



"TO SERVE, EMPOWER AND
REPRESENT THE UNDERGRADUATE
STUDENTS OF THE UNIVERSITY OF
WATERLOO"

FEDERATION OF STUDENTS STUDENTS' COUNCIL MEETING MINUTES

Sunday, March 10th, 2013

12:30pm

SLC MPR

Attendance: Jesse McGinnis, Andrew Fisher, David Birnbaum, Robert William Savoy, Samantha Estoesta, Steph Niesner, Nickta Jowhari, Nicollette Zaptses, Chanakya Ramdev, Ahamed Asad, Lauren Harrison, Christina Romualdo, Adam Garcia, Alex Russell, Andrew Noble, Brendan Berlingieri, Elizabeth McFaul, Stephane Hamade, Josh Shabtai, Ron Kielstra, Erwin-Michael Mzloetan, Caz Spidell, Sean Hunt.

CALLED MEETING TO ORDER AT 12:49pm, March 10th, 2013

Agenda Items

1. Approval of the Agenda

- **Motion:** *BIRT Council approves the agenda for this meeting.*
Moved by: McGinnis, seconded by: Jowhari
 - **Decision:** **PASSED**
-

2. Consent Agenda

- **Motion:** *BIRT Students' Council approves the January 13th and February 3rd meeting minutes of Students' Council.*
Moved by: President, seconded by: _____
 - **Comments:**
Ron: should table by-laws
Chanakya: Minutes were not sent
 - **Decision:** **TABLED** to next meeting.
-

- **Motion:** *To make Andres Fuentes the speaker for the purpose of this meeting*
Moved by: President, seconded by: Romualdo
 - **Decision:** **PASSED**
-

- **Motion:** *To have the VP Finance sent out report by March 17th*
Moved by: Savoy, seconded by: Harrison
- **Comments:**
-VP Finance is currently on vacation
- **Decision:** **PASSED.**

- **Amendment #1:** *Change the date from March 17th to March 20th.*
- **Comments:**
He should still finish the report on time since he is responsible for it
- **Decision:** **PASSED.** 8 in favour to change the date to the 20th, 1 abstain (Ramdev to be noted)

- **Amendment #2:** *If he does not send in the report by the new deadline he will be censured.*
 - **Comments:**
Niesner: Cannot censure people without having a discussion with them beforehand.
 - **Decision:** **PASSED.** 6 in favour and 2 abstain
-

3. Councillor Reports

- a) Architecture
- b) Applied Health Science
- c) Arts
- d) Engineering
- e) Environment
- f) Kitchener
- g) Math
- h) Renison
- i) Science
- j) St. Jerome's

4. Committee Reports

- a) By-Laws, Policies, and Procedures
- b) Budget
- c) Internal Administration
- d) Internal Funding
- e) Education Advisory
- f) President's Advisory
- g) Election
- h) Election Appeals

Regular Agenda

5. Executive Reports

- a) Vice-President Administration & Finance
-

- b) Vice-President Education
-

- c) Vice-President Internal

- ✓ Discusses University's new initiative for an Equity office

Comments:

Niesner: Equity office? What is the motivation behind it and what to do with it?

VP Internal: Equity office promotes equity among campus.

Niesner: Equity office for FEDS or whole school?

VP Internal: for school

Ramdev: Sex influences?

VP Internal: Equity not equality; Officer making sure sex isn't influencing hiring society

- d) President

- ✓ Update on the Long Range Plan progress
- ✓ Communications with students via social media is important. E.g., OMGUW
- ✓ Surveys will be more effective in terms of reflecting students' desires rather than random anonymous comments
- ✓ Operational management has been implemented with a lot of staff changes
- ✓ Improvement in commercial changes
- ✓ First year council already had 3 meetings with amazing feedbacks
- ✓ Emphasize on creating engagement for students; Involvement and student inputs are highly encouraged
- ✓ Educate students about how to make a difference on campus through FEDS
- ✓ Have Chris Read at future discussion about University of Waterloo Strategic Plan
- ✓ Can think of ways to improve student service and experiential learning.
- ✓ Core pillars stay the same but will be looking to strategic goals; first creation followed by action

