



**UNIVERSITY OF PRINCE EDWARD ISLAND STUDENT UNION**  
**MINUTES- MEETING**  
**STUDENT COUNCIL**  
**SUNDAY, SEPTEMBER 11, 2016**

The first meeting of the 2016/2017 Student Council of the University of Prince Edward Island Student Union was held Sunday, September 11, 2016. Lauren McKearney took minutes for the meeting. Hossein Mivehchi, Chair of Council, called the meeting to order at 6:10pm.

**PRESENT:**

Nathan Hood	Casey O'Sullivan
John Rix	Sarah Outram
Kaylee Jabbour	Megan Rix
Matthew Coleman	Owen Shaw
Michael Ferguson	Halen Sky
Joel Hansen	Robyn Soulsby
Zak Jarvis	Stephen Wilfeard
Mudhafar Mudheher	
Nicole Mann	

**ABSENT:** Babafela Babalola Awosile

**ALSO PRESENT:**

Hossein Mivehchi	Clayton Smith
Lauren McKearney	Connor Mayhew

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**1-1 CALL TO ORDER**

The meeting was called to order at 6:10pm.

**2-1 SWEARING-IN OF COUNCILLORS**

Robyn Soulsby (Nursing Representative), Sarah Outram (Science Representative), Matthew Coleman (Science Representative), Joel Hansen (Science Representative), Halen Sky (Business Representative), Moe Mahmood (Business Representative), Nicole Mann (DVM Representative), Casey O'Sullivan (Arts Representative), Megan Rix (Arts Representative), Michael Ferguson (Board of Governors Representative), and Connor Mayhew (Ombudsperson) were sworn in.

**3-1 DECLARATION OF CONFLICTS**

Each UPEISU Councillor notified the Council of any possible conflicts, including work or societies, which could lead to biased opinions when debating and deciding on issues relating to those areas.

4-1 APPROVAL OF THE AGENDA

**Motion:** Rix/Jarvis: to approve the agenda for Sunday, September 11, 2016.

**Motion:** Carried

**Amendments:** Hood/Rix: to move agenda items eleven, twelve, and thirteen to be subsections of agenda item ten and to add point nineteen "Director of Communications Discussion".

**Amendments:** Carried

5-1 APPROVAL OF THE MINUTES

**Motion:** Hood/Rix : to approve the meeting minutes for Sunday, April 24, 2016.

**Motion:** Carried

6-1 REPORTS

4-2 PRESIDENT

Good evening Council,

I hope you are enjoying your return to another year of school. With very few students around, it was very lonely in the summer, but I am excited to have our students back on campus so that we can work with them to achieve great things.

I have structured this report so that you can see a general overview of the events and activities I was up to every month. At the end, I have left a few extra notes about the new year.

**May**

- I was busy helping out with Grad Week, emceeding the Senior Class Awards ceremony, and also attending both convocations, reading a citation for Dr. Bill Stanish at the morning convocation.
- Attended first Board of Governors Meeting on May 19th, where tuition increased by 3%. We were not in favor of the increase, as the Student Union's position is that increases should be indexed to CPI. Following the announcement, we were interviewed by CBC and made the top story on CBC Compass.
- Met with the Board of Governors Executive Committee as well as

representatives from the Faculty Association to learn more about what both parties were looking for in the new collective agreement and also to present student concerns.

- I attended the CASA Foundations Conference where I learned more about the organization and received media training. As a delegate from a student union that represents graduate students, I was automatically made a member of the Graduate Council, which suggests and conducts research on graduate student policy issues.

## **June**

- Met with the Registrar on a number of topics. We are looking to create a new Grad Week Coordinator position to relieve the stress and pressure placed upon Grad Week executives. There is a further meeting scheduled for that position this week. I also inquired about graduate student registration. For some programs, you are required to complete a form signalling your continued enrolment and have your faculty supervisor sign the form. For some graduate students, that is difficult because students and faculty alike may be away at a conference or doing field work, resulting in students being required to register late and incur a late fee. We discussed making the system electronic, which would allow all graduate students to register online, which would quickly send a notification to the professor who could then sign off. It is looking like this will be a possibility when much of the Project Beacon work has wrapped up.
- Met with Niki Ashton, a MP from Manitoba who was travelling across Canada to learn about youth unemployment, underemployment, and precarious work.
- Published an open letter to the student body, which was picked up by the Guardian and given a very prominent spot in the editorial session. Although I am doubtful of how factual this statement may have been, one commenter later opined in the Guardian that the letter may have helped get the Faculty Association and the University back at the table. I also had a CBC journalist interview me, and I also managed to earn a CBC Compass Interview with Bruce Rainnie. From the faculty, staff, and members of the community I have spoken to, they seemed to be quite content, impressed even, with the Student Union's conduct in the media.
- I received the COCA Student Member of the Year Award (East) for "outstanding contributions to student life." Only three students from across the country receive this award each year.
- I had my second meeting with the GSA, where we discussed having a

