Federation of Students Council

AGENDA FOR THE MEETING OF MARCH 12, 2017 @ 12:30PM
QUANTUM NANO CENTRE 1506

Speaker: Alexander Wray
Secretary: Sacha Forstner

Expected Attendees:
Christos Lolas, Sarah Wiley, Deanna Priori, Tomson Tran, Antonio Brieva, Alexa Fuentez, Spencer Dobrik, Midori Armstrong, Matthew Gerrits, Tristan Potter, Charles Teasdale, Muhammed Tahir, Norman Hu, Aryeh Fortinsky, Marcus Abramovitch, Jeremy Spira, Illia Sucholutsky, Injeong Yang, Quentin Cheung, Adrian Machado, Natasha Crasto, Alexa Fuentes Valdez, Alex Liu, Denton Liu, Harsh Mistry, Razan Qaoud, Brian Schwan, Charles Teasdale

Excused Attendees: Antonio Clarke

Remote Attendees: Patrick Melanson

APPROVAL OF THE AGENDA

Resolved, Council approves the agenda of the meeting as presented.

CONSENT AGENDA

Resolved, Council moves to approve and accept for information the following items:

1. Minutes of the February 5th, 2017 Meeting
2. Report of the President
3. Report of the Vice President, Internal
4. Report of the Vice President, Operations & Finance
5. Report of the Vice President, Education
6. Councillor Gerrits (ENV) Report

REPORTS AND UPDATES

Council hears the following items for information:

1. Executive Updates
2. Officers Updates
3. Delegations to Council
4. Standing Committee Reports
5. Special Committee Reports
General Orders

Motion: Resolved, Council approves the Service Operations procedure, as presented.
Mover: Priori

Motion: Resolved, Council approves the Local Transit policy, as presented.
Mover: Wiley

Motion: Resolved, Council approves the Partial Grade Return policy, as presented.
Mover: Wiley

Motion: Resolved, Council approves the Ombudsman’s Office policy, as presented.
Mover: Gerrits

Motion: Resolved, Council approves the Sexual Violence Prevention and Response policy, as presented.
Mover: Gerrits

Motion: Resolved, Council endorses the Statement on Campus Free Speech, as presented.
Mover: Abramovitch / Gerrits

Motion: Resolved, Council requests the Vice-President, Operations and Finance make available to the membership the Council-portion of budget to actuals each term. Further, the VPOF should proactively acknowledge actual spending that exceeds the budgeted amount by Council. Finally, Feds should actively involve the membership in the budgeting process, and disclose information about financial decisions when there is no legal, fiduciary, or excessive risk impediment.
Mover: Abramovitch

For Discussion: Advocacy Strategy Plan (Wiley)

Other Business

Adjournment
Federation of Students
STUDENTS’ COUNCIL
February 5, 2017, SLC MPR

Present: Alexander Wray† (Chair), Sacha Forstner† (Secretary), Reba Nauth† (Assistant Secretary), Christos Lolas, Brian Schwan, Deanna Priori, Sarah Wiley, Adrian Machado, Alexa Fuentes Valdez, Antonio Brieva, Ilia Sucholutsky, Marcus Abramovitch, Matthew Gerrits, Midori Armstrong, Mohammed Tahir, Norman Hu, Quentin Cheung, Spencer Dobrik, Tristan Potter.


Absent: Aryeh Fortinsky, Haley Barnes, Injeong Yang, Natasha Crasto, Razan Qaoud*, Tomson Tran*.

CALL TO ORDER

The regular meeting of Students’ Council assembled at 12:30 in the SLC MPR. Speaker Alexander Wray took the Chair, and Sacha Forstner acted as Secretary. The Chair verified that the meeting was properly constituted in accordance with the Corporation’s bylaws, policies, and procedures, that due notice had been given to all members, and that a quorum was present.

The Chair called the meeting to order at 12:43.

I. APPROVAL OF THE AGENDA

Council heard a motion to approve the agenda for the meeting as presented.

Sucholutsky and Machado. Carried.

II. CONSENT AGENDA

Council heard a motion to receive and approve all items on the consent agenda, including:

1. The minutes of the January 15, 2017 meeting;
2. All submitted reports;
3. A motion to convey formal commendations to Speaker Wray and Secretary Forstner for their services; and
4. A motion to convey a formal commendation to Reba Nauth for her service as Elections & Referenda Officer.

Abramovitch and Gerrits. Carried.

III. REPORTS

President Lolas
The SLC/PAC Expansion project has gone out for tender, with bidding scheduled to close in two weeks. The student services transformation at Needles Hall is progressing; a tentative name for it is “Student Central Services.”
Feds is currently examining part-time and volunteer positions which might be counted towards the University’s new EDGE certificate in experiential learning, so that such positions might be pre-qualified for the program. The Board of Governors is meeting on Tuesday, and is expected to vote to remove the WPIRG fee, among multiple other orders of business.

*Vice President Education Wiley*

Last week the Premier visited campus, and also took part in a more intimate meeting in Toronto. Topics of discussion included sexual violence prevention, work integrated learning, and data centralization. Dean’s Council has approved the syllabus repository, and the project is now moving full steam ahead. OUSA policy development is underway for the Spring General Assembly; Feds is authoring a paper on Municipal Housing, Students, and their Communities. Some public consultation on the papers will be provided.