6. Old Business

7. New Business

a March General Meeting Date – President

- **Motion:** *BIRT students' Council approves moving the March 20th 2013 General Meeting to March 28th 2013.*

Moved by: President, seconded by: Romualdo

- **Comment:**

President: - Can discuss bylaws in the meeting
 - Give more time to advertise it
 - Prizes will be given to winners (Blackberry Playbook)

- **Decision: PASSED**
-

b March General Meeting Participation - President

- **Motion:** *WHEREAS Students Councilors do not consistently attend General Meeting of the Corporation; WHEREAS General Meeting participation plays an important part of student representation; and BIRT Students Council considers the participation of councilors in General Meetings of the Corporation mandatory*

Moved by: President, seconded by: McGinnis

- **Comments:**

President:

- ✓ student representatives are important we should see high participation rates at general meetings
- ✓ this should be reinforced in bylaws and to clarify what the duties are for the councilors

_____ : Can it be counted towards absence?

President: No. It is failure to do their duties rather being absent

Niesner: What if people are not in province?

President: Academic retreat is fine

McGinnis: Good motion to have.

 It encourages as many councilors to show up as possible to have quorum

Niesner: Good to have it

 However, will not see significant increase in the number of people who show up

_____ : Although it might not be significant, it is still beneficial to have regardless

Niesner: Not against the motion, but it is not realistic that people will come because of it

- **Decision: PASSED**
-

c Online Course Evaluation - Science

Discussion

d Integrity Policy - EAC

- **Motion:** *BIRT Students' Council approves the creation of the Integrity Policy as attached in Appendix I*

Moved by: VP Education , seconded by: Ramdev

■ **Comments:**

- ✓ Disciplinary decisions should be made based on actual circumstances or board
- ✓ Discipline clubs

Ramdev: If you pass this motion how likely do you expect them to see or respond to it?

EP Education: Disciplinary actions are all done by students. Academic conduct will be regulated by peers rather than code of conducts.

■ **Decision: PASSED**

e City of Waterloo Council recruitment - VPED

Presentation (see Appendix II ,Appendix III)

■ **Summary:**

- ✓ Committee consists of a group of volunteers established by Council for the purpose of dealing with a specific topic defined by the Terms of Reference.
 - ✓ Provide community input and advice to Council for the purpose of assisting them in the decision making process for the municipality.
 - ✓ Recruitment opportunities are now available; Submit applications online
 - ✓ Can send delegates from FEDS to meetings and speak on behave of students
 - ✓ Good opportunity for students to get involved in the city that we all live in
-

f OUSA General Assembly delegates - VPED

- **Motion:** *BIRT Elizabeth Bate, David Collins, Adam Garcia, Stephane Hamade, Jesse McGinnis, Dayna Nelson, Andrew Noble, Skaidra Puodziunas, and Amy Zhou be ratified as the Federation of Students voting delegates for the OUSA Spring General Assembly, held March 15-17 at Brock University.*
Moved by: VP Education , seconded by: _____

■ **Comments:**

President Education:

There was a new process to select delegates this year and it worked well.

■ **Decision: PASSED**

g Campus Life Department strategic goals - VPIn

Presentation (See Appendix IV)

Summary:

- ✓ Developing strategic goals for next year
- ✓ Action plans for how to achieve goals
- ✓ How to implement and continue with follow-ups

Goals Summary

Goal 1: Develop and implement SMART learning outcomes for events.

Goal 2: Review, develop and implement standards and procedures for services.

Comments:

Ramdev: Why are you deciding what to do?
VP Internal: because the reporting not improving anything

President: Is this for all services?

VP Internal: For all services. First comply with individual standards and see if they follow with the procedures. We will prioritize these goals. We took the few that we thought are the most important for next year.