better student space for graduate students. I was told that that the space they had at the time (in the basement of Dalton) was like “a closet.” We both met with members of the administration independently, and graduate students will now have the former physics lounge on the fourth floor of Duffy as their student lounge.

- Along with the rest of the executive committee we had lunch with Richard Brown.
- Attended a meeting with Jim Henry, our insurance provider for clubs and societies.
- I hosted a presentation on the ongoing labour negotiations, which covered everything from the pension plan, legislation on collective bargaining, a timeline of negotiations, and what the Student Union has been doing throughout the process.
- I was invited to and attended an end-of-class presentation for the new University 151 Class.
- Met with Zach Tweel, our former VPF and ITSS staff member, about our voting software. Because UIS (the current information system of the university) is being replaced through the Project Beacon process, it is possible that we may need a new software to do our elections. I have been in touch with ITSS about a few possible options. They have told me that it is possible that they may be able to still use UIS for some legacy functions after it is no longer used (i.e. to do student elections). I was further told that we would be okay for this year, but research should continue to see if there are additional voting solutions available online.
- Along with the rest of the executive, I attended lunch with Sean Casey.
- We had our annual executive road trip, where we visit student unions on the east coast to learn about what they are planning this year and share ideas. This year, we visited UNB Fredericton, Mount Allison, Acadia, Dalhousie, SMU, and St. FX.

## **July**

- Had a meeting with Jackie Podger re: NSO.
- Attended Barn Reunion meetings all month.
- Met with Kate Rundle re: Graduate Student Orientation.
- Met with Julia Ross re: the Education Representative position election

process, which is on the agenda for later tonight.

- Met with the new Residence Staff.
- Had a meeting with the PEI Marathon about Outrun Stigma. We will be continuing our partnership with them this year. We are also looking for volunteers for race weekend (October 14th-16th). If you or someone you know is interested, let me know!
- Had a presentation from Josh, our bar manager, on possible changes to the Wave. As some of you may know from last year, we have begun a Student Centre Refresh.
- Had a meeting with Clayton and Jackie Podger on food service on campus. As you may be aware, there is now a Tim Hortons on campus, and we will be closely monitoring performance at Mickey's Place this year to make sure we don't have a repeat of Mickey's Other Place.
- I spent an hour with students in the STAR Pilot Program, a program that provides an internship to high school students and encourages them to consider a postsecondary education following high school. We talked about the differences between university and high school with respect to academics, student life, and work life balance.
- I attended the announcement of the UNESCO Co-chair in Island Studies. UPEI is the first institution east of Montreal to earn a UNESCO Chair.
- I presented at the UPEI AIRS (Advancing Interdisciplinary Research in Signing) "Signing, Song, and Community" workshop as a community member. Although I presented more of a social commentary, it was great to see other students present their research at the event.
- With the rest of the executive, I attended the UPEI Flag Raising ceremony for Pride Week.
- I attended the CASA Policy & Strategy Conference with John. We developed work plans for committees. The membership voted not to pursue a national campaign this year. We selected our national advocacy priorities, which are what we will focus on when we lobby MPs on Parliament Hill in November. While at the conference, I was also able to tweet at and get a response from the Honourable Navdeep Bains, Minister of Innovation, Science, and Economic Development, on the topic of international students and their participation in advancing Canadian innovation. Additionally, I was elected to the CASA Governance Committee which will review bylaws, policies, and

other governance topics for the organization. Finally, CASA will be supporting the University of Calgary Students' Union in the MacHall dispute, and the CASA AGM will be held in March at Acadia University.