Councillors asked Wiley for an update on Feds’ efforts related to student housing advocacy and awareness. Marketing campaigns will launch in March, which will include material related to student rights, as well as the provision of legal aid on campus for assistance with lease-signing. Meetings are ongoing with the municipality, and efforts to connect with the Minister of Housing are ongoing. It is hoped that the OUSA paper on housing will boost Feds’ voice and weight on the issue significantly. Feds also hosted a both at the recent housing fair on campus. Councillors were encouraged to refer to Wiley’s written report for further details.

*Vice President Operations and Finance Schwan*

The Bombshelter Pub had a very busy January. International News will be launching breakfast sandwiches within the next week. The butter chicken option has been removed due to high vendor prices, but will soon re-launch in-house. Campus Bubble ran a Chinese New Year special with several different limited time offers; Poke Bowls have proven popular and sushi burritos may be coming next. The Used Bookstore continues to be extremely busy. The new Feds website is in its final stages, and will launch no later than the end of March. All departments are examining part-time staff programs for incorporation with EDGE.

*Vice President Internal Priori*

Updates to the Services Procedure will be coming in March once completed. Feds hosted two well-attended travel events in January. The Student Life Endowment Fund is now accepting proposals as well. The Committee of Presidents had its first meeting, at which multiple Society Presidents expressed concerns regarding a lack of communication from Feds Councillors. All councillors are encouraged to connect with their constituency’s student society.
Speaker Wray

As per his written report, the Chair informed Council that the following members were eligible for removal due in accordance with Section IX(I) of the bylaws:

1. Councillor Hayley Barnes (St. Jerome’s University);
2. Councillor Quentin Cheung (Mathematics);
3. Councillor Aryeh Fortinsky (Mathematics);
4. Councillor Muhammed Tahir (Engineering);
5. Councillor Injeong Yang (Kitchener Campus).

Council heard a motion to remove the five named Councillors for non-attendance.

Potter and Gerrits.

Councillors Cheung and Tahir spoke in their own defence. Councillor Cheung cited personal matters and employment constraints, while Councillor Tahir apologized for forgetting to attend the January meeting.

The question was called, and councillors voted on each eligible removal via secret ballot, with the following results:

1. Removal of Councillor Barnes: Carried.

IV. APPOINTMENTS TO COMMITTEES

Council heard a motion to fill a vacant councillor seat on the Internal Administration Committee, term from 5 February 2017 to 30 April 2017.

Vice President Priori informed Council of Councillor Clarke’s resignation from the committee, and provided a brief overview of the core duties of the body.

Councillor Matthew Gerrits was nominated and acclaimed to the vacant seat.

Priori and Lolas. Carried.

Sucholutsky and Gerrits move to recess for 10 minutes. Carried.

V. WATERLOO WORKS AND THE COOP FEE

Council heard a motion to task Co-op Students Council with preparing a report on the development and implementation of the WaterlooWorks system, and to request greater transparency from UW Co-operative Education and Career Action in various matters respecting the co-op fee.

Sucholutsky and Machado. Carried.

VI. EFFECTIVENESS OF THE ATHLETICS FEE

Council heard a motion to request that the UW Student Services Advisory Committee provide a report on the effectiveness and efficiency of the athletics fee.

Sucholutsky and Abramovitch. Carried.

VII. CONDEMNATION OF THE WATERLOO PUBLIC INTEREST RESEARCH GROUP

Council heard a motion to condemn the Waterloo Public Interest Research Group (WPIRG) for failing to offer refunds in the Student Life Centre during the Winter 2017 academic term.

Council was provided with a brief clarification regarding the intent of the motion.

Sucholutsky and Abramovitch. Carried.

VIII. CHANGES TO STANDING POLICIES AND APPROVAL OF NEW POLICY

Council heard a motion to delegate authority to the Policies and Procedures Committee to develop and approve policy, including the amendment of existing policy, in alignment with the content of the proposals titled “preventing discrimination and maintaining strong reputation,” “ancillary fees and opt-in system,” and “sustaining safety,” as presented.

Sucholutsky and Abramovitch.

Councillors expressed reservations with the motion’s intent to delegate policy approval authority to committee, noting that such authority is a central function of Council.

Lolas and Gerrits move to amend the motion to such that Council would “task” rather than “delegate” policy development to the Committee.

Councillor Sucholutsky spoke in opposition to President Lolas’ amendment, citing the time delay such a change would create. Other Councillors agreed with Sucholutsky, noting a preference to not leave the 2017-2018 Council with leftover work to complete, as well as the fact that policy changes have largely been uncontested at Council in recent months. Other Councillors spoke in favour of the amendment, questioning the need to increase process speed, and observing that if the alterations were not to the next Council’s liking, they could be reversed.
A councillor also highlighted the fact that the next motion on the agenda would appoint temporary special members to the Policies and Procedures Committee, arguing that such a change would increase the legitimacy of the committee’s decisions.

*The question was called on Lolas’ amendment, and it failed.*

*The question was called on the primary motion, and it carried.*

**IX. SPECIAL APPOINTMENT TO THE POLICIES AND PROCEDURES COMMITTEE**

Council heard a motion to temporarily suspend the Procedures and name Councillor Marcus Abramovitch and Councillor Ilia Sucholutsky to the Policies and Procedures Committee as special members *pro tempore*, term from 5 February 2017 to 30 April 2017.

*Sucholutsky and Abramovitch.*

It was noted that the motion would require a two-thirds majority vote in order to pass.

Councillors expressed skepticism regarding the motion, noting that the Policies and Procedures Committee meetings were already open to public attendance. Councillor Sucholutsky noted the previous decision, stressing the importance of having more voting Council members present to fine-tune the specific policies approved.