President: Goal 5: Committee for funding/dis/competition

_____ : Some clubs are getting \$200 and some are getting \$75 no matter what. Since a club is a specific interest that students join, we should put much more emphasis on clubs

VP Internal: Club managers are in charged; Clubs can get extra funding depending on their sizes; have opportunities for extra funding; we want to treat all clubs equally

h Leadership Awards Committee – President

■ **Motion:** *WHEREAS the Federation of Students awards up to 10 Leadership Awards to recognize student leaders on campus annually.*

BIFRT Students' Council appoints _____ as the Students' Council member of the Leadership Awards Committee; and

BIFRT Students' Council appoints _____ as the Board of Directors member of the Leadership Awards Committee; and

BIFRT Students' Council appoints _____ as the former award recipient member of the Leadership Awards Committee

Moved by: President , seconded by: Ramdev

■ **Comments:**

President: It happens every year. We want to do a formal dinner. Last year there were many people who won and nominated. We should get more councilors invited and more bodies should be recognized. We certainly have the budget for that and have people sit on the committee.

_____ : how much commitment?

President: One meeting. We will be meeting together to discuss how many recipients for the awards. There will be 8 obvious ones and some other ones. Please nominate someone and still be on the committee

Fisher: Can you be a nominee?

President: yes

Speaker: Any nominations?

McGinnis: Romualdo

Romualdo: McGinnis

■ **Decision:** **PASSED**

-
- **Motion :** *recess for 10 minutes*
Moved by: President , seconded by: Savoy
 - **Decision:** **PASSED**
-

BACK TO ORDER AT 14:27pm

i Fee Increase – President (See Appendix V)

- **Motion:** *WHEREAS Students’ Council has identified a need for increased resources towards institutional and municipal advocacy;*
WHEREAS the Federation of Students has now gained management control of the SLC;
WHEREAS the Student Services Advisory Fee towards the turnkey desk will be discontinued as of May 1st, 2013
BIRT Students’ Council endorses a fee increase to subsidize the costs of the Turnkey SSAC fee, increased advocacy support, and support staff within the accounting department.
Moved by: President, seconded by: VP Education

- **Comment:**

President:

- ✓ SLC has been taken over by FEDS. There will be a fee that former students endorse.
- ✓ University cannot transfer fund to FEDS. So we need to find a new resource if we want services such as Turnkey desk to exist.
- ✓ We could commercialize more so that external vendor can rent the space in SLC. We will take the payment.
- ✓ However, in order to fund Turnkey desk, we need more funding.
- ✓ We are not increasing the fees really but just transferring.
- ✓ Front desk of FEDS will be taking on full time duty for clerical stuff. Also, some operations will be removed from Turnkey desk.
- ✓ Accounting departments will take the hit because of this. Accounting support is needed to carry day to day task. University used to support a lot of accounting work with SLC, which will now stop. So SLC will be sending accounting to FEDS not to the university
- ✓ Full time accountant will be hired and receptionist will do mostly data input

Savoy: Speaking against the fee increase. We shouldn’t be voting in support of the \$2.95

Ramdev: Only if you can promise FEDS will have more public displays to gain exposure at SLC

President: we are definitely doing that but most likely next year’s executives will be working on that and empowering FEDS. So they will be taking all credits for that and we are happy about that

- **Decision:** **PASSED** (McGinnis to be noted)

j New Bylaws - President

Motion: *WHEREAS there will be a new Corporations Act in place on July 1st, 2013*

BIRT Students' Council endorses the Bylaws as attached

Moved by: President, seconded by: McGinnis

Comments:

President:

Compare new bylaws to our old bylaws, the new bylaws are awesome

55 pages to 22 by taking out unnecessary things but the wordings are almost the same

Changes to be noted:

