	3	3	3	3	3										
VP Academic	Abner Monteiro	Y	3	3	3	3	3	3	2	3	3	3	29	3	3	2	3	2	3	3	3	3	3										
VP External	Christian Fotang	Y	3	3	3	3	3	3	2	3	3	3	29	3	3	2	3	2	3	3	3	3	3										
VP Operations & Finance	Emily Kimani	Y	3	3	3	2	3	3	2	3	3	3	28	3	3	2	3	2	3	3	3	3	3										
VP Student Life	Tala Dixon	Y	3	3	3	3	3	2	2	3	3	3	28	3	3	2	3	2	3	3	3	3	3										
Undergraduate BoG Rep	Dave Konrad	Y	3	3	3	2	3	3	2	3	3	3	28	3	3	0	2	3	3	3	3	3	2										
<b>Faculty Representation (33 Seats)</b>													0																				
<b>ALES</b>													0																				
<b>VACANT</b>													0																				
Augustana	Rama Taha	N	0	3	0	0	1	0	1	1	2	2	10	3	2	2	3	3	3	1	3	3											
Arts	Vaughn Michael Beaulieu-Mer	Y	3	3	2	3	0	2	3	3	0	19	3	3	2	3	3	3	3	3	3	3											
Arts	Georgia Finda Korfeh	Y	3	3	3	3	2	3	0	3	3	3	26	3	3	0	3	3	3	2	3	0											
Arts	Serena Manansala Yabut	Y	3	3	3	3	2	3	1	2	3	3	26	0	3	0	0	3	0	2	3	0											
Arts	Rebecca Avila	Y	3	3	3	3	3	3	2	3	3	3	29	3	3	2	3	3	3	3	3	3											
Arts	Maria Julia Nicole De Grand	Y	3	3	3	3	3	3	2	3	3	3	26	3	X	X	X	X	X														
Arts	Julia Catherine Villosio	Y	3	3	3	3	3	3	2	3	3	3	29	3	3	2	3	3	3	3	3	3											
Arts	Gurleen Kaur	Y	3	3	3	3	3	0	2	3	0	3	23	3	2	2	3	3	3	3	2	2											
Arts	Christopher Beasley	Y	3	3	3	3	3	0	2	3	0	3	23	3	2	2	3	3	3	3	2	2											
Business	Ghalla Aamer	Y	3	3	3	3	3	2	3	3	2	25	3	3	2	0	3	3	1	2	3												
Business	Samantha Gardner	Y	3	3	3	3	3	3	2	3	3	3	29	3	3	2	3	3	3	3	3	3											
Education	Rowan Nicole Morris	Y	3	0	3	0	3	3	2	3	0	3	20	0	3	0	3	3	3	3	3	3											
Education	Emily Kay Motoska	Y	3	3	3	3	3	3	2	3	3	3	29	3	3	2	3	3	3	3	3	3											
Education	Rachel Oulet	Y	3	3	3	3	3	3	3	3	3	3	26	3	3	2	3	3	3	3	3	3											
Education	Jenny Julia Tso	Y	0	3	3	3	3	DID NOT SHOW PRESEN			X	X	X	12	X	X	X	X	X														
Engineering	Siddharth Thakur	Y	3	2	2	3	0	3	3	3	0	19	1	3	1	3	0	2	1	1	1	1											
Engineering	Harnoor Kaur Kalra	Y	3	3	1	3	3	2	3	3	0	21	1	3	1	3	2	3	2	3	1	1											
Engineering	Mazin Koothkan	Y	3	3	3	3	3	2	3	3	0	26	3	3	2	3	3	3	3	3	3	3											
Engineering	Andrew Batycki	Y	3	3	3	3	3	3	2	3	3	3	26	3	3	2	3	3	3	3	3	3											
Engineering	Farhan Ralman	Y	3	3	0	0	0	0	0	0	0	3	9	3	X	X	X	X	X														
Engineering	Muhammad Moosa Zafar	Y	3	2	3	0	2	2	1	0	0	3	16	0	1	1	3	2	3	2	1	3											
Kinesiology, Sport and Recreation	Andy Robert Deprato	Y	3	3	3	3	3	2	3	3	3	3	29	3	3	2	3	3	3	3	3	3											
Law	Naveet Kaur Gill	Y	3	3	3	3	3	3	2	3	0	3	26	3	3	2	0	3	0	3	0	0											
Medicine & Dentistry	Nikki Chopra	Y	0	0	0	0	3	3	2	3	3	3	17	2	3	2	3	3	3	3	3	3											
<b>Native Studies</b>													0																				
<b>VACANT</b>													0																				
Nursing	Hanna Filipovic	Y	0	3	0	0	3	2	0	2	0	3	13	X	X	X	X	X															
Open Studies	Nolan Orvold	Y	3	3	2	3	2	2	0	0	0	X	15	X	X	X	X	X															
Pharmacy	Nathan Brandwein	Y	3	3	0	3	3	3	2	2	3	3	25	3	3	2	3	0	3	3	3	1											
Faculty Saine-Jean	Ashutosh Rajee Parvati Vasa	Y	3	3	1	1	1	1	1	0	0	X	11	X	X	X	X	X	0														
Science	Devshri Lala	Y	3	3	3	3	3	0	2	0	3	3	23	3	3	2	0	3	3	2	0												
Science	Aadhya Sivakumaran	Y	0	3	2	0	2	2	2	2	3	3	19	3	3	2	3	3	3	3	3	0											
Science	Samar Barazesh	Y	3	3	3	3	2	3	2	3	3	0	25	3	3	2	0	3	3	3	3	1											
Science	Simran Kaur Dhillion	Y	3	3	3	3	3	3	2	2	3	0	25	3	3	2	3	3	3	1	3	3											
Science	Akanksha Yeola	Y	3	3	3	3	3	2	0	3	3	0	23	3	3	0	0	0	3	X	3	3											
<b>Non-Voting Ex-Officio Members</b>													0																				
Speaker			3	3	3	3	3	3	3	2	3	3	29	3	3	2	2	3	3	3	3	3											
General Manager	Marc Doumochel	N/A	0	0	0	3	1	1	3	2	0	3	13	3	2	2	2	3	0	0	0	1											
<b>Registered Guests</b>																																	
Lucas Vasconcelos CRO																																	
Rachel Narvey																																	
Joannie Fogue																																	
Chanpreet Singh (UAISA President)																																	
Dhir Bid - ISAVP Fin																																	
Christian Zukowski - Chief Tribune																																	