*Lolas and Sucholutsky move to amend the motion such that the pro tem members would only have the authority to vote on the policy approvals specifically delegated to the Committee by Council earlier in the meeting.*

*The Chair sought and found unanimous agreement to adopt Lolas’ amendment.*

*The question was called, and the motion carried 16-3.*

**X. ON-CAMPUS PRESENCE OF WPIRG**

Council heard a motion to request that the University formally sever all agreements, leases, and other connections with the Waterloo Public Interest Research Group (WPIRG).

*Sucholutsky and Abramovitch.*

*Gerrits and Potter move that the motion be determined by secret ballot. Failed.*

*Abramovitch and Sucholutsky move that the motion be determined by roll-call vote. Carried.*

President Lolas noted his intention to abstain due to his role as a Governor of the University of Waterloo, as well as uncertainties regarding potential liability as an officer of the corporation. He further assured Council that its decision would not directly render Feds liable for anything.
The other executive, as well as Councillor Potter, indicated their intent to abstain for the same reasons as Lolas.

Debate ensued on the motion. Councillors speaking in favour drew attention to obstructive behaviour by WPIRG during the recent fee referendum, a perceived unwillingness to cooperate with councillors, and decisions by the organization in the aftermath of the referendum such as the refusal to offer refunds in the Student Life Centre. Councillors speaking in opposition highlighted a lack of relevant consultative data supporting the motion, and expressed concerns that the motion was out of alignment with the intent of the recent fee referendum.

_The question was called._

**Yea:** Abramovitch, Cheung, Clarke, D. Liu, Dobrik, Fuentes Valdez, Hu, Machado, Mistry, A. Liu, Spira, Sucholutsky.

**Nay:** Gerrits, Melanson, Teasdale.

**Abstain:** Armstrong, Brieva, Lolas, Potter, Priori, Schwan, Wiley.

The motion carried 12-3-7.

**XI. IMPRINT FEE DISCUSSION**

Councillor Abramovitch initiated a discussion regarding Imprint Publications, which collects a fee from students each term. Abramovitch clarified that he has no desire to run any campaign against Imprint or its fee, but expressed an interest in hearing student opinions regarding Imprint’s effectiveness.

Discussion ensued. Topics included the possibility of running an informal poll to gauge student interest in the paper, Imprint’s role in holding Feds accountable to the student public, and the risk of Feds being perceived as anti-media.

Councillor Potter, noting his role as a member of the Imprint Publications Board of Directors, provided Council with cursory information regarding the organization’s collection of survey data, and ongoing efforts to maintain relevancy.

It was noted their may be value in waiting for the ancillary fee policy changes to receive approval, prior to any further action.

Council heard a motion to request that the Executive reach out to Imprint regarding refund data, and invite an Imprint representative to present at the next regular meeting of Council.

_Sucholutsky and Potter._

Councillor Potter expressed skepticism that Imprint would agree to release refund data, citing privacy concerns. It was also noted that councillors should supplement their knowledge with constituent feedback prior to the next meeting.

_The question was called, and the motion carried._
XII. OTHER BUSINESS - DESTRUCTION OF BALLOTS
Council heard a motion to destroy all ballots cast during the meeting.

*Schwan and Sucholutsky. Carried.*

XIII. OTHER BUSINESS
Councillor Gerrits updated Council regarding the development of the sexual violence & response policy, noting that additional stakeholder consultation is needed before it can come forward. Future discussion regarding a University ombudsman policy may also be expected.

A councillor requested an update on University Policy 42. President Lolas confirmed that the policy and its related procedures are now in place, with a review expected to commence shortly.

**ADJOURNMENT**
Adjournment was moved at 14:12.

*Schwan and Sucholutsky. Carried.*
Chris Lolas
President

March 2017

Federation of Students
University of Waterloo
Executive Report

**SLC/PAC Expansion**

The tender bids were received. They are embargoed for now. I hope to have an update in person for the meeting.

**Student Service Transformation Needles Hall**

See this video for an update on the project:

We’ve also said goodbye to our Registrar Ray Darling as he left for Guelph. It is a big blow to the project, but his deputies in the office are well suited to fill in for him until a replacement is found.

**Elections**

Congratulations to the following new Executives:

President: Antonio Brieva  
Vice President Education: Andrew Clubine  
Vice President Internal: Jill Knight  
Vice President Operations & Finance: Brian Schwan

We saw a significant increase in voter turnout. It is of course not where we’d like it to be, but we are moving in the right direction.

See here for details: http://www.feds.ca/home/feds-elections-results/

**Other Items**

The Board of Governors met February 7. Among other things, the WPIRG fee was removed effective Spring 2017, and a project budget was approved for a Field House on North Campus near CIF.

The Feds Annual General Meeting is scheduled for March 29 at 5pm. More details here: http://www.feds.ca/home/general-meeting-notice/

I attended the OUSA Winter General Assembly March 3-5 in Kingston. The policy papers covered Access, International Students and Education, and municipal issues.

I met with UW Community Relations and Events regarding Canada Day at Waterloo. Obviously, it being Canada’s 150th and Waterloo’s 60th, this will be a special year for
the celebrations at Columbia Ice Fields. They are eager to get students involved, in particular multi-cultural groups that can interact with or perform for the attendees.

February Senate was cancelled due to lack of agenda materials. I had also been planning on bringing up the Athletics motion from last Council at our February SSAC meeting. It too was cancelled; the discussion will take place at the next SSAC meeting this month.
Deanna Priori
Vice President Internal Report

March 2017

Federation of Students
University of Waterloo
Hello Councillors!

