Federation of Students’ Council Minutes

NH 3318, UNIVERSITY OF WATERTLOO

Speaker: Elizabeth O’Sullivan  Secretary: Savannah Richardson

ATTENDANCE

The following members were present:

- Altaf, Subhan (Muhammad)
- Ahktar, Bilal
- Cortes, Amandeo
- Easton, Benjamin
- Eyre, Alexander
- Campbell, Oliver
- Joggo, Akshay (Acting President, Science Society)
- German-Doucet, Jacque*
- Chen, Junru
- Hou, Yu Chen
- Mbandi, Joshua
- Cheng, Linyi
- Mohan, Andrew
- O’Sullivan, Elizabeth

* remote

The following members were absent:

- Kocko, Christopher*
- Codini, Jack*
- Richardson, Savannah
- Hua, Deon
- P’ng, Jason* (President, Mathematics Society)
- Hak, Daniell (President, Environment Student Society)
- Small, Jason
- Gerrits, Matthew
- Tran, Tomson (President, Applied Health Sciences Undergraduate Members)
- MacMillan, Kurt
- Arnold, Katie (President, Engineering Society B)
- Umuhoza, Elisa
- Velling, Seneca*
- Wu, Richard
- Shimoda, Mariko (President, Engineering Society A)
PRELIMINARIES

CALL TO ORDER

Secretary Seneca Velling noted that Vice President Savannah Richardson would be taking minutes for the meeting due to telecommunication difficulties.

A quorum being present for the conduct of business, Elizabeth O’Sullivan called the meeting to order at 12:35 PM.

APPROVAL OF THE AGENDA

Be it resolved that Council approve the agenda as presented.

President noted that new Councillors would be added to the list of attendees.

CONSENT AGENDA

APPROVAL OF THE MINUTES

Be it resolved that Council approve the minutes from June 17, 2018 as presented. Vice President Matthew Gerrits and Councillor Jason Small.

Councillor Jason Small forwarded request for amendments to Secretary Seneca Velling related to a clerical error in the minutes pertaining to breaking a tie vote at the prior meeting. Secretary Seneca Velling noted that noted that the minutes had been updated to reflect this change.

Motion carries unanimously.

RATIFICATION OF SERVICE COORDINATORS

Be it resolved that Council ratifies Fiqir Worku and Shandana Khan as the New Service Coordinators from Spring 2018 and Fall 2018 Terms. President Richard Wu and Councillor Seneca Velling.

Motion carries

RATIFICATION OF DIRECTOR APPOINTMENTS

Be it resolved that Council ratifies the Board appointment of Director Hannah Sesink to the Honorary Lifetime Membership Committee.
Be it further resolved that Council ratifies the Board appointment of Director Connor Plante to the President’s Advisory Committee. Councillor Seneca Velling and President Richard Wu.

Motion carries unanimously

EXECUTIVE REPORTS

Please see the attached written reports for the full reports from the Executive to Student’s Council.

REPORT OF THE PRESIDENT

In an effort to understand bystander engagement better for his action plan, President Richard Wu participated in the Upstander program at Western University on the 25th to learn about by-stander intervention. The summit at Western was to share best practices so other student unions could learn what is successful. He is now working with the Stakeholder relations manager to do outreach to Dons and Rez to do better outreach on this topic for first years as well. There was a general agreement from participants from Waterloo that this program would be valuable on our campus.

All the President’s Council committees have met since the last Council meeting and are actively working to address their mandate goals. All meetings have been productive. As requested by Council, First-year engagement and participation in Feds has been on topic of discussion at President’s Advisory Committee. At Policies and Procedures Committee the Freedom of Information and Secrecy in Corporate Governance policy has been reviewed, per Council orders this is on the agenda for today but the changes were made at a special meeting shortly before this Council session due to membership’s time constraints. The Mental Health and advocacy policy was deferred for the next meeting for discussion. The Vice President, Student Life will be joining that discussion.

REPORT OF THE VICE PRESIDENT, STUDENT LIFE

The Vice President, Student Life informed council that the Feds Wellness days are being developed which relates to mental health across campus. So far the Campus Life department has launched these with events for yoga. Vice President Savannah Richardson is going to Kitchener tomorrow for the second event.

The Campus Life Advisory Committee is meeting again soon and developing review priorities for examination of services. The goals for the year coming together. With respect to Committee of Presidents, the meeting is tomorrow.

REPORT OF THE VICE PRESIDENT, OPERATIONS AND FINANCE

The Vice President, Operations and Finance updated the assembly on his negotiation with Grand River Transit (GRT). Vice President Matthew Gerrits and Vice President
Kurt MacMillansent an email and will be meeting with stakeholders to discuss opt-in options and grace period for students as the current contract is amended.

Due in part to Council notice, the Fed Bus ticket has been updated. Now students do not have to print ticket, but can use electronic tickets. A Councillor asked if the Feds bus ticket changes would be promoted to inform students. The Vice President explained this had not occurred yet.

The Vice President, Operations and Finance’s Action Plan will be public by end of July, it is coming along well, considerations with respect to Council are focused on streamlining the budget process and ensuring clarity to students.

Budget & Appropriations Committee will be meeting later this week to finalize proposed budgets to share with Council and to begin planning their public report on the budget for the Board and membership.

