Federation of Students’ Board of Directors’ Minutes

SLC MPR, UNIVERSITY OF WATERLOO

Speaker: DIRECTOR WRAY Secretary: DIRECTOR POTTER

ATTENDANCE

The following members were present:

- Barakat, Abdullah Mohamed
- Brieva, Antonio
- Burdett, Suzanne
- Clubine, Andrew
- Gerrits, Matthew Douglas John
- Gupta, Vaishnavy Sushilkumar
- Knight, Jill Leanne
- Potter, Tristan Wesley Morris
- Tang, Zhe Chong
- Schwan, Brian
- Wray, Alexander James David

The following members were absent:

- Tran, Tomson Huynh

PRELIMINARIES

CALL TO ORDER

Director Wray called the meeting to order at 5:10 PM.

EXECUTIVE REPORTS

Please see the attached written reports for the full reports from the Executive to the Board of Directors.

All of the executives reported that the development of their annual action plans is going well.

REPORT OF THE VICE PRESIDENT, OPERATIONS AND FINANCE

The Vice President, Operations and Finance began with an update that the budget got held up a bit longer and expects it to be presented at the next Council meeting. There
were a few consultations with stakeholders, and they are moving forward with the council consultations. Anticipates it will remain the same after the consultations.

The Vice President, Operations and Finance has also been drafting RFP’s for auditors and the health and dental plan. The result of the RFP for a new auditor will be brought to next board meeting, but it will be sent out in December for next year.

Finally, the Vice President, Operations and Finance is preparing the commercial services to welcome students on campus in the fall.

**Report of the Vice President, Internal**

The Vice President, Internal reported that service coordinators were hired.

They also reported that sponsorships were coming in for Welcome Week.

A director inquired about the approval of welcome week expenses. The Vice President, Internal responded that most are approved, although the contract for the Welcome Week carnival may come through to the board soon.

**Report of the President**

The President focussed on the SLC management agreement, finalizing the terms of reference between GSA and Chris Read’s office and the letter of intent. The process is now Waiting for Chris and the rest of his office to get back from vacation; however, the GSA President and President Brieva have a preliminary agreement.

They are also researching changes to the General Meetings, specifically changes that will create more engagement.

Finally, the President is helping with orientation planning, including risk assessments, and finalizing the plans with Becky.

**Report of the Vice President, Education**

“I’m doing my thing it’s going great.” Vice President Clubine

The Vice President, Education reported that OUSA and Advocan are moving well, and they are starting to push goals out to political parties for platform development.

The spring term has largely been laying the groundwork for the part time staff for the next 8 months. Finishing up, there will be a retreat at the end of August to map out more specific dates for what is stated in the action plan.

**Consent**

**Approval of the Minutes**

Be it resolved that Board approve the minutes from July 18, 2017.

Director Tang and Vice President Schwan.

Motion carries unanimously.
REGULAR

SETTING THE ANNUAL GENERAL MEETING

Be it resolved that the board sets the date for the Fall Annual General Meeting as October 4th, 2017 at noon, and

Be it further resolved that the board directs the President to set the dates for the First Notice to be published, the deadline for submission of proposals, and begin the promotion and communication of the Annual General Meeting in accordance with the Bylaws of the corporation.

President Brieva and Vice President Schwan.

Motion carries unanimously.

SETTING THE MARCH GENERAL MEETING

Be it resolved that the board sets the date of the March General Meeting to be March _____ at a ______ time, and

Be it further resolved that the board tasks the President with determining the time and dates that will fill in the above blanks, and

Be it further resolved that the board directs the President to set the dates for the First Notice to be published, the deadline for submission of proposals, and begin the promotion and communication of the March General Meeting in accordance with the Bylaws of the corporation.

President Brieva and Vice President Knight.

Motion carries unanimously.

BUDGET UPDATE

Budget committee took longer than anticipated to approve, will go to council tonight for feedback. Depending on feedback from council (assuming everything will be in line), once council gives the thumbs up, there will be an email to board and council updating with the final budget approved by budget committee.

EXECUTIVE ACTION PLANS

PRESIDENT

The President gave a brief overview of their action plan, see attached.
Vice President, Internal

The Vice President, Internal gave a brief overview of their action plan, see attached.