**Services**
*Updates:*
- Procedures have been updated and shared with you, motion to approve them at this meeting
- Currently in the process of hiring new coordinators and executives
- Lots of events are happening in March with Services – check out Feds event calendar

**Upcoming:**
- Glow has decided to go to Pride this year
- ICSN’s Quebec trip was very successful, hopefully leading to more trips like this in the future
- Campus Response Advisory Board meeting was a great way for campus partners to connect about the direction of CRT, looking forward to working more closely with Health Services and other university partners.

**Events**
*Updates:*
- Cultural Caravan happens on March 9th! A very exciting event for everyone involved.

**Upcoming:**
- Wrap Up Week is March 20 – 24th check Feds Facebook and feds.ca for more details
- DJ Shub is coming March 23! Tickets can be purchased at the Feds main office and Aboriginal Education Centre, only $5 which gives you access to Trivia Night at Bomber.

**Clubs**
*Updates:*
- IAC took a bit of a break due to scheduling issues, but with the new clubs management system, we are not behind on students waiting for club approval

**Upcoming:**
- The clubs management system will continue to be tweaked and adjusted as well as new phases of the project will roll out each term

**Societies and Satellite Campuses**
*Updates:*
- Continue to work with societies and satellite campuses to address issues and see where needs are not being met.

**Upcoming**
- Feds on Tour around main campus, handing out popcorn, promoting the General Meeting, and talking to students about issues on campus
- Feds on Tour to the satellite campuses bringing a salad bar again to promote healthy living when going into exams.

**Projects**
- Volunteer Appreciation survey has been completed, if you’re interested in seeing the report, please feel free to email me!
- Student Life Endowment fund gets allotted this term, SLEF applications closed February 26th and was allocated March 10th
- Organizing Feds Leadership Awards Banquet, and selection of winners was March 10th

If you have any comments, concerns, complaints or compliments about campus life (or anything about the university and Feds) feel free to reach out!

vpin@feds.ca | @uwFedsVPI | SLC 1104
Executive Report

1) Month Summary
2) Current Projects /Initiatives

Month Summary

The Bombshelter:
Bomber launched 3 new pastas as LTO’s they have been selling very well and we have received positive feedback. We will be looking to add at least 1 or 2 more pasta’s to the menu for the future.
Friday nights now have a singer or live band playing as entertainment for the busyness that we have experienced due to half priced wings after 3pm.
A wing Menu will launch this month to increase the variety

International News
Breakfast sandwiches are now being served between the hours of 7:30am-11am Monday-Friday
Sampling has been going on in the great hall for new mac and cheese and will continue with other grab and go options to ensure we are serving students favourite options.

Campus Bubble/Wasabi:
Nothing new to report

Feds Used Books:
Feds used books continues to see traffic in the store from students both buying and selling books!

Updates

3.A. UPASS Tax Receipts
Upass tax receipts are now posted online on the Feds Website under GRT. Please encourage students to download these and use them to submit the amounts they have paid for on their tax returns for a tax credit.

3.B. Craft Beer
Many Students requested for this to happen ASAP and we have worked closely with the university to make this happen. A craft Beer section will be opening in March to allow for student to have more variety in their beer choices.

3.C. Website
Website is still planned to launch in March Testing has been going well!
Sarah Wiley
Vice President Education
Report

March 2017

Federation of Students
University of Waterloo
0.0 Announcements

**OUSA General Assembly:** Feds took 12 students to Queen’s University in Kingston to represent Waterloo. This is OUSA’s highest governing body. We discussed and debated three policy papers; they were “Housing, Transit and Municipal Development”, “International Students”, and “A Comprehensive Access Strategy”.

**Tenant Rights Awareness Campaign:** We put a big effort at the end of February into educating students about tenant rights. With the help of Feds Marketing I made 6 short videos with housing tips that were posted on social media. We also had a poster up regarding tenant rights and had a visit from Waterloo Region Community Legal Services who were in the SLC talking to students about housing issues.

1.0 University-Related Activities

1.1 Feds Committees:

**Education Advisory Committee**  
**Responsibilities:** To advise the Vice President Education on academic issues facing Waterloo students.  
**Synopsis:** Has not met since last meeting.

**Government Affairs Advisory Committee**  
**Responsibilities:** To advise the Vice President Education on Feds lobby efforts and membership to external political organizations.  
**Synopsis:** Has not met since last meeting.

**Co-op Students Council**  
**Responsibilities:** To advise the Vice President Education on co-op related issues facing Waterloo students.  
**Synopsis:** Talked about student concerns about WaterlooWorks. Also talked about the co-op fee and agreed to lobby and work with CECA in doing an in-depth review of the co-op fee.

**International Students Policy Working Group**  
**Responsibilities:** A working group for the purpose of creating a Feds policy on international student issues.  
**Synopsis:** GAC and I led a session with international students discussing issues they faced including tuition, student services, health coverage, and immigration.

1.2 University Committees:

**Undergraduate Student Relations Committee**  
**Responsibilities:** A forum to discuss undergraduate student issues in a broad sense at UW.  
**Synopsis:** Has not met since last meeting.

**Co-operative Education Council**  
**Responsibilities:** A forum to review and to advise Co-op at UW.  
**Synopsis:** We talked about student concerns regarding WaterlooWorks. CECA seemed eager to hear student feedback and responded positively. We also talked about Co-op 2.0 and general CECA updates.