- ✓ Distinction between graduate and undergraduate students is made
- ✓ Motion can be brought to councilors. The idea is to have members hold councilors responsible to bring up concerns that they have. Since general meetings have quorums so that the issues have to be discussed
- ✓ Added duties section; directors must attend directors meeting and know exactly what their responsibilities are
- ✓ Student council: membership same as before; discussions about adding members; but do not want to change governance structures
- ✓ Change quorum: it used to be 50% minus the people who have been excused at a minimum of 1/3 of council. We have a strong desire to have more people show up – asking 50% councilors to show up on meeting since 50% should be easy to reach
- ✓ Special meetings: it used to be 5 days of special meetings but meetings should be determined at the beginning of the year; now special meetings can be called by president
- ✓ Power of student council: previous bylaw said it has power to create committees; now try to define it and articulate it better. However, council still doesn't have power especially compared to the Board.
- ✓ Attend all council meetings

Member: I can understand the spirit of this but is it necessary

McGinnis: Can change the language to percentage. Say you must attend 80% of the meeting

Niesner: It is possible to schedule the starting time but not always the ending time of meeting

President: we can take these recommendations and VP can work on the implementation

Member: we should not get rid of the 30 minutes late rule but 80% attendance rule how do you

implement it?

Romualdo: We should have some official checking out procedure

McGinnis: we encourage VP and President to come to our next discussion

Savoy: if anyone has to leave early can bring that up at the beginning of the discussion

- ✓ Elections: Changing voting method. We might go for referendum
- ✓ Discipline: It is a good thing to have. Suppose the future president wants to give away the management of SLC and the VP noticed. He/she can call the members of the general body to investigate what is going on and see what changes need to occur. It is unclear in the current bylaw

President: I'm concern about the lack of accountability of the president and VPs. They should be reporting to their constituents if they are not doing the right things so that they will not be abusing their authority

Decision: PASSED

8. General Announcements

- An event for science constituents will be held

9. Adjournment

Motion: to adjourn the meeting

Moved by: Speaker, seconded by: _____

Decision: **PASSED**

Meeting adjourned at 15:54 pm, March 10th, 2013

Appendices

■ Appendix I

■ Appendix II

• **Committees of Council**

2013 Committee Recruitment

Prepared by:

Julie Scott, Project Manager, Clerks Office

- Committees of Council
- Purpose of Committees
- Group of volunteers established by Council for the purpose of dealing with a specific topic defined by the Terms of Reference.
- Provide community input and advice to Council for the purpose of assisting them in the decision making process for the municipality.
- Committee Policy

Defines:

- Process to Create, Amend, Dissolve Committees
- Recruitment and Term of Appointments
- Rules of Committees/Meetings
- Reporting to Council (Committee Report, Committee Night)
- Committee Policy (continued)

Role of Citizen representatives:

- To provide needed skills/knowledge or desired representation of interests in the community

Role of the Chair:

- Selected by the Committee members to facilitate and chair committee meetings
- Work with staff support to develop agenda for meetings
- Speak as Committee representative on Committee approved statements and bring forward Committee decisions to Council.
- Committee Policy (continued)

Role of Council Representatives on Committees

- To act as informal liaison between Committee and Council
- To communicate Council's perspective

Role of Staff Support

- To provide clerical or technical support
- Communicate corporate policies and information
- Provide guidance regarding timelines, workplan
- Prepare and distribute agendas and minutes
- Meeting Procedures
Agendas
- Meeting Agendas, including any information about proposed discussion items and minutes of the previous meeting must be distributed to Committee members at least 3 days in advance of the meeting

- Meeting Procedures (continued)