A director noticed that there was no items about a participatory process to allow clubs to improve the relationship with clubs; they were wondering if this had been considered, and thinks that there should be some opportunities to talk to clubs about what they want.

The Vice President, Internal responded that they will be interacting with the Clubs Support team which will inform continual improvements to the club system.

A director asked how the Clubs Support Team communicates with clubs.

The Vice President, Internal briefly described the triaged system that is used; as well, there is office hours in the club community centre. They help with club events and communicate with clubs; either forwarding to the Clubs Manager or responding immediately.

A director inquired about the ongoing relationship with Feds, namely that the relationship is tenuous year over year, and that there seems to be process issues. The action plan does not seem to be responding to club concerns as much as expected (instead focussing on event submission). Wonders why there isn’t more focus on other club issues.

The Vice President, Internal responded that the focus was the event system due to its role as the major source of communication issues, since reimbursement and booking rooms often fall out from issues with event planning. The hope is that the change to event forms will solve a number of other issues.

A director inquired about society partnerships during wellness week, and the Vice President, Internal responded that they were excited to get more societies involved in the event.

Vice President, Operations and Finance

The Vice President, Operations and Finance gave a brief overview of their action plan, see attached.

A director asked about advertising the breakdown of the Feds Administered Fees to societies and students at large. The Vice President, Operations and Finance responded that this was a great idea, but was not currently being done due to changes in Quest that will soon make it self explanatory.

A director asked about the advocacy relating to the warrior tuck shop. Previous advocacy was related to Feds opening a tuck shop with Feds prices (lower prices), but current advocacy is related to having either the university or Feds run it. Advocacy is centered around making sure costs stay low for students.

The Vice President, Operations and Finance elaborated that to open a new retail store within the SLC, the university needs to approve the store. Now that the uni has opened a tuck shop in the SLC, the focus is on price.

A director asked if the Vice President, Operations and Finance thought the demand was there for an additional warrior tuck shop. The Vice President, Operations and Finance responded that they did, and that students have been continuously screaming
for a campus identity, and across campus there is a beginning to be a recognition of the professionalism that the uWaterloo logo brings to the campus (over the faculty logos).

A director asked about the work to align the Feds identity and the uWaterloo identity. Specifically, what is the purpose of the Feds brand to campus identity?

The Vice President, Operations and Financeresponded that it is tough for the executives to try and get senior admin on board with the uWaterloo brand and getting a campus community around that, but then also push the Feds brand on students as well. They are trying to stay on the same path with the messaging, but that does not mean that Feds marketing and brand identity will continue like that forever (may investigate pursuing the Feds brand in the future).

**Vice President, Education**

The Vice President, Education gave a brief overview of their action plan, see attached.

**Publication of Action Plans**

*Be it resolved that* Board instructs the Executive to ensure finalized action plans are made available to membership across a range of communication channels no later than August 25, 2017.

_Director Wray and Vice President Schwan._

*Motion carries* unanimously.

**Fall Board Meeting Dates**

*Be it resolved that* Board sets September ______ , 2017; October ______ , 2017; November ______ , 2017; and, December ______ , 2017 at ______ as the Fall regular meeting dates.

_Vice President Schwan and Vice President Knight._

It was determined that 5:00 PM was a good time.

It was determined that Mondays work well, so long as it isn’t a week that is also a Senate week.

The dates were set as September 11, 2017; October 23, 2017; November 13, 2017; and, December 4, 2017.

The motion now reads:

*Be it resolved that* Board sets September 11, 2017; October 23, 2017; November 13, 2017; and, December 4, 2017 at 5:00PM as the Fall regular meeting dates.

*Motion carries* unanimously.
**Corporate Code of Ethics**

There is an ethical purchasing procedure; however the board should consider a corporate code of ethics instead. The board should codify what should dictate the actions and operations that are undertaken as a corporation.

Directors were invited to come to the next meeting with some thoughts on whether they think this is something Feds should have, and if so, what it should look like.

**Other Business**

There was no new business.

**Adjournment**

Be it resolved that the Board adjourn until the next meeting.

*Director Barakat and Vice President Schwan.*

With no new business the meeting was called to adjourn at 6:25PM.