**Report of the Vice President, Education**

The Vice President, Education department will be hosting a Politics on the Patio event soon. MPs and MPPs will be in attendance and students will have the opportunity to interact with their representatives. This event is scheduled for August.

has started the provincial election debrief, bringing back feedback from Council and EAC. Council’s suggestion of a best practices handbook is being put into effect and has found its way into the Vice President’s Action Plan.

With respect to Students’ Council seat distributions determined by the Board, the Vice President, Education is in contact with the Registrar’s Office to ensure the correct data determines seating allocation of the assembly.

The OUSA steering committee meets tomorrow to figure out how staff are pitching actionables. With respect to the Council’s *External Political Advocacy Review*, has produced a draft OUSA review framework, which pending approval by EAC.

His Action Plan is completed, and is pending Board approval. He will attach it to next Council meeting for information.

Met with LHIN to discuss mental health. The discussion thus far has focused on how their work can have student input.

A Councillor inquired if Feds was interested in hosting a politics event, and if event dated had been set. Vice President Matthew Gerrits clarified that while they had not been set yet as Feds was waiting to hear when politicians are available, it was planned tentatively for August.

Councillor’s also inquired as to the updated Education Advisory Committee meeting times; the Vice President notified Council that the meeting will probably occur on Tuesday but he will confirm with the committee today.

With respect to concerns raised over air quality, the Vice President, Education is meeting with the UW Safety Office. The Safety Office indicated that there are three (3) ways air quality is assessed:

- Routine tests;
- If there is a particular risk factor, those risks factors will be routinely tested;
• If someone makes a complaint, such as was the case with the Mathematics & Computer building.

The Safety Office indicated there was no identified risk factors present, however if the student wanted to reach out to Safety Office they would investigate it. Councillor Deon Hua informed the assembly that he has been attempting to reach out to student, with no luck thus far. The cost assessment for independent verification performed by the Executive Board indicated that the cost of equipment is very high (the machine cost $10000). The Vice President felt that accruing this expense was probably not reasonable for Feds, particularly since UW Safety Office already performs this function. A Councillor asked if it was possible for Feds to file a complaint on behalf of the student. Vice President Matthew Gerrits indicated that based on conversation with the Safety Office was inclined to believe not. If it were an option, Vice President Matthew Gerrits going would have been a complaint.

**Report of Math Councillor**

Mathematics Councillor Deon Hua is organizing a Feds’ Council Reddit AMA which is tentatively scheduled for July 19th from 11 AM - 1 PM. If Councillors are interested in participating let Councillor Deon Hua know.

**Report of the Secretary**

Secretary Seneca Velling reported that as requested by a few Councillors, he conducted a survey of Council interest in a Facebook Group.

*Secretary’s Note:* the presentation shared with the agenda and will be attached to the minutes.

A Councillor inquired if in previous Council years there was a Facebook group. The Speaker of Council responded that no such group existed in the prior year and to her knowledge not in years before that.

Councillor Linyi Cheng inquired as to why the Secretary of Council was recommending Council would want the Facebook Group to be set to secret instead of closed. Vice President Savannah Richardson explained that Facebook content of closed groups can still be seen, but posting by outsiders is not possible. Secretary Seneca Velling added that this, as explained in his presentation, was aimed to prevent diffusion on the off chance that sensitive information was accidentally shared in the group; it would prevent the spread of such information. Secretary Seneca Velling offered Slack as an alternative to Facebook which also allows channels that perhaps could be used for specific committees.

Councillor Yu Chen Hou explained that the University offers something similar to Slack, known as Mattermost. It offers some excellent features including: unlimited history (compared to 10000 message history of Slack), and University CAS-login is required which means the service could be more secure for confidential information.

Another Councillor expressed interest in the consideration of WhatsApp for informal communication between Councillors. Secretary Seneca Velling replied that he had not considered it, but would not be opposed if Council sought this. Though if there are other options he would rather those as new members can’t see past messages.
One Councillor expressed concern for use of Facebook and commented that if the sole purpose of the group would be for communication, then email is good enough. Further, it was expressed that this felt as though Council was trying to do many different things at once. And if the purposes was for outreach it would not make sense for it to be secret group. The Secretary felt the question should be directed to those who commissioned the survey.

Some Councillors disagreed with this sentiment and offered that Council could try using Facebook and see what happens. If concern is mainly about risk, there are other options hosted on school servers (such as Mattermost). Council is meant to be an open body. Having a group chat is one thing, but sharing on information should be more transparent.

The Secretary reminded the assembly that with respect to emails, the Council mail list is public at the end of the month.

The Speaker of Council called for a quick straw poll vote on the creation of something — be it a Facebook group or Mattermost or slack. A majority of the assembly wished for something to exist rather than nothing at all.

**Be it resolved that** Council tasks Officers of Council to explore and set-up chats on Mattermost provided that no formal decisions can be made in this medium.

*Councillor Jason Small and Councillor Linyi Cheng.*

Motion carries with noted abstention from Secretary Seneca Velling.

**BUSINESS ARISING FROM THE MINUTES**

**Point of Information** from the Speaker informed the assembly that the business in this section was carried from the previous meeting.