### **August**

- I attended the School of Engineering Launch with the rest of the executive. The \$26M building is state-of-the-art and will greatly assist the engineering program in attracting more students. If you haven't had a chance to check it out, I would urge you to do so.
- I attended a Deputy Minister's University Champions Initiative meeting with the University Executive team and deans. This program was launched in the 2000s to improve connections and partnerships between universities and the federal government and its services.
- I attended the UPEI Distinguished Alumni Event, which recognized four alumni, including Heather Morrison and Joel Ward. Later that weekend, the Barn Awakens event was held in the Student Centre. Around 150 alumni attended, which is great for the first year.
- I met with Donald Moses, University Librarian, about the creation of an exam bank. There are over a dozen other institutions across Canada with some form of an exam bank. I will update if you there is any movement on the initiative here.
- Did some policy review for the CASA Graduate Council, primarily related to financial support and support services for international students.
- Attended the MBA Orientation with the rest of the Executive.
- With Clayton, we had a meeting with Dave Etherington, the regional organizer for the CFS.
- I attended the last presentation of the GSA's Multidisciplinary Graduate Research Conference, which we assisted in funding. Shoutout to them on a great job!
- Sat in on some hiring boards, include Chair, Photographer, and Director of Communications.
- With the rest of the executive, had lunch with the new RLAs. They are a great group of people and I think they will do a great job this year!
- Had an office staff orientation for the first-time. Great job Clayton for organizing that!

- With Kaylee, attended a meeting with Jackie Podger about pub-crawls. She is proposing an opt-in system where clubs could pledge to not to pub crawls during the year in exchange for access to funding to make up for lost funding.

## **September**

- I attended NSO, and it was awesome! I tried to make it out to as many events as I could. NSO is one of the few times in the year where you will have such a large number of students in one place at the same time, and I think it is important for us as an organization to engage with our members early so that they can extract the most value from their student union. I was fortunate to meet a great number of first-years, and I hope to continue meeting them as the year progresses.
- I hosted the SU BBQ with the rest of the team on Welcome Back Wednesday. Thanks to everyone who stopped by to help out!
- I attended the UPEI Alumni Association AGM, where a new executive was elected. As president, I am an ex-officio member of their Board of Directors. I look forward to continuing our strong relationship with them this year.
- I had a Student Centre Management Committee meeting, where we updated the University on our Student Centre Refresh. I will do the same for you later in the meeting.
- I had a meeting with the CRO about some new initiatives that may be implemented for the fall and spring elections, and will be doing some work on those going forward.
- I had an interview on Island Morning with Kaylee. We talked about the new student union app and a new fund that the Student Union will be launching later this month. Both interviews were turned into CBC articles, and the fund even earned a spot on Academics Top 10 (think ESPN Top 10 but for academia).
- I attended a Senate Steering Committee meeting prior to our first Senate meeting of the year on September 16th. I am excited for it because there will be some significantly positive items on the agenda for students.
- I also had a Senate Orientation meeting, which I attended alongside new Senate members.
- I attended the Graduate Student Orientation; great job to the GSA for facilitating that project (it was the first GSO at UPEI).

- I also made it out to the AVC Clubs Fair to meet students and learn more about what they are up to.
- I attended a (Senate Committee on the Enhancement of Teaching) SCENT Committee meeting where we selected articles for a blog that will be beginning this year. Students are encouraged to post. I think the themes that will be discussed are pertinent to students, and I would love to have you all chime in on the articles once they are posted.

**Final Comments:**

Some of the other projects I have been working on this summer will be presented in my executive mandate. It largely revolves around being present to our constituents (I think this is one of the most significant we can do to improve our relationship with students-at-large) and working to gain and also share a nuanced understanding of issues facing key constituencies, updating business and services in the Student Centre, and ensuring that governance processes work for our organization in a way that is responsive to the evolving needs of our organization **and** its members.

If you ever have any questions, please feel free to get in touch. I am excited for the year ahead and what we will accomplish together.

Respectfully submitted,  
Nathan

**4-3 VP ACADEMIC AND EXTERNAL**

Hello everyone,

I hope you all had an excellent summer - I will give you an overview of what I had done this summer now.