*Motion carries* unanimously.
Agenda

Federation of Students
Board of Directors
Tuesday, 2017-08-15 at 5:00pm

Chair: Alexander Wray
Secretary: Tristan Potter

Expected Attendees: Antonio Brevia, Brian Schwan, Andrew Clubine, Jill Knight, Suzanne Burdett, Zhe Tang, Vaishnavy Gupta, Tomson Tran, Matthew Gerrits, Abdullah Barakat

Excused Attendees:

Regular Session
Executive Updates (Clubine, Knight, Schwan, Brevia)

- For Information: Vice President, Education
- For Information: Vice President, Internal
- For Information: Vice President, Operations & Finance
- For Information: President

Minutes of Meeting (Wray)

Motion: Resolved, Board approves the regular minutes of the meeting held on July 18, 2017.

Governance Items (Brevia, Wray)

For Discussion: Executive Action Plans

Motion: Resolved, Board instructs the executive to ensure finalized action plans are made available to the membership across a range of communication channels no later than August 25, 2017.

Motion: Resolved, Board sets the date of the Fall Annual General Meeting as October 24, 2017 at 12:00 pm. Further resolved, the Board directs the President to determine the date for the First Notice to be published, the deadline for submission of proposals, and begin the promotion and communication of the Annual General Meeting in accordance with the Bylaws of the corporation.

Motion: Resolved, Board sets the date of the March General Meeting as March 13, 2018 at 12:00 pm. Further resolved, the Board directs
Agenda

the President to determine the date for the First Notice to be published, the deadline for submission of proposals, and begin the promotion and communication of the Annual General Meeting in accordance with the Bylaws of the corporation.

**For Discussion:** Corporate Code of Ethics (Procedure Review Committee)

**Motion:** Resolved, Board sets September __, 2017; October __, 2017; November __, 2017; and, December __, 2017 at __ as the Fall regular meeting dates.

Financial Items

**For Information:** Budget 2017/2018

Other Business

**Motion:** Resolved, Board moves into confidential session.
Agenda

Confidential Session
Minutes of the Meeting (Wray)

Motion: Resolved, Board approves the confidential minutes of the meeting held on July 18, 2017.

Other Business
President (Antonio Brevia)

**Goal:** Contribute and provide feedback on how to eliminate barriers at the Waterloo Regional Police Service level that prevent survivors of sexual violence from seeking recourse/justice (Winter 2018)

**Actionable Items:**
- Ensure there is Feds representation on the Waterloo Regional Police Services’ Sexual Violence Task Force (May 2017)
- Consult with Campus Police and form an advocacy stance/brief with student representatives from Conestoga College and Laurier on the task force (August 2018)
- Work with the Director of Equity to push for meaningful, timely outcomes (April 2018)

**Goal:** Identify, commit, and implement sexual violence prevention programming, training, and education on campus, within Feds, and across the post-secondary sector (Winter 2018)

**Actionable Items:**
- Advocate and work with the university to explicitly commit to a prevention strategy in policy 42 - through the sexual violence response and prevention (Policy 42) review committee (December 2017)
- Ensure Feds is represented on the Provost’s working group looking to identify best practices on sexual violence prevention programs/education specific to university campuses (August 2017)
- Work with the Equity office to implement the working group’s recommendations (ongoing)
- Work with VP Operations and Finance and Equity Office to implement or pilot sexual violence bystander intervention training for Bar staff on campus (March 2018)
- Work with the VP Internal, the Sexual and Gender Diversity Working Group, the Equity office, and the “Making Spaces” program to encourage our volunteers and staff to receive training that empowers them to create intersectional, positive, inclusive, safe spaces (Ongoing)
- Work with the SSO to include bystander intervention within orientation leader training (April 2018)
- Work with The VP Education and OUSA to advance sexual violence priorities at the provincial level
- Partner with the the Equity office and other student groups on campus to plan and execute student-facing sexual violence prevention education campaign (March 2018)

**Goal:** Ensure Policies and procedures around sexual violence, ethical behavior, and accessibility are sector-leading, survivor-centric, and inclusive (Winter 2018)

**Actionable Items:**
- Consult with the sexual violence response coordinator (SVRC) to see how we can improve our existing policies and reporting/disclosure procedures (September 2017)
- Ensure the Policy 33 (Ethical Behavior) drafting committee establishes effective procedures (August 2017)
- Advocate for policy 33 to be inclusive and protect marginalized identities from discrimination (December 2017)
- Address the grey area of where/how sexual harassment should be dealt with: both Policy 33 and Policy 42 should include sexual harassment within its scopes (October 2017)
- Work with Accessibility Committee to Draft policy 58 in a timely manner (December 2017)
- Develop a multi-year strategy dealing with accessibility to become AODA compliant (April 2018)
**Goal:** Ensure students take ownership of new SLC/PAC space (Winter 2018)