**FREEDOM OF INFORMATION & SECRECY IN CORPORATE GOVERNANCE POLICY**

**Be it resolved that** Council approves the Freedom of Information and Secrecy in Corporate Governance Policy.

**Note:** this policy was referred at the prior meeting to the Policies and Procedures Committee. PPC refereed the policy back to Students’ Council after technical revision and editorial changes.

*Councillor Seneca Velling and Vice President Matthew Gerrits.*

President Richard Wu explained that Policies and Procedures Committee had met right before council to make amendments because last week the committee were working through concerns with suspended Policy 48, Counter Discrimination. The committee has removed items that were too operational or procedural and referred those to the correct places (*viz.* Board procedure, Council procedure, and internal operations guidelines).

Vice President Savannah Richardson expressed concern about receiving an updated policy too close to Council to be able to have a chance to review it. The Vice President, Student
Life moved to table until the next meeting.

**Motion to lay on the table** until the next meeting of Council to allow review of policy changes and ensure Policies and Procedures Committee has adequate time to implement further changes as needed.

*Councillor Ben Easton and Councillor Joshua Mbandi.*

Councillors expressed concern that they haven’t been able to access document until very short notice. Councillor Ben Easton expressed that he cannot confidently claim Council is doing due diligence in good faith if the body fails to adequately review substantial corporate policy.

**Motion carries**

**MC AIR QUALITY COST ASSESSMENT**

Councillor Deon Hua included and agenda item to discuss the Executive Board’s cost assessment for Feds to conduct its own independent Air Quality testing and follow-up with the UW Safety Office.

Councillor Deon Hua withdrew this item from the agenda due to follow up in the Executive Oral Reports with Vice President Matthew Gerrits.

**GENERAL ORDERS**

**PROCEDURAL AMENDMENTS**

*Be it resolved that* Council approves an amendment to add MATES under the List of Federation of Students’ Services (Students’ Council Procedure 25C).

*Vice President Savannah Richardson and Vice President Matthew Gerrits.*

**XII. Mentor Assistance Through Education and Support (MATES)**

The purpose of MATES is to:

1. To provide supportive and confidential peer-to-peer support;
2. To promote personal life, balance, self-confidence, resiliency, and well-being;
3. To support students who are having academic, social, physical, emotional, cultural, and/or psychological challenges.

*Vice President Savannah Richardson and Vice President Matthew Gerrits.*

Vice President Matthew Gerrits clarifies the services has been approved in the past, but that procedure was never updated to reflect this. Councillor Elisa Umuhoza asked when the appropriate time to add new service to the procedures. Vice President Savannah Richardson responded that once implementation and review had finalized it would be added. This item would be revisited at the end of the fall term.

**Motion carries** unanimously
Approval of Budget & Appropriations

**Be it resolved that** Council will approve the 2018 Fiscal Year Budget by email or electronic vote after a one (1) week review and question period. —
*Vice President Kurt MacMillan and Vice President Matthew Gerrits.*

The Vice President, Operations and Finance explained that the budget will be provided in advance for council review and that all councillors should be able to see questions/answers before the approval deadline in the form of a digest. Additionally, Budget Committee members will be available for additional questions.

A Councillor proposed an amendment to expand the question period.

**Be it resolved that** after a one (1) week review and question period, the Vice President, Operations and Finance will create a summary of all questions and answers to send to council and allow for a two (2) day follow-up question period for additional items.
*Councillor Ben Easton and Vice President Matthew Gerrits.*

Motion is friendly, without opposition it is adopted.

Council expressed interest in a line-by-line debate and analysis of the budget. Councillor Deon Hua asked how this would be possible if we were to vote to approve online. Vice President Matthew Gerrits and Secretary Seneca Velling provided historical context that if Council were looking at approval by line items, then that is something that should lie with Budget & Appropriations Committee. Generally, it is looked at with bigger picture ideas, a focus on student priorities, and assessment of the long term plan. The line-by-line treatment is typically done via the Budget procedure executed by the Council’s committee.

Councillor Bilal Ahktar noted that Council did still have the opportunity to call a special meeting for approval if it wished. Secretary Seneca Velling suggested an amendment for an emergency meeting if online approval failed so to debate the merits of the budget and authorize expenditures.

**Be it resolved that** if the Council rejects the Budget procedure by the Budget & Appropriations Committee, the VPOF will call an emergency meeting of Council to approve the Budget.
*Councillor Seneca Velling and Vice President Kurt MacMillan.*

Motion is friendly, without opposition it is adopted.

The motion as amended was supported. With no further debate the question was called.

**Motion carries**

**Board Referred Item: Council Director Seats**

The Chair of the Board of Directors, Councillor Seneca Velling, explained that the Board sought Council’s opinion on which members of Council should hold Council Director positions.
Vice President Matthew Gerrits clarified that this came to light due to society presidents being added as voting Councillors. Vice President Savannah Richardson clarified some concern at Board had been raised as Society Presidents are not always on term for the entire year.

Councillor Ben Easton spoke to the fact that as a commissioner — a position appointed by the Executive and ratified by the Council — without a change to the bylaws as structured, he would have the ability as a "member of Council" to serve on the Board as Council’s representative. He expressed that this was a major violation of the spirit of Council Director positions as representatives of Council on Board. Other Councillors echoed this concern citing that at-large chairs of committees, commissioners, Society presidents (or their designee, for which there is no clarification in procedure or bylaw), could potentially fill this role.