**Senate Undergraduate Council**  
**Responsibilities:** To consider questions involving academic quality and undergraduate studies
and provide recommendations to go forward to Senate

**Synopsis:** Agenda and minutes can be found here: https://uwaterloo.ca/secretariat-general-counsel/committees-and-councils/senate-undergraduate-council/senate-undergraduate-council-agenda-and-minutes

**Course Evaluation Task Force (Sacha Forstner)**

**Responsibilities:** Investigating how course evaluations are done and how to improve them.

**Synopsis:** Has not met since last meeting.

**Outstanding Academic Programming Theme Group**

**Responsibilities:** Enhance the learning experience for all students, reshape the traditional classroom and expand the impact and reach of Waterloo programs.

**Synopsis:** Has not met since last meeting.

**Experiential Education Theme Group**

**Responsibilities:** Build world-ready graduates who are at home in culturally diverse environments.

**Synopsis:** Has not met since last council meeting.

**Provost Advisory Committee on Timetabling**

**Responsibilities:** Look into scheduling and in particular the new scheduling system.

**Synopsis:** Discussed how instructors are assigned to courses.

**Student Technology Advisory Committee**

**Responsibilities:** Gives feedback to IST on technology issues on campus.

**Synopsis:** Has not met since last council meeting.

**Undergraduate Operations Committee**

**Responsibilities:** Makes non policy decisions on undergraduate issues.

**Synopsis:** This meeting is confidential.

**Teaching and Learning Spaces Committee**

**Responsibilities:** Look into improving teaching and learning spaces on campus

**Synopsis:** I have now joined the working group that is creating an overall vision for classrooms.

**HeforShe Campus Advocates**

**Responsibilities:** This committee consists on the HeforShe representatives who are not associated with a faculty. We discuss different ways of making Waterloo campus more inclusive to people of all genders.

**Synopsis:** Has not met since last council meeting

### 2.0 External Activities

#### 2.1 Municipal/Regional-level

**Town & Gown Steering Committee, City of Waterloo (Antonio Brieva)**

**Responsibilities:** Bring together a smaller group of municipal stakeholders to assist with direction-setting for the broader Town & Gown Committee.

**Synopsis:** Has not met since last meeting.

**Town & Gown Committee, City of Waterloo (Antonio Brieva)**

**Responsibilities:** Represent UW students to all of the stakeholders involved in the Town & Gown Association, bring forward student concerns, and identify opportunities for integration in the community.

**Synopsis:** Has not met since last meeting.
Housing Sub-Committee: Has not met since last council meeting
Return to Campus Sub-Committee: Has not met since last meeting.

2.2 Provincial-level
Ontario Undergraduate Student Alliance (OUSA)
Responsibilities: Represent UW students to the provincial government through an alliance of like-minded undergraduate student associations. For more information on OUSA visit: www.ousa.ca.
Synopsis: See announcements. Waterloo delegates represented student interests at the General Assembly at Queen’s University.

Ontario Undergraduate Student Alliance (OUSA) Steering Committee
Responsibilities: Represent UW undergraduate students to OUSA.
Synopsis: Talked about budget submission, teaching awards, Partners in Higher Education Dinner planning, upcoming GA, and OUSA’s social media strategy. Also had a mini governance retreat to talk about high level visioning for the organization. Topics included transition of steering committee, the role of steering committee, and operational procedures.

2.3 Federal-level
Advocan
Responsibilities: To advocate on behalf of students to the Federal Government. Advocan is made up of student leaders from U15 schools across Canada.
Synopsis: Has not met since last meeting.

3.0 Meetings with Decision-makers

3.1 University-level:
Franco Solimano, Student Experience Manager CECA: Talked about co-op students council, WaterlooWorks and reviewing the co-op fee.

Ray Darling, Registrar and Maureen Jones, In-term Registrar: Ray has taken a new role at Guelph and it is sad to see him go as he has been a great student advocate. Maureen is a staff member in the Registrar’s office who will be taking over Ray’s role in-term. We talked about my priorities and ongoing projects such as the syllabi repository.

3.2 Municipal/Regional-level:

3.3 Provincial-level:
MPP Catherine Fife: Met to touch base on sexual violence prevention unit creation, for which MPP Fife agreed to send a letter to MASED. We also talked about housing issues.

3.4 Federal-level:
MP Bryan May: Had a great meeting in which we talked about undergraduate research and indigenous student access. He agreed to send letters on both topics.

3.5 Other:

5.0 Upcoming Activities
Minister McGarry Meeting
Partners in Higher Education Dinner
Report of Environment Councillor Gerrits

The Environment Faculty has not had an eventful time since the last meeting.

- The Faculty has, after a delay, appointed an interim chair for the Environment endowment fund.
- Elections for the Environment Students’ Society will be conducting elections for its next three terms of executive
- The ENVigorate conference will occur on the 23rd of March
- At the time this report comes to council, International Development has hopefully had an excellent time at their annual conference, this year the theme is “Revived”
- The Knowledge Integration Student Society has been chosen as the host for the Combining 2 Cultures Conference next year.
- The Knowledge Integration Exhibition is on at St. Jerome’s gymnasium from the 13th to the 18th of March
- Winter leader retreat for the Environment Faculty Orientation leaders are also forthcoming
- A project to redo a tunnel between Arts and Environment is delayed until spring term on account of a delay with designs as well as a delay with the vendor for the creation of the mural
- Three Environment Students attended the OUSA GA in Kingston this month
Proposed Service Operations Procedure

A. Overview

I. Purpose

This procedure outlines how services (as defined in Procedure 25: Federation of Students’ Services) shall operate, including rights, responsibilities, leadership and governance structures, and the hiring and discipline of a service coordinator.