Open Meetings

- Committees must comply with the *Municipal Act and City of Waterloo Procedure By-Law No. 07-137*
- All meetings must be open to the public, except where permitted under the provisions of the *Municipal Act*
 - meetings cannot be held in private residences
 - preferred location is a public City facility
- Meeting Procedures (continued)
- Telephone/Email meetings are not permitted under the *Municipal Act* – they are illegal closed meetings
- A closed meeting cannot be held unless the required resolution is passed before the closed meeting is held
- Most Committees would have no reason to hold a closed meeting
- Check with the Clerk’s Office if in doubt
- Meeting Procedures (continued)
Public participation/delegations
- members of the public and media are permitted to attend any meetings of Advisory Committees
- individuals may register as delegations to speak to the Committee
- they are entitled to observe the Committee meeting, the same as the audience members at a Council meeting, but they are not entitled to actively participate in discussion and debate
- Meeting Procedures (continued)
 - Most Committees will operate much more informally than Council
- Each Committee can determine the procedures that work best for that Committee and don’t violate the provisions of the *Municipal Act* or the *Procedure By-law*
- Meeting Procedures (continued)
Quorum
- A quorum or majority of members is required to hold a meeting of the Committee where decisions will be made.
- Quorum may be lost if members leave the meeting.
- Quorum may be reduced to as low as two members if any members cannot participate because of a conflict of interest
- Current Recruitment Eligibility
- Live in Waterloo
- Work in Waterloo
- Own a Property or Business in Waterloo
- Attend a Waterloo Campus of a Post-Secondary Institution. (i.e. Live in Kitchener but attend a Waterloo University)
- Current Recruitment Opportunities

Each Committee meets monthly for approximately 2 hours unless otherwise noted below.

- Advisory Committee on Culture
- Ambassador Committee
- Dog Designation Appeal Committee (Only when a hearing is required)
- Municipal Heritage Committee
- Property Standards and Fence Variance Committees (Meets as required, not more than once a month)
- Safe and Healthy Community Advisory Committee
- Sign Variance Committee
- Town and Gown Committee (Approximately 6 meetings per year)
- UpTown Vision Committee
- Volunteer Services Advisory Committee (4 meetings per year)
- Waterloo Advisory Committee on Active Transportation
- Waterloo Citizens’ Environmental Advisory Committee
- Waterloo Economic Development Committee
- Waterloo Park Committee
- Waterloo Public Library Board – 1 Vacancy (* Special Eligibility, see application)
- Application Information

Terms of Reference, staff contact for further committee information, application forms and all other relevant information is available:

- at www.waterloo.ca/committees (Serving on a Committee Tab)
- by contacting Julie Scott, Project Manager, Electronic Records and Document Management, Tel: 519-747-8798, Email: committees@waterloo.ca

Applications will be accepted until 8:00 a.m. on Monday, March 25, 2013.

■ Appendix III



CITY OF WATERLOO COMMITTEE RECRUITMENT

The Council of the Corporation of the City of Waterloo invites members of the public who reside, own property, own a business, work in the City of Waterloo or attend a Waterloo Campus of a Post-Secondary Institution to apply for the following Boards and Committees for a term ending November 30, 2014.

- ADVISORY COMMITTEE ON CULTURE
- AMBASSADOR COMMITTEE
- DOG DESIGNATION APPEAL COMMITTEE (When a hearing is required)
- MUNICIPAL HERITAGE COMMITTEE
- PROPERTY STANDARDS AND FENCE VARIANCE COMMITTEES (Separate Committees with Shared Membership, Monthly meetings as required)
- SAFE AND HEALTHY COMMUNITY ADVISORY COMMITTEE
- SIGN VARIANCE COMMITTEE
- TOWN AND GOWN COMMITTEE (Approximately 6 meetings per year)
- UPTOWN VISION COMMITTEE
- VOLUNTEER SERVICES ADVISORY COMMITTEE (4 meetings per year)
- WATERLOO ADVISORY COMMITTEE ON ACTIVE TRANSPORTATION
- WATERLOO CITIZENS' ENVIRONMENTAL ADVISORY COMMITTEE
- WATERLOO ECONOMIC DEVELOPMENT COMMITTEE
- WATERLOO PARK COMMITTEE
- WATERLOO PUBLIC LIBRARY BOARD – 1 Vacancy (According to the *Public Libraries Act, R.S.O. 1990*, a person is qualified to be appointed as a member of the board if they are at least eighteen years of age, a Canadian citizen, a resident of the City and not employed by the Library Board or the City of Waterloo.)