Based on the direction of discussion, Secretary Seneca Velling offered the suggestion that Council refer to Board that only elected councillors ought to be eligible for Council Director Positions. Council supported this and tasked the Secretary to draft a statement to the Board to this affect.

Secretary’s Note: The following statement was drafted by the Secretary of Council for the Board:

"The opinion and recommendation of the Students’ Council is that those members of Council that ought to be eligible to hold Council Director positions should be those elected Councillors.

The assembly discussed this question in detail and expressed concern over the current potential for unelected and ex officio members to potentially serve on Board. Therefore, Council believes that no ex officio member of the body, voting or non-voting, should be eligible for the position of Council Director; including but not limited to commissioners, at-large committee chairs, or society presidents or their designee.

It is noteworthy that representatives of AHSUM (Applied Health Science Faculty), EngSoc (Engineering Faculty), SciSoc (Science Faculty), ESS (Environment Faculty), and MathSoc (Mathematics Faculty) were present and supported the recommendation."

Secretary’s Note: the Board of Directors supported the technical amendment to provide by-law clarity in respect to Council Directors which would begin in the 2019-2020 fiscal year, pending its ratification by a General Meeting. The amendment was for Article 7. Board of Directors, Section 2. Membership, Article 1, line b:

Old Text: "Two (2) members of Students’ Council;"

Proposed New Text: 'Two (2) members elected as Councillors of Students’ Council;"

1Elected Councillors in Council deliberation of this matter referred to any Councillors elected or acclaimed to their position pursuant Article 11: Elections and Referenda of the bylaws and Elections and Referenda Procedure of Council for Feds’ Council Elections.
COUNCIL TELECONFERENCING

Whereas the current Council teleconferencing setup is cumbersome and creates difficulty for off-site councilors to speak and be heard in the meeting room by other Councilors;

Whereas this problem especially poses an issue for council members that are currently on a co-op term away from the University;

Be it resolved that Council tasks the Officers of Council to perform a cost-assessment for new means of telecommunication meetings for those calling in.

Councillor Yu Chen Hou and Councillor Deon Hua.

Councillor Yu Chen Hou explained the spirit of the motion was hoping to improve the way we do remote conferencing so as to allow better communication with our co-op students and at-large members. The Councillor noted that Google Hangouts® has a 25 person per call. Councillor Seneca Velling noted that this in fact was a problem even during debate currently, he was not able to be very actively be involved in conversation and for others with worse connection or co-op students in Council’s at-large committees, this disenfranchises members.

Some Councillors inquired if this was less about software, and more about microphone equipment/AV equipment. The general sentiment was this was a multi-pronged issue. Vice President Kurt MacMillan explained this is already a conversation going on IT. Changes are in the works. IT is doing research into other softwares and other devices (microphones, etc.) as to what is best.

A Councillor proposed an amendment:

Be it resolved that Council tasks the Officers of Council to perform a cost-assessment for new and alternative software and hardware options for means of telecom meetings for those calling in;

Councillor Bilal Ahktar and Councillor Yu Chen Hou.

Motion is friendly, without opposition it is adopted.

Some Councillors expressed a desire to fund this item. Councillor Seneca Velling noted that the Budget and Appropriations Committee could allocate funding for equipment. Vice President Matthew Gerrits indicated such action on the part of the budget committee may be premature as actions are still under review.

Secretary Seneca Velling requested that the Vice President, Operations and Finance be listed instead of the Officers of Council in the principle motion.

Be it resolved that Council tasks the Officers of Council to perform a cost-assessment for new and alternative software and hardware options for means of telecom meetings for those calling in;

Secretary Seneca Velling and President Richard Wu.

Motion is friendly, without opposition it is adopted.
A Councillor inquired if such expenditures would be within the Council governance budget. It was clarified that this was part of the student fees under the president’s portfolio, and could be charged if necessary.

**Be it further resolved that** Council recommends that the Board review financial opportunities related to teleconferencing;

*Councillor Deon Hua and Vice President Matthew Gerrits.*

Motion is friendly, without opposition it is adopted.

Secretary Seneca Velling suggested that Council task the Board of Directors to appropriate funding pending the Vice President, Operations and Finance’s cost assessment.

**Be it further resolved that** the Board of Directors appropriate funding in the 2018 FY Budget for capital investment for teleconferencing and will approve the use such funding pending executive/staff cost assessment of hardware and software options.

*Secretary Seneca Velling and Councillor Ben Easton.*

A Councillor asks what the timeline on such a change would be. The Vice President, Operations and Finance clarifies that influencing factors include: IT research, cost-benefit analysis, etc. This is not intended to be a long process but that Executive and Board need to ensure it is worthwhile.

Motion is friendly, without opposition it is adopted.

