



*UNIVERSITY OF PRINCE EDWARD ISLAND STUDENT UNION
MINUTES-THIRD MEETING
STUDENT COUNCIL
October 16, 2011*

The third meeting of the Student Council of the University of Prince Edward Island Student Union was held October 16, 2011. Minutes were taken by Ashton Arsenault. The meeting was called to order at 7:10 pm by Chair of Council, Ashton Arsenault.

PRESENT:

| | |
|------------------|---------------------|
| Donald Buchanan | Amanda Johnson |
| Matthew MacInnis | Emiley MacKinnon |
| Bob Deizel | David Parker |
| Jon Millington | Amy Wilson |
| Sara Reeves | Rob Livingstone |
| Nicole Lane | Josh Coles |
| Tyler MacNeill | Jeff MacDougall |
| Natalie Doyle | Michelle MacDougall |
| Shelby Russell | Anastasia Smallwood |
| Travis Gordon | Dave McLean |

ABSENT:

| | | |
|--------------------|---------------|----------------|
| Sarah Marie Lavers | Sam Rayner | Heather Wotton |
| Kate VanGerven | Tyler Palmer | Fredrick Aondo |
| Chelsea Merry | Kyle MacNeill | |

ALSO PRESENT:

Ashton Arsenault
Jeff McGuigan
Emma MacPhail

1-1 CALL TO ORDER: The meeting was called to order at 7:10 pm.

2-1 APPROVAL OF THE AGENDA: Agenda was approved.

3-1 APPROVAL OF THE MINUTES: Minutes were approved.

REPORTS

4-1 PRESIDENT

Good evening everyone. It gives me great pleasure to see our council back up to its regular size again. I would like to officially welcome all of our new members. I look forward to working alongside every one of you over the course of this year, and I have high hopes that we will be able to accomplish many things as we set out together.

Over the past three weeks, as always there has been quite an array of things going on at UPEI. Most recently of course we had our council retreat yesterday out at Stanhope by the Sea. I think the retreat was a smashing success, enjoyed by all who were able to make it. I would like to congratulate our Chair on a job well done, as it was primarily due to his hard work that made everything yesterday happen. At the beginning of the retreat I said we had a number of goals. Learning a lot about the Student Union, getting to know one and other, brainstorming some new ideas we would like to tackle for the year, and having some fun. I think we were able to do all of those things, which is something to really be proud of. I know I look forward to the next couple of weeks, taking all of the ideas we came up with in our brainstorming session, breaking them down into a manageable format, and having some more great discussion about them which will eventually lead to some sort of action.

Of course since our last meeting we were able to have our fall election. I think there is definitely some recognition that is due to our CRO, Louise Cockram for all of the hard work she put into this election. Louise was so good at it in fact we were able to do the whole thing twice! On a more serious note, I was able to meet with the director of ITSS here at UPEI, and discuss what exactly went wrong, and how we can move forward from here ensuring that it doesn't occur again in the future. I am quite confident and happy to say that this has pointed out some areas of improvement their department could make, and that our relationship with them has only gotten stronger through this experience.

As I am sure Emma will mention in her report we finished out the last few stages of our partnership with Susan Graham's marketing class project. I would like to thank Emma and Kate for all of their hard work on this project, which I am glad to say was one of the most successful partnerships the SU has made certainly during my time here at UPEI and possibly even longer than that.

Just quickly on some meetings. Heather and I met with the executive of the Faculty Association on Friday. This meeting was just an information sharing meeting about the SU. They were treated to a presentation much similar to the one Heather gave to us yesterday, which they were happy to receive. I have also had meetings with several of the heads of the SU's different sections. So far I have had short one-month-in update meetings with the manager of The Wave, Jeana MacIssac, as well as the Editor of the yearbook, Rachel Wonnocott. All reports are good chances to see how things are going and to find out if there is anything that we have noticed at this point that we could be doing better. I plan to have similar meetings with the Cadre and Mickey's Place in the next week.

One last thing that I will mention that will most certainly occupy some of my time between now and our next meeting is the memo that has been circulated around the University stating that now food shall be prepared on campus that has not been done so by Chartwells. This matter has only come to my attention late on Friday afternoon, so I have not yet had the opportunity to fully look into it. I will say however that if everything is as it seems it is, the SU will most likely be in strong opposition to this issue.