**Actionable Items:**
- Working with the GM and VP Operations, negotiate a new SLC management agreement with the University and the GSA before the new space is completed (April 2018)
- Work with the SLC/PAC project & communications team to consult students via town halls and surveys on the design direction of the space (February 2018)
- Collaborate with the Fine Arts Department to hold a student visual arts competition for artwork that would be showcased in the space -- with the goal of fairly compensating winning artists for their work (February 2018)

**Goal:** Work with the University to create a holistic, evidence-based, preventive and wellness-centred approach to dealing with challenges around mental health on campus (Winter 2018)

**Actionable Items:**
- Work with the President’s Advisory Committee on Student Mental Health to select panels that are both representative of the student population at UW and expert-driven (July 2017)
- Form and identify research-driven mandate questions for the panels (July 2017)
- Partner with the university to facilitate focus groups and surveys to collect feedback on the work of the panels and the committee, while actively consulting with Feds Student Council and faculty Councils (Ongoing)
- Work with the VP Internal to incorporate mental health as a theme of this fall’s “Feds on Tour” to collect feedback from students and report back to the committee (October 2017)
- Work with the President of UW to ensure outcomes and recommendations reported back to the Senate are implemented in a timely manner (February 2018)

**Goal:** Reform Students Council to reflect student engagement and effective at driving the policy development of the organization. (Fall 2017)

**Actionable Items:**
- Update Council policies: work with the VP Education and PPC to propose a list of policies to Council that should stay expired, renewed without change, and renewed after updates; and (September 2017)
- Work with the Speaker of Council and the VP Education to propose a policy calendar (September 2017)
- Pass existing proposed bylaw changes at the Fall Annual General Meeting to ensure Presidents of Societies have voting seats on Council (October 2018)

**Goal:** Continue to Improve Student Engagement with Feds Elections and General meetings. (Fall 2017)

**Actionable Items:**
- Work with marketing to create a marketing plan for nominations and elections (October 2017)
- Pass existing proposed bylaw changes at the Fall Annual General Meeting to move election period to January (October 2017)
- Identify barriers and possibilities around remote participation in General Meetings. (December 2017)
- Develop a learning resource for candidates with marketing (January 2018)
- Prioritize and plan an elections night result party at Bomber (February 2018)
- Work with IT to improve user experience before the Vote site go live (Ongoing)
- Identify a theme (fall will be mental health) for the General Meetings and propose consistent dates going forward (September 2017)
- Work with the President’s Advisory Committee on Student Mental Health to organize a panel, student-facing Q&A session during the Fall Annual General Meeting so that students can ask
questions and find out what we’re collectively doing as an institution to address challenges around mental health (October 2017)

**Goal:** Lead and work with our U15 partners in ensuring short and long term federal advocacy priorities and strategies are sustainable, and benefit the unique needs of UW undergraduate students (Winter 2018)

**Actionable Items:**
- Run and get elected to be Chair of ADVOCAN (June 2017)
- Ensure all institutions are engaged and a part of the advocacy priority making process (August 2017)
- Work with VP Education to advocate for these year’s priorities — indigenous students, international students, research funding, and Canadian Student Loans — to Federal stakeholders (ongoing)
- Partner with other federal advocacy organizations to advance common advocacy priorities (September 2017)
- Rebrand, develop bylaws, and operational policies that formalize ADVOCAN as an organization within its informal framework (April 2018)

**Goal:** Lay the groundwork for the 2020 Long-Range Plan (Winter 2017)

**Actionable Items:**
- Work with the GM and VP Operations to determine timeline and work plan (October 2017)
- Propose timeline and work plan to Exec board (October 2017)
- Start the RFP process (March 2018)