II. Date of Approval and Review

This procedure shall be reviewed once every two council terms.

B. Service

A Service is entitled to certain rights, privileges and resources (subject to availability) that include but are not limited to:

1. Administrative

   a. The use of the “Federation of Students” name on publications and Service oriented correspondence, upon approval of the Vice President Internal or the Services Manager;

   b. Assistance from the appropriate Federation of Students executive or support staff.

2. Communication

   a. The use of a mailbox in the Federation of Students main office and ability to send and receive mail and fax in care of the Federation of Students;

   b. Use of marketing services including the Federation of Students poster-run, and feds.ca;

   c. Use of the Federation of Students Main Office front desk as a ticket vendor; and

   d. Use Federation of Students’ bookable equipment.

3. Resources

   a. Use of a designated office space in the Student Life Centre as determined by the Vice President, Operations and Finance, and the Vice President, Internal;
b. Use of arts and crafts materials provided by the Federation of Students for Clubs and Services in the Student Life Centre Resource Room;

c. Use of University of Waterloo facilities, subject to regulations of the University of Waterloo (e.g. Audio-Visual, Graphic Services, Bookings) and to existing agreements between the University of Waterloo and the Federation of Students for provision of facilities and services; and

d. Use any available discounts at Federation of Students venues for Service events.

C. Responsibilities of a Service

Each service has responsibilities to the Federation of Students and its members. These responsibilities include, but are not limited to:

1. Administrative

a. The Services will have a webpage on the Federation of Students site;

b. The Services primary email address and mailing lists must be hosted by the Federation of Students;

c. Collecting the contents of their mailbox at least once per week;

d. Replying to all correspondence within a reasonable time;

e. Abiding by all Federal, Provincial and Municipal laws, University of Waterloo policies, and Federation of Students’ bylaws, policies, and procedures;

f. Meeting on a weekly basis with the Services Manager;

g. Represent the best interests of the Federation of Students and University of Waterloo.

2. Governance

a. Consistently use the Services’ recognized name as outlined in the Federation of Students bylaws;

3. Events & Marketing

a. All events, guest speakers, sponsorship, marketing and informational materials, and publications must be approved by the Services Manager or Vice-President Internal;
b. Display the Federation of Students and Service logo or name on all marketing and/or informational materials;

c. Consult with the Services Manager to minimize risk prior to participating in any high risk or liability event;

d. Hold ticketed events in accordance with Federation of Students’ procedures.

D. Service Financing

1. All Services shall:

a. Have an accounting portfolio in the Federation of Students’ accounting system;

b. Use the Federation of Students’ accounting department to hold all monies and for all financial dealings;

c. Adhere to all accounting procedures and policies as set out in the Service Coordinator Handbook and by the Federation of Students’ Accounting Department; and

d. Ask for assistance if required to understand the accounting procedures within the Federation of Students.

2. Administrative

a. Services can request a cash float from the Services Manager. Such requests shall be made no less than twenty-four (24) hours before the cash float is needed.

b. The Services Manager, Vice-President Internal, and the Vice-President Operations and Finance may conduct reviews of any Service of the Federation of Students in order to determine the integrity of the finances and general operations of the Service. The Service Coordinators and Service volunteers must assist in the review, upon request.

3. Budget

a. Services shall be assigned an annual budget to be approved by Budget Committee

b. All expenditures exceeding $500 must be pre-approved by the Vice-President Internal.
c. All expenditures must be justified through itemized receipts or in any other manner acceptable by the Federation of Students’ Accounting Department.

d. Services may raise funds to supplement their own budget upon approval by the Vice President Internal.

4. Expenditures

a. A deviation in the expenditures of a budget line from the budgeted amount by greater than 10%, if equal to or exceeding $500, must be presented to the Board of Directors for approval.

5. Fundraising

a. The Services Manager must be informed prior to any fundraising events;

b. Funds required for or generated from such events must be passed through the Services financial accounts;

c. While budgeted money can be used to run the event, those funds must be replaced before any donations can be made. Donations can only be made when positive net revenue has been generated.

E. Working Groups

1. Eligibility

a. Their purpose must fall under the mandate of the Service;

b. The Service must not be currently fulfilling that need; and

c. It must not duplicate a club or service already offered by the Federation of Students or University of Waterloo.

2. Creation of a Working Group

a. To be considered an active working group, a working group package must be submitted to the Service Coordinator no later than the end of the first month of the term. It must include but is not limited to:

   i. Typed cover letter stating their rationale for the creation of the working group;

   ii. The names, student number, telephone number, and email address of the past (if applicable) and present working group executives;
ii. A line item budget for proposed expenses during the upcoming term; and

iv. A completed service procedure acknowledgment form.

b. Upon approval of the Service Coordinator, the Service Coordinator must submit the proposal on behalf of the group to the Internal Administration Committee outlining the benefits and advantages of adding this working group;

c. The Internal Administration Committee will pass or reject the proposal;

d. In cases where the proposal is rejected the Internal Administration Committee will provide a rationale for the rejection;

e. The Clubs and Services Manager will meet with any Service that has had a proposal rejected within fourteen days to discuss the rationale; and

f. Appeals on the decision to reject a proposal must be made to the Students’ Council in writing within seven days.

3. Working Group Governance

a. Working Group Directors must submit a monthly report to the Service Coordinator outlining the activities of the working group;

b. They must have approval for any purchases from the Service Coordinator;

c. They must create and submit their yearly budget to the Service Coordinator;

d. They must follow services policies and procedures; and

e. Directors are selected each term by application to the Service Coordinator.