4-2 EXECUTIVE VP

Hi everybody, glad to see that you all made it out tonight after last night's activities. I'm really happy with how yesterday's events went and I'm excited to have such a fresh, excited, and smart group of new councilors to work with this year.

The last few weeks for me have, thankfully, not been as busy September was. I've mostly been keeping busy with committee meetings and the election, as well as a couple of small projects here and there.

At our last meeting I mentioned International Opportunities Day which was to take place on September 27th in MacMillan Hall. The event, which was organized between the International Opportunities office, Kyle Hennessey from Student Services, and myself, went quite well and had a good turnout.

In ARPC (Academic Review and Planning committee) a couple of weeks ago we approved a name change to the Family and Nutritional Sciences program, which will now be called Applied Human Sciences. At last week's meeting an Engineering faculty member presented to us on the subject of creating a new Engineering degree at UPEI. The change would allow UPEI to offer a B.Sc. Eng. in Integrated Engineering, a program which would be on par with the engineering programs that UNB and Dalhousie offer now.

The Buddy Program will be undergoing some changes over the next couple of weeks now that the program's former coordinator, Jon Millington, has flaked out and acquired a position on the Student Union

executive. I've been meeting with James Reddin, who chairs the Buddy Program Advising Committee, discussing updating the Coordinator's job description, as it hasn't been changed since the program began over 5 years ago. We're also discussing a possible change in the annual timeline for the program and the hiring process for a replacement for Jon.

I've been attending both UPEI Movember Committee and PEI Movember Committee meetings over the past several weeks. The UPEI Movember Committee is made up both councilors and students at large and has long since begun planning for Movember. I'll leave that for one of the other committee members to discuss, if they please.

The PEI Movember Committee, which was created by Mark Fisher and Alex Rice has also been very active. The Committee is made up of around a dozen people from a bunch of different areas around PEI including Holland College, reps from Law firms, the Provincial Government, local promoters and musicians, the cities of Charlottetown and Summerside, K-rock and Ocean 100, and a few other areas. Needless to say, Movember is going to be a big success this year on PEI and we're lucky to have UPEI involved with the PEI Movember committee.

4-3 VP ACTIVITIES

Hello everyone! As many of you may have gathered from council retreat, I'm absolutely ecstatic to be the new VPA!

It's still pretty early into the job (less than 72 hours), so things are really just starting up. On Friday Brittany gave me the grand tour where I learned how to play with the lights in The Wave, got the office set up, went through a bunch of last year's paperwork, and started looking through the stuff that we've got coming up! Brittany has been great through this process, she left me with an awesome binder with lots of notes, and has been great about answering all of my texts asking her about all of the other little things that I'm curious about.

We're going to be having a poster sale this week, Monday to Wednesday, which looks like it will be a grand old time. This is a new company coming over, so we don't have any previous experience, but I'm quite excited to meet them.

Coming up in the next two weeks (according to the lovely schedule that Brittany had ready for me) we're going to have Three Sheet in on Friday, and Kidstreet on Saturday. The next week of course is Halloween pub, and I've started talking with the Engineering society about having a kind of "Engineering Olympics" as well.

I'm also super stoked about having an actual report next meeting after having had more than one actual day on the job.

4-4 VP FINANCE

Hi all,

Similar to most of you over the past couple of weeks I was busy with midterms and I made a trip to Montreal so my report isn't very long this week but I was able to finish up two main projects over the past couple of weeks. (1) Finishing up the amended budget. Not too many changes from what I presented in the Spring but there was spending for the kiosk and we ended up with a higher enrollment rate than predicted which is always nice for us! (2) I was one of the executive who read and marked the marketing cases. They were a lot of fun to read and we gave out first, second and third place prizes. There were a ton of good ideas that if tweaked slightly could make great events so I'm looking forward to the possibilities surrounding that.

Other than that I've been doing the usual, we gave out some money to two students who are going to Africa to volunteer in the spring and I started working on an exit survey for executive and staff to fill out when they leave a position with us to help us ensure we're providing the best and the most for our employees.