**VP Internal (Jill Knight)**

**Goal:** Continue to improve the relationships between:

**Actionable Items:**

1. **Feds and Student Societies**
   - Encourage and assist in facilitating cross faculty society events
   - Create more ‘legacy’ events that allow for President’s of societies to take more of a leadership role in the execution of the event (e.g. planning an event for ALL students) (termly)
   - Work with student societies to be incorporated more into government reforms (as needed)
   - Continue the role of the Society Relations Commissioner (May 2017)
     - Further develop the role of the Society Relations Commissioner to have more responsibility with societies
     - Improve training for the Society Relations Commissioner (ongoing)
     - Create a year at a glance outline (May 2017)
     - Create more outreach of the Society Relations Commissioner to satellite campuses (Fall 2017)

2. **Affiliated Institutions**
   - Encourage all affiliated institutions have a seat on student’s council (Fall 2017) work with the president
• Continue to provide secondary support for affiliated institutions student councils (Winter 2018)

3. Satellite Campuses

- Work with the President to have council seats filled with representatives from each satellite campus (Fall 2017)
- Bring various services to satellite campus (ongoing)
- Get informed by routinely meeting with satellite campuses about the needs that need to be addressed (termly)
  - Introduce “remote” services to satellite campus (depending on their needs)
    - E.g. Bike centre to Architecture campus
- Ensure that events that are happening on main campus are received by the satellite campuses (Initiated Fall 2017 – implemented by Winter 2018)

Goal: Engage with and create more awareness of current Student Run Services

Actionable Items:

- Ensuring the campus leaders know about the 12 services (e.g. on and off campus dons, Orientation leaders, etc.) (Winter 2018)
  - Delivering presentations, attending meetings, being present at student faced events to have opportunities to disseminate information (Ongoing)
- Provide opportunities for Student Run Services to join Executive’s advocacy efforts. (ongoing)
  - Facilitate opportunities for services to have additional opportunities for advocacy by creating an “advisory committee” for the Student Run Services with the President and Vice President Education. (Implemented Spring 2017 - Ongoing)

Goal: Strengthen partnerships with other on campus partners

Actionable Items:

- Addressing gaps that Feds has to then create partnerships to optimize students’ needs. (Winter 2018)
  - Create a procedure of determining gaps (September 2017)
  - Create advisory group of students to determine gaps in with Federation of Students and the needs of students (Fall 2017)
- Gather feedback from different student societies, clubs, and services to create opportunities for more collaboration with the University (what is being missed, what do student want, how can we better streamline what we do and others do) (November 2017)
  - Create strategic plan with students and community groups to implement the recommendations provided from the advisory group (February 2018)

Goal: Enhance internal wellness strategies

Actionable Items:

- Collect feedback from different partners on campus on wellness initiatives (Fall 2017)
- Connecting with student facing groups on campus to understand the initiatives and events they have
- Assessing Federation of Students wellness approaches and identify areas of improvements (Fall 2017)
- Creating and extending opportunities for partnerships for Wrap-Up/Wellness Week (Ongoing)
  - Reach out to campus partners to provide the opportunity to collaborate with stakeholders during this Fed’s initiative to address more students by providing services and materials
Goal: Advocate for and provide support and space for Clubs on campus

Actionable Items:
- Create an online club event form submission system.
  - This process would ensure a timelier response time for room booking and event approvals.

VP Operation and Finance (Brian Schwan)

Goal: Continue to develop food options at affordable prices (Ongoing)

Actionable Items:
- Launch a new drink menu in Bomber (ongoing/seasonal)
- Develop and launch new menu items in Bomber (Fall 2017)
- Continue to develop new Grab n’ Go options in INews (ongoing)

Goal: Evaluate and assess Health and Dental insurance for students (Winter 2018)

Actionable Items:
- Develop a Health and Dental needs package for external providers (Fall 2017)
- Conduct an analysis of service levels and value offerings from the various providers (Fall 2017)
- Create a recommendation to the Board of Directors (Winter 2018)

Goal: Continue with legal insurance survey (Fall 2017)

Actionable Items:
- Conduct a campus wide survey in the Fall to determine the interest in this program (Fall 2017)
- If there is positive response to the idea of legal insurance, we will work with providers to seek the best option for students (January 2018)
- If there is interest from students it will be brought forth to Students Council to decide if there is adequate support for a referendum. (January 2018)

Goal: Reform the budget making process to become more efficient (April 2018)

Actionable Items:
- Identify what inefficiencies there currently is within the process (October 2017)
- Develop an action plan on how to overcome barriers that the process currently faces (Jan 2018)
- Work with stakeholders to collect feedback of the recommendations (Feb 2018)
- Revise and present the new version (March 2018)
- Approval of the new process (March 2018)

Goal: Create a craft beer section at Bomber (Summer 2017).