The motion now reads:

**Whereas** the current council teleconferencing setup is cumbersome and creates difficulty for off-site councilors to speak and be heard in the meeting room by other councilors;

**Whereas** this problem especially poses an issue for council members that are currently on a co-op term away from the University;

**Be it resolved that** Council tasks the Vice President, Operations and Finance to perform a cost-assessment for new and alternative software and hardware options for means of telecom meetings for those calling in;

**Be it further resolved that** Council recommends that the Board review financial opportunities related to teleconferencing;

**Be it further resolved that** the Board of Directors appropriate funding in the 2018 FY Budget for capital investment for teleconferencing and will approve the use such funding pending executive/staff cost assessment of hardware and software options.

Motion carries unanimously.
**FedsBus Service Website Reforms**

See attached memorandum on Air quality in MC building and advocating public University air quality measurement.

**Whereas** FedBus often provides the cheapest and fastest public transportation service between Davis Center and designated locations in other cities;

**Whereas** students may not be aware that there are two websites for FedBus, one for purchasing the tickets and the other for displaying the pick-up locations;

**Whereas** the website for purchasing FedBus tickets does not display pick-up locations and does not hint there is a second website that does, leading students to guess the pick-up locations;

**Whereas** the current Google Maps markers show general locations than specific pick-up locations;

Be it resolved that the Federation of Students merge both Fedbus websites — one for purchasing tickets and one for displaying the pickup-locations — into a single website;

Be it further resolved that the Federations of Students explore using Google Maps markers to displaying precise FedBus pick-up locations rather than the general area, where applicable.

_Councillor Linyi Cheng and Vice President Matthew Gerrits_.

Councillor Joshua Mbandi who works at The Turnkey noted that on the FedsBus website to buy tickets there is a link to connect to where the markers are and at bottom of ticket it references the page. Councillor Elisa Umuhzoa expressed that merging websites may make information cluttered and that perhaps there might be other options than merging to make it clearer.

Vice President Kurt MacMillan notified Council that IT is already working on making the website clearer. The Vice President, Operations and Finance requested discussion to focus on whether or not we want the websites to merge. Some support was expressed but that generally it was best to the information on two different pages, but within the same overall website.

An amendment was proposed:

**Be it resolved that** the first resolution of the principle motion be struck.

**Be it further resolved that** Council tasks Vice President, Operations and Finance to work towards having Feds.ca host all fed bus information, to rename the link to the Feds Bus Information section, and change the lay out to make it more accessible and prominent.

_Vice President Matthew Gerrits and Vice President Kurt MacMillan_.

Vice President Matthew Gerrits inquired if Councillors felt comfortable with going to this general direction and allowing Kurt and Feds’ staff to explore the best way to meet
the goal. Councillors expressed concerns that lack of Google markers in the motion may lead to this not being acted on. Vice President Matthew Gerrits emphasized that not including something in the motion did not mean it was not going to be done. A motion was made to amend the secondary motion to include google markers

**Be it further resolved that** the Federations of Students explore using Google Maps markers or Google Street View to displaying precise FedBus pick-up locations rather than the general area, where applicable.

*Councillor Linyi Cheng and Councillor Deon Hua.*

Motion is friendly, without opposition it is adopted.

The motion now reads:

**Whereas** FedBus often provides the cheapest and fastest public transportation service between Davis Center and designated locations in other cities;

**Whereas** students may not be aware that there are two websites for FedBus, one for purchasing the tickets and the other for displaying the pick-up locations;

**Whereas** the website for purchasing FedBus tickets does not display pick-up locations and does not hint there is a second website that does, leading students to guess the pick-up locations;

**Whereas** the current Google Maps markers show general locations than specific pick-up locations;

**Be it resolved that** Council recommends VP Operations and Finance to work towards having one website host all FedBus information, rename the link currently called “FedBus Info” to be more clear, and change the lay out to make it more accessible, consistent and prominent.

**Be it further resolved that** the Federations of Students explore using Google Maps markers or Google Street View to displaying precise FedBus pick-up locations rather than the general area, where applicable.

Councillor Joshua Mbandi moves to call the question,

**Motion to Call the Question**

*Councillor Joshua Mbandi and Councillor Ben Easton.*

**Motion carries**

**Motion carries** unanimously.
NEW BUSINESS

PROCEDURES GOVERNING SOCIETY PRESIDENTS’ REPRESENTATIVE TO COUNCIL

Councillor Jason Small proposed a motion to refer to Policies and Procedures Committee the drafting of procedures on which representatives of the Society President should be considered legitimate representatives for voting proposes.

Be it resolved that Council accepts the addition of the following agenda item:

   Be it resolved that Council tasks Policies and Procedures Committee to draft procedure governing the participation in Council meetings of designated society presidents in accordance of Article 8, Section 2(1) of bylaws.

Councillor Jason Small and Vice President Matthew Gerrits.

With no objection, this resolution advances for debate.

Be it resolved that Council tasks PPC to draft procedure governing the participation in Council meetings of designated society presidents in accordance of Article 8, Section 2(1) of bylaws.

Councillor Jason Small and Vice President Matthew Gerrits.

Council expressed support for Councillor Jason Small’s motion to clarify the nature of the Society’s designee on Council going forward.

Motion carries unanimously.

END OF TERM MEETING

The President notified the Council that per procedure there should be a meeting at end of month. The Speaker of Council reminded the assembly that the Officers of Council were prohibited by Council from assigning any meetings to the exam period this semester at the first meeting. Consensus of the Council was that there ought not be a meeting during this exam period due to conflicts, thus Council should suspend the procedures.