Oh and I just want to thank everyone for such a fun time last night, I think we had a productive day and a good night. I'm really looking forward to this year!

4-5 VP COMMUNICATIONS

Nothing to report.

4-6 SENATE

Senate met on Friday, October 14th in the Library. Not a whole lot to report.

1. Student Admittance Average Report.

The updated the percentages were relatively on pair to previous years.

2. Name Change

It was voted and approved the name change of the “Foods and Nutritional Sciences” program at UPEI to “Applied Human Science”.

3. Nominating Committee reported to Senate

For Board of Governors the position was contested between the following individuals: David Buck, Neb Kujundzic and Josh Coles. After the vote it was decided that Neb would hold the position.

4-6 BOARD OF GOVERNORS

Nothing to report.

4-7 OMBUDSMAN

Nothing to report.

4-8 GSR

At senate this past Friday there were a number of items discussed and voted on. The first of which to mention is the vote for the Board of Governors representative from Senate. Our own Josh Coles was nominated for the position, but unfortunately lost the vote to Neb (Faculty of Arts) Kujundzic.

Phil Hooper, VP of finance and facilities demonstrated to us the new methods by which UPEI faculties and schools will submit budgets for upcoming years, which will hopefully be able to better streamline and facilitate how UPEI’s money is spent. For example, in previous years you could just state that the money needed was ‘status quo’ for certain things, but it will be different now in that departments, schools, etc will need to justify to their deans why this money is necessary. The same goes for new programs started within departments as well.

Laura Lee Noonan from student services gave us a presentation from the Scholarships and Awards committee. To give a brief overview, a total of over 1.5 million dollars (1,598,214.00) was given to UPEI students this year in the form of scholarships, awards, bursaries, or PEI government grants (Island Student Awards).

We were also given a presentation on the average high school grades (from PEI) of students entering UPEI, broken into the faculties that they are accepted into (Arts, Science, Business, Nursing). This was to help, in a small way, the quality of students entering the programs at UPEI. If anyone would like to see this data (it’s pretty cool), just let me know.

4-9 FACULTIES/GROUPS

4-9-1 ARTS

The English Society is having a literary trivia night on Friday in the Faculty lounge with students and professors.

The music society's haunted house is on October 28th and 29th. We are incorporating the second floor as well as the third of the steel building. Our upcoming events include a scavenger hunt, a concert at Summerside Presbyterian Church, and a Christmas Concert at the Guild. The students and faculty of the music department met with the president on Tuesday to talk about the long term and short term goals to improve our program. Hopefully small renovations that will improve our facilities will be approved soon. The president's long term goal is to build a multicultural arts center that the entire University can benefit from. Students from the Music Department travelled to Three Oaks on Friday for recruitment. We performed for grade 10, 11, and 12 students and had question and answer sessions.

4-9-2 BUSINESS

Business Pub crawl this Friday come out for a fannntastic time!

International Potluck has been canceled

The Deans business award night happened.

4-9-3 SCIENCE

The Biology Society is meeting on Monday on October 17th to decide whether or not they will be participate in the UPEI Relay for Life. That is all for this week.

4-9-4 NURSING

The UPEI school of nursing will be hosting this years Regional CNSA (Canadian Nursing Student Association) Conference this Friday and Saturday (October 21 and 22). High attendance from nursing students is anticipated as UPEI students have been given a discounted registration fee.

4-9-5 AVC

The AVC was visited last week by the AVMA Accreditation committee. Waiting patiently for the results of our review.

4-9-6 INTERNATIONAL

Not in attendance.

4-9-7 ACCESSIBILITY

Nothing to report.

4-9-8 RESIDENCE

Hi Everyone,

It was great getting to know everyone at the retreat last week! I will do my best to fill all my roles as Residence Rep, and I just wanted to let you guys know I would love suggestions, and feedback!

So this past weekend in Andrew Hall Residence, a ABC (Anything But Clothes) Party happened. To say the least, it did not last long due to large number of people and some mishaps. A window was broken, along with two overflowing toilets, it was also reported that there was alot of open liquor in the hallways. It was reported by some of the people attending the party that it was out of hand. The ABC party, and all parties were soon shut down by RLA's.