Actionable Items:
- Identify and launch a new beer sections to better meet student needs
- Continue to rotate the taps to ensure we are constantly providing new offerings (ongoing)
Goal: Advocate to university to display fees more clearly (feds administered fees)

Actionable Items:
- Create a briefing to advocate to university Admin (Fall 2017)
- Advocate to Student Relations committees as to why this is important (Fall 2017)
- Hopefully see change to student fee statements by Spring 2018

Goal: Further promote Feds Marketing Services to all student groups on campus (Ongoing)

Actionable Items:
- Develop a student friendly manual for student groups to display and explain all the ways Feds can help (Fall 2017)
- Share this manual with clubs and societies through various means including but not limited to the all club’s meetings and the committee of presidents meeting (Fall 2017)

Goal: Continue to work towards opening a Warrior Tuck Shop (Fall 2017)

Actionable Items:
- Advocate to the university to either allow Feds to open a Tuck Shop or for Retail services to open an additional space on campus to improve access (Fall 2017)
- Continue to make it clear price is a priority for students on campus and all on campus retail providers should make it their mandate to keep costs down.

VP Education (Andrew Clubine)

Process goals: Improving workflow, output and communication internally

Goal: Publish vision plan for portfolio

Last year, the Board of Directors approved a “Vision Document” for the Education portfolio. This document provides a good foundation for a more detailed long-term plan for the portfolio. It describes the major advocacy priorities that Feds will likely undertake in the near future. Building off these areas of focus, an implementation plan will identify changes in strategies, resources and structures that will be necessary to achieve the general objective in the vision document. The plan will provide suggest metrics and timelines.

Actionable Items:
- October 2017: Complete draft for comment by President, GM and SRM.
- December 2017: Finalize document, present to Council and Board

Goal: Improve part-time staff experience

Commissioners in the Education portfolio have been removed from the day-to-day operations of Executives and staff in recent years. This has made it difficult to make them feel part of a “team” and keep them accountable for their work.

Actionable Items:
- June 2017: Set action plans for each Commissioner
- August 2017: Obtain workspace for Commissioners
Advocacy goals: *Improving student experience on and off campus*

**Goal:** Complete past VPED projects

Carrying on project initiated by past VPEDs is an important part of this portfolio. Below is a list of the top 5 projects that will carry over into this year’s VPED portfolio – **Actionable Items:**

- See course evaluations report pass at Senate
  - August 2017: connect with all major stakeholders to determine levels of support for report
  - Fall 2017: work with student senators to ensure passage of CEPT report at Senate
  - Winter 2018: monitor implementation of report
- Begin syllabus repository roll-out
  - Summer 2017: Receive demonstration of software
  - Fall 2017: Find “early adopters” for platform across multiple faculties
- Bring Ombuds office to attention of new Provost
  - September 2017: identify amount political will available for implementation
  - Fall 2017: determine course of action with fellow Executives
- Bring partial grade return to admin
  - September 2017: bring Feds policy proposal to UOPS
  - October 2017: determine course of action

**Goal:** Begin review of Co-op Fee

A comprehensive review of the co-op fee is long overdue. In the Spring, I received confirmation from CEE that this was a project which the University was prepared to undertake. Goals for the project will be identified with the working group over the Summer and early Fall.

**Actionable Items:**

- May 2017: identify project leads
- June 2017: establish working group
- July 2017: complete draft terms of reference for Student Advisory Board
- September 2017: populate SAB
- Fall 2017: complete current state analysis with working group and being consultation
- “*further steps will be determined by working group*”

**Goal:** Improve procedures for students in need of academic accommodation or recourse

**Actionable Items:**

a. Perform outreach for Policy 70, 71, 72 review
These policies are being reviewed by the Secretariat. They are in need of revision and standardization in many places. The VPED’s contributions to the review committee will be informed by a targeted outreach strategy.