4. Removal of a Working Group

a. A working group will be removed if inactive for three consecutive terms; and

b. The Internal Administration Committee and the Vice President Internal must approve of the dissolution of a working group upon the recommendation of the Service Coordinator.
F. Service Coordinators

The Service Coordinator(s) shall oversee the Service and act as the main liaison between the Service and the Federation of Students and all third parties.

1. Eligibility and Term of Office

a. Service Coordinators must be a full-time or part-time undergraduate student;

b. Should a service be without a Service Coordinator for any given period of time, the Vice President, Internal and Services Manager will act as the interim Service Coordinator, taking on all administrative responsibilities until a new coordinator is appointed.

c. The term of office shall be for one school term. Students must re-apply to be considered to be a coordinator for additional terms.

2. Selection of Service Coordinators

a. The number of Service Coordinators for each Service shall be determined by the Vice President Internal prior to the application process.

   i. Each service shall have at least one coordinator.

b. Service Coordinators shall be selected through an application process which may include a written application and/or an interview with current Service Coordinators, Service Executive teams, and/or the Services Manager, and shall be based upon a prescribed job description;

   i. Applications for the position must be made available the term prior to the appointment start date;

   ii. Service coordinators are ultimately selected by the VP Internal with consideration from the Service Coordinators and the Services Manager.

   iii. If the current Service Coordinator(s) is seeking to be hired again, the executives of the Service, in conjunction with the Services Manager and Vice President, Internal will select the next Coordinators.

c. The Vice President Internal’s recommendations shall be ratified by a vote of Students’ Council at the first meeting of every term.

d. Exceptions to the above selection procedures are at the discretion of the Vice President Internal, subject to the approval of Students’ Council.

3. Expectations and Duties
a. Administrative

i. Service Coordinators must sign and agree to abide by the Service Coordinator Agreement form;

ii. Recruit, manage, and appreciate service volunteers;

iii. Assist the Vice President Internal in recruitment and training of their successor;

iv. Meet weekly with the Services Manager;

vi. Submit an end of term report to the Services Manager within two weeks of the end of regular classes;

vii. Ensure office space and all equipment / resources belonging to the Service, Federation of Students, and University of Waterloo are maintained;

viii. Communicate any potentially contentious issues or liability matters to the Vice President Internal as soon as possible.

b. Governance

i. Service Coordinators are non-voting members of Students’ Council and are expected to maintain all necessary communications with Students’ Council; and

ii. Ensure the Service is in compliance with all Federation of Students governing documents and directives from Students’ Council;

c. Financial

i. Report any gifts or donations made to the Service to the Vice President Internal;

ii. Create and manage the Service budget;

iii. Sign cheque request forms and submit them to the Services Manager in a timely manner;

iv. Administer volunteer appreciation funds on a termly basis.

5. End of Term Report

a. The End of Term Report is meant to provide continuity between Service Coordinators and to ensure accountability to Students’ Council on the Services’ activities each term. It must contain, but is not limited to:
i. Description of all events held including; expenses/revenues, contact information for equipment, attendance, summary of its successes and/or failures, and future recommendations;

ii. Number of volunteers and their roles; and

iii. Summary of office hours held by the Service Coordinators and the general volunteers.

b. Upon review of the end of term report, a stipend will be awarded based on the merit of the report as determined by the Vice President Internal.

G. Service Volunteers

1. Eligibility

a. Any University of Waterloo student, faculty, staff or community member may become a general volunteer of a Federation of Students Service upon paying the Federation of Students social membership fee.

c. Faculty, staff, graduate students and community members are ineligible to hold executive positions.

d Priority will be given to undergraduates for executive positions. All non-undergraduate students applying to be executives must be approved by the Vice President, Internal.

2. Recruiting Volunteers

a. The following are acceptable means of recruiting volunteers:

i. Organized recruitment as a part of the Campus Life Fair, Feds Open House, Feds events during Orientation, Feds Volunteer Centre and other electronic volunteer recruitment services through the University;

ii. Posters or banners inviting prospective members to information meetings, social gatherings and other events;

iii. Awareness days or weeks, which are focused on highlighting various themes;

iv. Offering flyers or electronic invitations whereby the individual has the option to accept or deny the flyer and/or invitation; and

v. Any other recruitment method deemed appropriate by the Vice President Internal, Services Manager and the Director of Marketing and Communications.
H. Discipline for Service Coordinators, Executives and Volunteers

1. All disciplinary actions will be in accordance with the University of Waterloo Human Resources policies and procedures.

2. The Vice President Internal shall act as the designated Human Resources representative for all disciplinary issues;

3. Progressive discipline follows a prescribed path, progressing to the next level only if the previous step proved ineffective. One or more stages of this progressive discipline model may be bypassed under exceptional circumstances such as proven dishonesty, physical assault, serious insubordination, or other actions which could be considered cause. In all but exceptional circumstances, these stages are:
   a. A verbal warning delivered in a formal meeting; to emphasize the ongoing concern(s), stressing the need for improvement;
   b. A subsequent written warning delivered in a formal meeting attended by the Service Coordinator (in the case of the issue being with a Service Coordinator, then the Services Manager) and Vice President Internal;
   c. Dismissal delivered in a formal meeting attended by the Service Coordinator, Vice President Internal and the Services Manager.
   d. Once the person is made aware that a notice has been issued, until the time that the person acknowledges and accepts the terms, the person shall not be an active member of the Service.