A correction to what was said at Sundays meeting, the meeting Wednesday, October 19th, is only a meeting for Andrew RLA's and Executive. The meeting will be at 4:30. I have yet to speak to Andrew Hall also has halloween door decorating as a friendly competition.

I am going to look into the Rules for Signing in residences from the opposite hall(ex. Andrew signing in Bernie). And will try to get that criteria for the next meeting.
Thanks!

4-9-10 EDUCATION

Observation days and PEITF this week.
SIE- Halloween at Fishbones October 29th.

4-9-11 FIRST YEAR

Nothing to report.

5-1 MOVING AGENDA ITEM

Motion: Millington/Coles; To remove exchange student voting from agenda

Motion: *Carried*

5-2 APPROVAL OF SEPT. 25/11 MINUTES

Motion: Coles/Livingstone; To approve the September 25, 2011 minutes.

Motion: *Carried*

5-3 GIVING CRO SPEAKING RIGHTS

Motion: Livingstone/Coles; To give Louise (CRO) speaking rights.

Motion: *Carried*

5-4 MOVE TO CAMERA

Motion: Livingstone/Buchanan; To move into camera.

Motion: *Carried*

5-5 MOVE OUT OF CAMERA

Motion: Coles/Deizel; To move out of camera.

Motion: *Carried*

5-6 APPROVE ELECTION RESULTS

Motion: Livingstone/Deizel; To approve election results upon the addition of issues discussed in camera.

Motion: *Carried*

5-7 MOVE AGENDA ITEM

Motion: Deizel/Coles; To place Chartwells discussion item on next agenda.

Motion: *Carried*

5-8 COMMITTEE BY-LAW

Motion: MacPhail/MacKinnon; To create a new by-law entitled UPEI SU Committee By –Law and remove the current committee section (606) from the policy manual. The proposed by-law shall read as follows:

UPEI SU Standing Committees By-Law

I. Committee Formation

- A. At the first council meeting of the year interim Executive Committees only, will be formed through appointment and volunteer applications. This of course excludes those positions which are appointed based on the individuals role within council i.e. Chair of Council, Senate Reps etc.
- B. During the meeting following Fall elections, when full council has been compiled, permanent committee members will be appointed through a nomination and voting system outlined below.
 - a. A committee will be named by the Chair of Council along with a list of available positions.
 - b. Councilors will nominate fellow members to fill said positions.
 - c. In the case where too many nominations were made a vote will be held in which all voting members of council will cast ballots.
 - d. Said ballots will be counted immediately following the vote and the members will the most votes will be given the committee position.
 - e. Once formed each committee is responsible for appointing a chair (which cannot be the respective executive) except for the President’s Committee as outlined in Section II.

II. Committee Structures

- A. President’s Executive Committee
 - a. President
 - b. Chair of Council (chair)
 - c. One (1) Graduate Student rep
 - d. One (1) Senate Rep
 - e. One (1) Student Councilor
- B. Executive Vice President’s Executive Committee
 - a. Executive Vice President
 - b. One (1) Senate Rep
 - c. Three (3) Student Councilors
- C. Vice-President Communication’s Executive Committee
 - a. Vice President Communications
 - b. Promotions Coordinator
 - c. Four (4) Student Councilors
- D. Vice-President Finance’s Executive Committee
 - a. Vice President Finance
 - b. Four (4) Student Councilors
- E. Vice-President Activities’ Executive Committee
 - a. Vice President Activities
 - b. Four (4) Student Councilors

III. Executive Committees Responsibilities

A. President's Executive Committee.

The President's Executive Committee will be responsible for:

- a. Assisting the President steer the direction of his or her office.
- b. Assisting the President with any special projects or events.
- c. Providing accountability through an annual assessment of the President's performance.
- d. With the assistance of the Chair of Council, administer any revisions or review to the Student Union's policies.
- e. Complete any additional duties requested by the student council.