- May 2017: confirm committee membership
- Spring/Summer 2017: find past and current students who have encountered problems with Policies, obtain permission to use case as anecdote for committee
- Fall 2017: develop set of proposed changes to present to review committee

b. Clarify and improve accessibility procedures for students in need of accommodation
There are many reasons why a student might be in need of academic accommodation. Existing procedures are fragmented, confusing and not always enforceable.
- Fall 2017: research gaps in on-campus accommodations processes for students with chronic illness, mental illness and accessibility concerns
- Winter 2018: identify next steps to improve accommodations in collaboration directions of wellness and accessibility

Goal: Publish a report on campus design and development
Campus design and development has been a point of concern for several years, but Feds has done little advocacy to-date on this file. There has been recent interest in UW’s upper administration to discuss the issue of wayfinding on south campus. This suggests an openness to a broader conversation about campus growth and student involvement in setting that direction. The portfolio will capitalize on this openness by developing a report that comments on the University’s progress on its Master Plan and that proposes future direction for design and development on campus.

Actionable Items:
- July-August 2017: Scoping, research and connecting with major stakeholders
- November 2017: Complete first draft of report
- February 2018: Complete final version of report
- March 2018: Present report to admin and Board of Governors

Goal: Maintain strong provincial advocacy presence during an unpredictable year
An election is scheduled for next June, but could happen any time before then. All parties are already developing platform, so student groups must be prepared for a full year of lobbying for student priorities not only to government, but to parties as well. Given our close relationship with OUSA, much of this will happen concurrently with OUSA’s advocacy efforts.

Actionable Items:
- Advance Feds and OUSA priorities
  - These align well this year (all are ongoing)
    - Expanding open educational resources,
    - improving data collection across the sector,
    - considering the tuition framework and funding formula in conjunction,
    - improving mental health from a system design perspective,
    - sexual violence prevention and response, and
    - funding and supports for experiential learning
- Influence policy development for all 3 major provincial parties (ongoing)
- Provide strong leadership to OUSA Steering Committee (ongoing)
- Obtain meeting with the Office of the Minister of Housing

While student housing will not be OUSA priority this year, Feds will work with OUSA and
WLUSU to ensure the issue stays on the radar of important stakeholders at Queen’s Park. With a new minister in place, there may be opportunity to put student housing on the government’s radar.

- August 2017: Send letter requesting seat on committee that will review standardized lease and/or meeting with Minister
- August 2017: Solicit support for request
- Fall/Winter 2018: Follow up with Minister’s office

**Student Engagement Goals: engaging directly with Feds members**

**Goal:** Expand and promote peer-to-peer rights advising services

**Actionable Items:**

a. **Academic Rights (AAC)**

   Last year, the AAC developed a Student Rights Handbook and expanded Feds’ academic rights advising service. The service has been so widely used that requests for help often exceed capacity to provide it. Internal processes and informational resources will be developed to increase capacity this year.

   - Summer 2017: Develop material to serve as triage for students in need
   - Fall 2017: Begin using new internal materials and process; monitor success
   - Winter 2018: Complete assessment of Fall support program and develop recommendations for next year

b. **Housing Rights (MAC)**

   In recent years, much of Feds’ housing rights supports have been adhoc. This year, this service will be developed, following suit with the academic rights advising service.

   - August 2017: Meeting with City of Waterloo Municipal Enforcement
   - August 2017: Meeting with University of Waterloo Housing
   - Fall 2017: Develop internal documentation to be use for student support
   - Winter 2018: Soft-launch for students housing advising service

**Goal:** Promote awareness of Education portfolio and engagement in Feds’ advocacy efforts

This is a very general goal, but a very important one. Staff stability in and around the education portfolio will help ensure sustained ability to catalogue and communicate successes to staff within the organization and members outside of it. While this will be an ongoing focus that will manifest itself in many small ways, two more substantial efforts to increase awareness of the portfolio’s advocacy efforts are -- **Actionable Items:**

a. **Revitalize Feds’ Teaching Awards**

   Feds’ teaching awards are an under-utilized opportunity to raise the profile of Feds and good teachers simultaneously.

   - Summer 2017: Compare and contrast Feds process with other schools
   - September 2017: Design new process, develop communications plan
   - October 2017: Launch new teaching award nominations
· Winter 2018: Execute new selection program

b. Prepare for upcoming Provincial election

Actions on this goal will hinge on whether an early election is called. We will follow the lead of OUSA and Elections Ontario. We will participate in a “register to vote” campaign in the Fall. If an early election is called, the preparations for this campaign would pivot into a “get out the vote” campaign.