APPLICATION INFORMATION:

Terms of Reference, staff contact for further committee information, application forms and all other relevant information is available at the following locations:

- Clerks/Corporate Secretary Division, 1st Floor, Waterloo City Centre, 100 Regina Street South, Waterloo
- www.waterloo.ca/committees , Serving on a Committee Tab
- By contacting Julie Scott, Project Manager, Electronic Records and Document Management, Tel: 519-747-8798, Email: committees@waterloo.ca

Applications will be accepted until 8:00 a.m. on Monday, March 25, 2013.

■ Appendix IV

Campus Life Department Strategic Goals

March 2013

The Campus Life Department

The Strategic Planning Process

Goal development – VPIN, Staff, and IAC

Input from Exec Board, Board, and Council

Goal revision and finalization

Action planning

Approval from Board

Implementation

Continued review and follow-up

■ **Goal 1 – Learning Outcomes**

Develop and implement SMART learning outcomes for events.

■ **Goal 2 – Service Standards**

Review, develop and implement standards and procedures for services.

■ **Goal 3 – Assessment and Review**

Create tools and procedures for ongoing assessment/review of programs and services that involve student input and decisions (event/service tracking and reporting).

■ **Goal 4 – Promotion and Visibility**

Increase promotion, visibility, and awareness of services and programs to all students (general awareness and promotion of activities).

■ **Goal 5 – Diverse Programming**

Commit to running diverse programming.

■ **Goal 6 – Student Opportunities**

Foster opportunities for student skills and leadership development.

Goals Summary

Goal 1: Develop and implement SMART learning outcomes for events.

Goal 2: Review, develop and implement standards and procedures for services.

Goal 3: Create tools and procedures for ongoing assessment/review of programs and services that involve student input and decisions (event/service tracking and reporting).

Goal 4: Increase promotion, visibility, and awareness of services and programs to all students (general awareness and promotion of activities).

Goal 5: Commit to running diverse programming.

Goal 6: Foster opportunities for student skills and leadership development.

■ Appendix V

- **Proposed Fee Increase (but mostly a fee transfer)**
- Federation of Students
- Feb 2013
- **Why do we need an increase?**
- **Student Life Centre**
- **Increase level of accounting support**
- **Increase need in advocacy efforts**
- **Student Life Centre**
 - As of February 1st 2013, the Federation of Students has been managing the Student Life Centre
 - Most costs are covered by the revenues the building brings in
 - Turnkey staff salaries \$150 000(part time) are currently paid for by the Student Services Ancillary Fee
 - **Student Life Centre**

NOT REALLY AN INCREASE

- Currently each student pays a termly fee called the SSAC fee
- Currently approx. \$2.40/Total SSAC fee goes towards the payment of running the Turnkey desk operation in the Student Life Centre
- The Feds will now charge the \$2.40/term as it will be the manager of the building equating to \$150 000 / year
- **Accounting Department**
- We need to restructure this dept. due to increased enrollment, staff support and the SLC
- We will change one of the clerk positions to being an intermediate accountant
- Receptionist will be full time and take on some of the clerical tasks the clerk position previously held.
- **Current Structure**
Accounting Department
- **New Structure**
Accounting Department
- **Advocacy Needed**
- For several years this is an area that we have not put many resources into although our LRP calls for it
- Two main changes that support this:
 - We now represent P/T students
 - Change in membership with CASA
- **Advocacy Needed**

- We will be hiring an Education Advocacy Manager to work alongside the VP Education
- This position will provide expertise and act as a resource for Commissioners, Councilors, and Society Exec in academic and external advocacy
- Will support the VP Education in maintaining external relationships with municipal/regional, provincial, and federal partners
- **Fee Increase Breakdown**
- Student Life Centre – \$125 000
- Accounting Restructure- \$40 000
- Increased Advocacy- \$60 000
- CASA Membership Savings - (\$25 000)
- Part time student fee - (\$50 000)

Total Cost - **\$ 150 000**

Based on 51 000 FTE - \$2.95 /term

We are currently proposing a **\$ 2.95** increase to the Federation of Students Fee brought to the GM this March.

- **Benefits Students Will Receive**