B. Executive Vice-President's Executive Committee.

The Executive Vice-President's Executive Committee will be responsible for:

- a. Assisting the Executive Vice-President steer the direction of his or her office.
- b. Assisting the Executive Vice-President with any special projects or events.
- c. Providing accountability through an annual assessment of the Executive Vice-President's performance.
- d. Complete assessments, provide recommendations and undertake actions concerning the Student Union's relationship with provincial and federal lobby groups.
- e. Complete assessments, provide recommendations and undertake actions concerning campus and Student Union safety issues.
- f. Complete assessments, provide recommendations and undertake actions concerning tuition and fees.
- g. Provide support to, and complete reviews of the Student Union's sponsored charities, e.g.: Shinerama, Movember, etc.
- h. Complete any additional duties requested by the student council.
- i. Reviewing submissions and determining the faculty of the year award.

C. Vice-President Communication's Executive Committee.

The Vice-President Communication's Executive Committee will be responsible for:

- a. Assisting the Vice-President Communications steer the direction of his or her office.
- b. Assisting the Vice-President Communications with any special projects or events.
- c. Providing accountability through an annual assessment of the Vice-President Communication's performance.
- d. Complete assessments, provide recommendations and undertake actions concerning communication and the Student Union.
- e. Complete assessments, provide recommendations and undertake actions concerning the Student Union's off campus housing service.
- f. With the assistance of the Chair of Council and the Chief Returning Officer, administer the annual election debate.
- g. Provide communications support to the Student Union's sub-organizations.
- h. Complete any additional duties requested by the student council.
- i. The coordination of the creation of the student handbook in conjunction with the administrative assistant.

D. Vice-President Finance's Executive Committee.

The Vice-President Finance's Executive Committee will be responsible for:

- a. Assisting the Vice-President Finance steer the direction of his or her office.
 - b. Assisting the Vice-President Finance with any special projects or events.
 - c. Providing accountability through an annual assessment of the Vice-President Finances' performance.
 - d. Complete assessments, provide recommendations and undertake actions concerning the financial issues of the Student Union.
 - e. Complete any additional duties requested by the student council.
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- f. Assisting the Vice-President Finance in reviewing the student newspaper.
- g. Assisting in the distribution of funds to undergraduate students.

E. Vice-President Activities' Executive Committee.

The Vice-President Activities' Executive Committee will be responsible for:

- a. Assisting the Vice-President Activities steer the direction of his or her office.
- b. Assisting the Vice-President Activities with any special projects or events.
- c. Providing accountability through an annual assessment of the Vice-President Activities' performance.
- d. Collaborate with the Vice-President Activities on UPEISU activities.
- e. Provide assessments, provide recommendations and undertake actions concerning the Student Union's relationship with its sub-organizations.
- f. Provide support for activities run by Student Union sub-organizations.
- g. Complete any additional duties requested by the student council.

IV. Committee Chair Responsibilities

- A. In conjunction with the Chair of Council, appoint students at large if committees are unable to fill open positions.
- B. Schedule regular meetings and, with the approval of the majority of members, cancel the said meetings of the executive committees if necessary.
- C. Delivering a report on the committee's operations at every council meeting.
- D. Delivering the committee's report on its respective executive's performance at the last council meeting of the year.
- E. Ensuring the SU administrative assistant has a copy of committee operations and performance reports.

V. Storage of Executive Committee Reports

- F. Due to the role which the performance reviews will have in references for the executive in question, the report should be stored with the Student Union's administrative assistant.

VI. Standing Committees

- A. The following committees will act, meet and form separately from the executive committees.
 - a. Hiring Board.
 - b. Wave Management Committee.
 - c. Student Union Executive Committee.
 - d. Student Health and Dental Plan Committee.
 - e. Elections Committee.
 - f. Grad Week Committee.
 - g. Graduate Student Committee.
 - h. Budget Committee
 - i. Planning Committee