Point of Information: the Secretary of Council informed the assembly that while the procedures state four (4) meetings a term must occur, Council did suspend the procedures at the first meeting so no additional vote was required unless Council wished to have a meeting again this term.

President Richard Wu proposed that a discussion for future was whether four (4) meetings per term is reasonable if the procedures require need 3 weeks between and generally Councillors do not want to meet during exams.

The President offered some other notification to Councillors maintaining caucus websites and social media pages:
- The body is formally known as Students’ Council or Federation of Students’ Council, not Student Council.
- Feds should not be capitalized for marketing purposes, *ie.* Feds not FEDS.

**MEETING DATES FOR FALL TERM**

Councillor Deon Hua requested Council conduct polling for meeting dates for next term so the term’s events could be planned around them.

Speaker Elizabeth O’Sullivan stated she would send out a doodle scheduling poll in the next two weeks and notify the Council of the dates.

*Secretary’s Note:* results of the Councillor scheduling survey were used by Speaker Elizabeth O’Sullivan to set the dates for the Council meetings for the Fall term as follows:

- September 16
- October 21
- November 18

Meetings will occur regularly from from 12:30 to 3:30 PM.

**ADJOURNMENT**

**Be it resolved that** Council adjourn until the next meeting.  
*President Richard Wu and Vice President Matthew Gerrits.*

With no new business the meeting was called to adjourn at 2:38 PM.

**Motion carries** unanimously.
Federation of Students
Student’s Council
July 8th, 2018
SLC 1120/1121 (Multipurpose Room)

<table>
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<th>Elizabeth O’Sullivan</th>
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<td>Secretary</td>
<td>Seneca Velling</td>
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<td>Attendees</td>
<td>Subhan Altaf, Mariko Shimoda, Katie Arnold, Amandreo Cortes, Benjamin Easton, Alexander Eyre, Oliver Campbell, Kiana Walden, Jenru Chen, Linyi Cheng, Andrew Mohan, Elizabeth O’Sullivan, Christopher Kocko, Deon Hua, Jason P’ng, Daniell Hak, Jason Small, Matthew Gerrits, Kurt MacMillan, Seneca Velling, Richard Wu, Jack Codini, Jacque German-Doucet, Tomson Tran</td>
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<tr>
<td>Expected Absences</td>
<td>Christopher Kocko</td>
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Order of Business

In an effort to be clearer around the process being followed for the meeting, this agenda was constructed with notes from previous and current officers of Council.

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  - Appointment of Officers 2
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- **Approval of the Minutes** 2

- **Items for Adoption by Consent** 2

- **Reports**
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  - Report from the Officers of Council 3

- **Special Orders** 3

- **Business Arising from the Minutes** 3

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- **Adjournment** 4

- **Acknowledgments** 5
Preliminaries

Adding items to the agenda requires a two-thirds vote, although new items of business can still be raised without needing that vote once the entire agenda is complete.

Call to Order

Be it resolved that the Speaker calls the meeting to order at 12:30 PM.

Approval of the Agenda

Be it resolved that Council approve the agenda as presented.

Approval of the Minutes

The minutes of a meeting are the official record of what happened at that meeting, and contain the authoritative versions of the actions taken at the meeting. If there are significant reservations about the minutes, the approval may be dispensed with, and the minutes will be returned at the subsequent meeting for approval.

Approval of the Minutes

Be it resolved that Council approve the minutes of the June 17th, 2018 meeting as presented.

Items for Adoption by Consent

Per Council Procedure 9, items on the consent agenda will be considered in gross, without debate or amendment. Items will be moved from the consent agenda to the regular agenda upon the request of any member. The purpose of the consent agenda is not to suppress debate but to allow Council to quickly consider and approve uncontroversial items.

Ratification of Service Coordinators

Be it resolved that Council ratifies Figir Worku and Shandana Khan as the New Service Coordinators from Spring 2018 and Fall 2018 Terms. — Savannah Richardson

Ratification of Director Appointments

Be it resolved that Council ratifies the Board appointment of Hannah Sesink to the Honorary Lifetime Membership Committee. — Seneca Velling

Be it resolved that Council ratifies the Board appointment of Connor Plante to the President’s Advisory Committee. — Seneca Velling

Reports

Motions arising directly out of a report, including to adopt recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If Council decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations.

Executive Reports

Each executive will highlight key aspects of their written reports in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes per executive.

1. President
2. Vice President, Student Life
Report from the Officers of Council
To be delivered orally. Any questions relating to the report or any other matter may be asked following the oral report.

1. Council Facebook Group Survey Results — Seneca Velling

Special Orders
A special order is an item of business that will take precedence over all other business at the designated time for the special order. As it suspends the normal rule that each item must be disposed of before another can be brought up, setting or removing a special order requires a two-thirds majority vote unless originally included in the agenda.

Business Arising from the Minutes
Business arising from the minutes is business carried on to a meeting from the previous meeting.