4. Grievances with any disciplinary actions are to be reported to the Federation of Students President, in writing within seven days of the decision; and
   a. Any grievances reported to the President must be brought forward to the Executive

5. This process is not limited to those working within a service but also to anyone who violates the rules and spirit of the service.
Local Transit Policy

WHEREAS the majority of students in Waterloo use public transit to get to campus making transit a critical part of students ability to access and excel in post-secondary education;

WHEREAS a transit strike would be a significant barrier to accessing campus; and

WHEREAS the Toronto Transit Commission was deemed an essential service in 2011;

BIRT the Federation of Students believes that the provincial government should legislate that local transit in the Waterloo Region be an essential service while still respecting transit workers’ rights to negotiate for a fair and safe workplace conducive to high-quality student service; and

BIFRT the Vice President Education will lobby stakeholders to designate Grand River Transit an essential public service with the right to arbitration;

BIFRT the Vice President Education will be responsible for educating and informing students about disruptions of transit service in the case a strike should ever occur; and

BIFRT the Vice President Education should work with the University of Waterloo administration to develop university regulations regarding accommodations for students who are unable to access campus in the event of a transit strike.

With the proviso that this policy shall expire after one (1) years in the absence of a full review by Students Council.
**Draft Policy: Partial Grade Return**

WHEREAS the academic withdrawal deadline is a crucial date in the academic term for every student; and

WHEREAS a course withdrawal beyond the termly deadline poses significant risks to a student’s academic standing and continuing status at the University; and

WHEREAS it is critical that all students be provided with sufficient information regarding their standing in a course prior to the withdrawal deadline; and

WHEREAS the absence of a University regulations respecting the return of graded work on early grade returns facilitates a disparate and frustrating undergraduate academic experience, thereby exacerbating problems related to student stress and psychological wellbeing; and

WHEREAS ongoing assessment in courses is known to be significantly more effective than single, large cumulative assessments;

BIRT the Federation of Students believes that instructors should weight course material and return graded assignments such that students know the majority of their grade prior to the withdrawal deadline and thereby have sufficient opportunity to withdraw from a course with no academic penalty;

BIFRT the Vice President of Education, in concert with the Academic Affairs Commission, shall liaise with all relevant University committees, senior administrators, and the faculty association for the purpose of drafting a University regulation respecting the timely return of graded assignments, in accordance with this policy; and

BIFRT the aforementioned regulation shall include exceptions for non-conventional courses, including but not limited to capstone design projects, reading courses, and final-year theses.
Draft Policy: Ombudsman’s Office

Whereas the Federation of Students believes that organizations are most effective when they are committed to accountability and having the ability to report shortcomings in the institution;

Whereas pursuing the establishment of a new university position is a long lobbying process.

BIRT the Federation of Students calls upon the University of Waterloo to establish an ombudsman’s office; and,

BIFRT The Federation of Students requests that the Federation be part of any consultation conducted on the establishment of an Ombudsman’s office.
Draft Policy: Sexual Violence Prevention and Response

Whereas the University of Waterloo has committed to fostering a safe, welcoming and inclusive environment for all community members and as the University has a responsibility to promote a safe and respectful environment;

Whereas the University of Waterloo has the ability to create policies and programs which can both assist in the prevention of sexual assault and shape the experience of those who are victims of sexual assault; and

Whereas the Federation of Students is committed to proactive and informed action to prevent and effectively respond to incidences of sexual assault;

Therefore, BIRT Feds calls on the University to empower the Sexual Violence Response Coordinator by providing them the resources, independence, autonomy and mandate to protect and serve the university community.

BIFRT the university shall ensure all students receive mandatory, well-grounded and substantive sexual violence prevention and response education.

BIFRT the university commit to conducting periodic surveys to investigate the climate on campus.

BIFRT the university should conduct periodic, thorough and methodical campus safety audits.

BIFRT Feds shall also advocate for bystander intervention training on other drinking establishments on campus.
Statement on Campus Free Speech

BIRT Feds should implement the following as well as ask the University of Waterloo to adopt the following:

Adopt the Chicago Principles on Freedom of Expression A clear way for the university to show commitment to viewpoint diversity is by adopting the University of Chicago’s Principles on Freedom of Expression, which states in part:

“The University’s fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or wrong-headed.

It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose.

Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University’s educational mission.”

BIFRT we request that the University of Waterloo Senate endorse the “Chicago Principles” as official university policy.

BIFRT Feds should implement a non-obstruction policy for protests. We support the right of all students to protest against speakers and writers with whom they disagree, but we ask that protests be done in a way that does not deprive other students of their rights to speak and hear. When members of our community shout down a speaker, or take other actions intended to make it more difficult for a speaker to speak or for an audience to hear, they are practicing obstruction, censorship, and sometimes intimidation, not free speech. Such practices have no place in any academic community. We request that the university formulate and enforce a non-obstruction policy. As stated in the Chicago Principles: “The University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.”

BIFRT Feds should improve viewpoint diversity. We request that the university include viewpoint diversity, and particularly political diversity, in its diversity policies and in its efforts to diversify the faculty and the curriculum. We want to encounter a range of viewpoints in the classroom, just as we will after we graduate.
BIFRT Feds should not censor any of its affiliates and clubs from holding events. Clubs should not be tasked with hiring security for their events.

BIFRT Feds should publicly disclose of any speaker it bars from speaking at the University and this shall be emailed to every student with the reasons the speaker was barred from speaking.

BIFRT Campus police will intervene if any protestors for any event become violent.