VII. Standing Committee Structures

- A. Hiring Board
 - a. General Manager (Non-Voting Chair)
 - b. UPEI SU Executive Member
 - c. Position Supervisor
 - B. Wave Management Committee
 - a. Operations Manager (Chair)
 - b. Bar Manager
 - c. Shift Supervisor(s)
 - d. UPEI SU Security Chief
 - e. Vice President Activities
 - f. Student Councillor
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- C. Student Union Executive Committee
 - a. President (Chair)
 - b. Executive Vice President
 - c. Vice President Activities
 - d. Vice President Finance
 - e. Vice President Communications
 - f. General Manager (Non-Voting)
 - g. Operations Manager (Non-Voting)
 - h. Administrative Assistant (Note Taking)
- D. Student Health and Dental Plan Committee
 - a. General Manager (Chair)
 - b. Administrative Assistant
 - c. Three (3) Students Representatives
 - d. One (1) International Student
- E. Elections Committee
 - a. Chair of Council (Chair)
 - b. Deputy Chair
 - c. Chief Returning Officer
 - d. Deputy Chief Returning Officer
 - e. Approved Scrutineers
- F. Grad Week Committee
 - a. President of Grad Week (Chair)
 - b. Vice President of Grad Week
 - c. Secretary of Grad Week
 - d. Treasurer of Grad Week
 - e. Existing Vice President Activities
 - f. Incoming Vice President Activities
- G. Graduate Student Committee
 - a. President (Chair)
 - b. Graduate Student Representative
 - c. Two (2) Graduate Students at large
 - d. Two (2) Undergraduate Students at large
- H. Budget Committee
 - a. President (Chair)
 - b. Vice President Finance
 - c. General Manager
- I. Planning Committee
 - a. President (Chair)
 - b. Vice President Finance
 - c. General Manager
 - d. One (1) Student Councillor

VIII. Standing Committee Responsibilities

- A. Hiring Board
 - a. Hiring Board in its various forms is responsible for the hiring of both full and part time jobs in the Student Union. Responsibilities include reviewing applications, scheduling interviews, performing interviews, and recommendation of candidates.
 - B. Wave Management Committee
 - a. The Wave Management Committee is responsible for making decision regarding the overall direction of The Wave. These decisions can include liquor pricing, promotional programming, long term planning, general management and other issues as necessary.
 - C. Student Union Executive Committee
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- a. Executive Committee is responsible for pursuing and accomplishing goals set by council during their year term. Weekly meetings are used to update, make decisions and form sub plans to achieve the overall organizational goals.
- D. Student Health and Dental Plan Committee
- a. The Student Health and Dental Plan Committee is tasked with creating the best available benefits plans for Students. This is achieved through feedback from students, reviewing past plan usage and estimations of coming year's use to form recommendations for the upcoming year.
- E. Elections Committee
- a. The Elections Committee has the primary responsibility of ensuring the collection and count of votes is completed in a fair and accurate manner. Further responsibilities include creating awareness of the election and aiding the CRO with any technical/logistic planning and execution.
- F. Grad Week Committee
- a. Grad Week Committee is tasked with planning and executing activities for the graduating class of that year. The committee is also responsible for arranging a Grad Class gift and securing nominations for select awards and bursaries.
- G. Graduate Student Committee
- a. The goal of this committee is to support graduate students and graduate student activities at the University of Prince Edward Island. The committee will allocate its resources to graduate student activities, events, and to individual graduate students. This could include, but is not limited to, the following:
- Social and educational events for graduate students
 - Travel and other expenses resulting from academic conferences
 - Other events that provide graduate students with opportunities to enhance their university experience.
- Applications can be made to this committee by completing the "Student Union Graduate Student Funding Application" and submitting it to the Student Union office. It will then be reviewed by the graduate student committee of the UPEI Student Union.
- Once a decision is made by the committee, the applicant(s) will be informed of the decision and will be made aware of the support they will be receiving from the committee.
- H. Budget Committee
- a. The Budget Committee is responsible for creating the yearly budget of the Student Union. Through weekly meetings consideration will be giving to all areas under the financial administration of the Student Union with an eye towards accomplishing as many goals as possible brought forward by the Planning Committee.
- I. Planning Committee
- a. The Planning Committee is tasked with taking the direction of council arising from the council retreat and onwards during the first semester and developing a plan that will help to guide the Budget Committee in second semester.

6-1 VOTING CHANGE IN COUNCIL

7-1-ADJOURNMENT

Coles/ Millington: To adjourn the meeting.

Motion: *Carried*

The meeting was adjourned at 8:52 pm.

President's Signature: _____

Chair of Council's Signature: _____