Freedom of Information & Secrecy in Corporate Governance Policy
Be it resolved that Council approves the Freedom of Information and Secrecy in Corporate Governance Policy
— Seneca Velling

MC Air Quality Cost Assessment
For information: Executive Board cost assessment for conducting independent own Air Quality testing and follow-up with the UW Safety Office — Deon Hua

General Orders
A general order is an item of business that is ordered to be taken up at a meeting. Time limits to discussions indicate the point at which the Speaker will end the discussion unless Council directs otherwise.

Procedural Amendments
Be it resolved that Council approves an amendment to add MATES under the List of Federation of Students’ Services (Students’ Council Procedure 25C)

XII. Mentor Assistance Through Education and Support (MATES)
The purpose of MATES is to:
1. To provide supportive and confidential peer-to-peer support
2. To promote personal life, balance, self-confidence, resiliency, and well-being
3. To support students who are having academic, social, physical, emotional, cultural, and/or psychological challenges.
— Savannah Richardson

Budget & Appropriations
Be it resolved that Council will approve the 2018 Fiscal Year Budget by email or electronic vote after a one (1) week review and question period. — Kurt MacMillan

Board Referred Items
For Discussion: the Board of Director would like input and recommendation from Students’ Council on which members of Council should be considered eligible for the Councilor Director positions. — Seneca Velling
Council Teleconferencing

For Information: refer to the attached memorandum for more information on possible alternative teleconferencing software

Whereas the current Council teleconferencing setup is cumbersome and creates difficulty for off-site councilors to speak and be heard in the meeting room by other Councilors;

Whereas this problem especially poses an issue for Council members that are currently on a co-op term away from the University;

Be it resolved that Council tasks the Officers of Council to perform a cost-assessment for new means of telecom meetings for those calling in. — Yu Chen Hou

FedsBus Service

Whereas FedBus often provides the cheapest and fastest public transportation service between Davis Center and designated locations in other cities;

Whereas students may not be aware that there are two websites for FedBus, one for purchasing the tickets and the other for displaying the pick-up locations;

Whereas the website for purchasing FedBus tickets does not display pick-up locations and does not hint there is a second website that does, leading students to guess the pick-up locations;

Whereas the current Google Maps markers show general locations than specific pick-up locations;

Be it resolved that the Federation of Students merge both Fedbus websites - one for purchasing tickets and one for displaying the pickup-locations - into a single website

Be it resolved that the Federations of Students explore using Google Maps markers to displaying precise FedBus pick-up locations rather than the general area, where applicable — Lenny Cheng

New Business

Any Councillor may raise any item of concern during new business. Generally, long discussions without a specific motion before Council should be avoided, and are technically against the rules of procedure. If a Councillor has any questions about the procedure, form, or content, they should ask the Speaker.

Adjournment

Adjournment scheduled at 2:30 PM.
Acknowledgments

Some recognition of effort is required for the past and current officers of Student’s Council, as their hard work has led to vast improvements to the efficiency and efficacy of this body, including in the improvements made in the construction of this agenda and the attached minutes. The following members in particular have devoted an extraordinary amount of time and effort to the cause of amplifying discussions on student issues and improving the clarity of debate:

- Alexander Wray (Speaker, 2016-2017), for his efforts to run concise and productive meetings.
- Andrew Clubine (Speaker, 2014-2015), for his efforts in introducing transparent procedure to the operations of Council.
- Sacha Forstner (Secretary, 2016-2017), for his efforts in bringing the operations and decisions of Council to the at-large student population.
1.0 General Update

Wellness Days, our new initiative in partnership with Athletics and Recreation, and Peer Health Education, has officially launched. A volunteer opportunity as a Wellness Days Team Member has been posted on Leads.

Have been working with satellite campus societies to understand needs and how we can continue to support them. Visited Cambridge a few weeks ago and will be visiting Kitchener next week.

2.0 Committee Updates

Internal Administration Committee
IAC has been going through club applications and reviewed all of the Feds Awards nominations and picked the winners. These winners are to be announced at Volunteer Appreciation on July 16th.

Campus Life Advisory Committee
Came up with two overarching goals for this year, and are brainstorming actionable items in order to achieve the goals. CLAC has delegated its responsibility to a working group to do the leg work for building the new service on inclusion and diversity. CLAC is still responsible for any final decisions regarding the implementation of the new service.

Internal Funding Committee
IFC met and discussed methods to increase awareness and knowledge of the two funds under IFC (Enterprise, Opportunity, and Innovation Fund and Special Projects Fund). There are a few proposals on the agenda for the next meeting.

Committee of Presidents
Met on June 18th. Lots of productive conversation about cross-society programming, satellite campus engagement, and society executive training. The next meeting is on July 9th.
Kurt MacMillan
Vice President Operations & Finance
Report

July 8th, 2018

Federation of Students
University of Waterloo
1.0 General Update

Miscellaneous
UPASS agreement has been emailed with help of VPED to look at opt-in options for upcoming terms. VPOF and VPED will be having meetings with GRT in mid to late July.

Fedbus ticket updated stating how ticket must be printed or screenshot at time of purchase.

VPOF action plan to be public by late July.

2.0 Committee Updates

Budget Committee
Next meeting to be scheduled July 13th. We will be going over the proposed budget for 2018-2019. Feedback is expected from committee members. The budget will then be sent out to council in late July/early August.
Feds’ Council Facebook Group Survey

Seneca Velling, Council Secretary
Purpose and Goals

- As titled, the survey was designed to gauge interest in a Council Facebook Group.
- The survey was commissioned by a few Councillors interested in having an informal Facebook Group for opportunities, comments, sharing of ideas, and communal outreach opportunities.
- Other identified purposes: to facilitate communication and outreach between Councillors and promote policy development.
- Goal of survey: determine Council sentiment on the creation of a Facebook group, and to allow commentary or concerns to be raised.
- The survey was administered by the Secretary.
Demographic data

- 26 Total respondents:
  - 5 (19.2%) Society Presidents;
  - 3 (11.5%) Feds Executives;
  - 18 (69.2%) Councillors; and
  - 0 (0.0%) Commissioners, At-Large Committee Chairs, or Other
Demographic data

Responses by Constituency

Number of Participating Members

Faculty of Applied Health, Faculty of Engineering, Faculty of Science, Faculty of Mathematics, St. Jerome’s University, Faculty of Arts, Faculty of Environment, Stratford Campus, Kitchener Campus
Desire for Informal Facebook Group

- 26 Total Responses:
  - 1 (3.8%) No;
  - 3 (11.5%) No Opinion;
  - 22 (84.6%) Yes; and
  - 0 (0.0%) Not Sure
Strength of Position

- Council was asked to rank the strength of their position with respect to desire for a Facebook Group from 0 (strongly opposed) to 10 (strongly supportive). Results are presented below.

- Aggregate data:
  - Median: ~7.65/10
  - Mode: 10/10
  - Mean: 8/10, Stdev: ~2.06/10
Comments or Concerns Raised

- **Risk:** Some participants (four members*) expressed concerns that there was adverse risk of sharing sensitive or confidential information through the Facebook Group.

- **Accessibility:** A participant expressed concern that they did not have a Facebook account and would therefore not be able to access the group.

- **Personal Information:** A participant stated there was some risk of personal information spill-over when using social media for professional purposes.

*Full disclosure, I was one of the four expressing concerns.*
Recommendations

- If Council wishes to proceed with a Facebook Group the following recommendations should apply:
  - A strict confidentiality policy should apply; no sharing of confidential or sensitive information on social media. For any such purposes email, private messages, or other approved media is advised.
  - The group should remain informal, to be managed by the Officers of Council for administrative purposes only.
  - As a precautionary measure, the group should be set to “secret” so that any potential exposures have minimized reach.

- If Council does not wish to proceed, the following other options are available:
  - The Council emailing list is accessible by all Councillors (feel free to use it). Note - the email attachment limit on the mail list is 3125 KB; also keep in mind, at the end of each month all emails/attachments sent via the mail list become public at https://lists.feds.ca/pipermail/council/
  - Slack is an option, but might be overkill? Though, it does offer “channel” features which might be useable for individual committees? This might be worth it’s own discussion.
Other Recommendations

- This idea brings up some long-discussed matters that maybe should get resolved. Some of them are out of scope of this survey in particular, but are worth discussion:
  - Should there be a code of conduct in procedure?
  - Should there be confidentiality forms for Councillors for any potential council or committee information that may be confidential?
  - Can we increase Council’s “team” mentality?
  - (and last but not least) How can Council do a better job at outreach and engagement generally?
My general belief is that formal group discussion and even informal group debate among Councillors should be (primarily) limited to the time reserved during meetings of Council or its committees.

Note: This isn't to say Councillors shouldn't be talking to each other between meetings.

I'd be concerned though that this Facebook Group may become more of a problem than a tool.

In my opinion, Councillors time should be used on constituent outreach, communication with their faculty society, committees, governance/research, and policy development.
Motion to improve council teleconferencing

*Please refer to the memorandum for some options that will be discussed*

**WHEREAS** the current council teleconferencing setup is cumbersome and creates difficulty for off-site councilors to speak and be heard in the meeting room by other councilors;

**WHEREAS** this problem especially poses an issue for council members that are currently on a co-op term away from the University;

**BIRT** Council tasks the Officers of Council to perform a cost-assessment for new means of telecom meetings for those calling in.

**Memorandum**

There are currently a few pitfalls with the current meeting setup. There is also a limit of 10 users on a Google Hangouts call. It is currently difficult for councilors on the conference call to speak because there isn’t a speaker loud enough for all members of the meeting to hear. Likewise, it is hard for councilors on the call to hear what is said in the room because of the lack of microphones.

Another issue is that it becomes cumbersome to share documents and share screens to the meeting, and time is lost getting the document shown on the projector.

Some of the problems can hopefully be resolved by getting each councilor to join the online meeting on a computer or phone, so it would be easier for each person to speak directly to the meeting call, and to use a share screen feature to show important documents in the meeting effortlessly.

A few solutions up for discussion are below:

**Zoom** - 15$/Month. Can host a meeting with up to 100 participants. Meetings can also be recorded. Requires an app to be installed on every computer that wants to participate.

**WebEx** - 50$/Month. Up to 25 people in the meeting.

Another point of discussion is if it is better to invest in a proper AV equipment (speakers and microphones). It is a larger one time cost but will hopefully allow us to accommodate councilors that do not have a laptop at the meeting. This initial investment in better AV equipment (microphones for each councillor and better speakers) could be amortized over the year(s) of use.