Upon receiving the recommendations for policy development I had begun research on them - 5 of them are being presented here today, 1 did not need update, and 2 were unable to be developed due to either lack of information or relevance to the UPEI Student Union at a federal level - as the five that will be voted on later will be discussed - let's just focus on the two that couldn't be developed as is.

Undergraduate research - University created its own undergraduate research fund around the time I had begun this policy research. Second, research granting is a federal responsibility covered by the Tri-Council. Reforms to this are represented in CASA policy.

Beyond traditional policy research, I had produced a report on the



importance of timely feedback in student academic success, with recommendations, and a list of Universities that have standards around students receiving feedback in a timely fashion. This proposal put forward by myself at the last Senate meeting of the 2015-2016 academic year, will be voted on at the upcoming Senate meeting.

Further advocacy work was done on the Student Opinion on Teaching Survey file - Nathan and I met with the Board Executive, the Faculty Association twice, and went public with the Student Union stance to gather public support. As we know, we currently do not have a faculty agreement in place, and as far as we know, the Student Union proposal is being discussed at the negotiations.

In late May, Nathan and I flew to Ottawa for CASA Foundations - where we learned about CASA as an organization and I had launched my campaign for the Chair of the Board, which I had won at plenary. Being the Chair of CASA is an additional commitment on top of being VP and a relatively time consuming one. It is very possible that advocacy efforts at the UPEI Student Union will be at a reduced capacity due to me taking on this position, but the Executive team supported me going for it, and we will work together to accommodate that undertaking. Plus, I have complete faith that the use of the Advocacy Team will help. In recent years, no school has been able to repeat as Chair within such a short time frame (as Travis was Chair) and this is a tremendous accomplishment for the UPEISU and a demonstration of the strong leadership this organization has on a federal level, despite being small.

Subsequently, because of this I had to attend a Board Retreat in early June - followed by the development of the Board Action Plan, a survey on possible priorities for CASA, and training of committee chairs.

On June 22nd, I had attended a session hosted by the Provincial Government, on the retention of young people in the Province. I was able to meet with many stakeholders and relay some key UPEISU messaging on what needs to be done to keep our young talented islanders here after graduation. The follow-up session had been cancelled though, and it is unsure what will be done with the information. It may be included in the upcoming Youth Summit.

Another good chunk of work done over the summer, revolved around the Council Restructure committee, but this will likely be sufficiently covered by Nathan.

We had organized two introduction meetings with elected officials over the summer, one with Minister Richard Brown, and another with MP Sean Casey. We have since engaged with both of those officials on multiple occasions in

the last few months and will be looking to begin advocacy efforts soon. I also had monthly meetings with the Director of Post-Secondary and Continuing Ed, Brad Colwill. Plus weekly meetings with the VP Academic and Research, Robert Glimore.

Once again, Nathan and I took off to a conference, this time, CASA policy and strategy, hosted by Red River College in Winnipeg. This consumed a large amount of my time leading up to the conference as a membership-wide consultation was conducted what the priorities should be for the upcoming year, as well as developing and preparing to present the Board Action Plan. The advocacy priorities that were selected are as followed: Research and Innovation, Economic Barriers to PSE, Student Employment, and Student Wellness.

Since the follow up on that conference, I have worked on two major files in regards to the themes. 1, working on a pre-budget submission, which is now a public facing document if anyone wants to take a look. 2, working on a submission for the Innovation Agenda set out by the federal government. This document is currently in development, and will follow up for those who are interested.

After policy and strategy, I actually took a vacation for a week (which I probably worked half of).

Following vacation, I went to the Student Union Development Summit on behalf of CASA and the UPEISU - I had mixed feelings about this conference, it seemed very Student Union 101 - which may have been valuable for a first year Executive, but not necessarily for me as a returner. However, CASA had sent me for recruitment purposes, and that did go well, more schools seem interested in joining CASA than previously. Although, SUDS is a unifying conference that applies to all SU execs, upon reflection, I do not think it would be worth it for the UPEISU to put funds into selling delegates ( a decision made two years ago that we should uphold).

The last few weeks have just been tying up loose ends on the policy work, preparing our lobby documents, and working with the new staff as they have all arrived in the office now. I finalized a new process that will allow students to submit policy ideas, but this will be discussed later, and we developed a new bylaw that will help strengthen Council and Committees.

If you have any questions, please feel free to ask - I'm looking forward to working with all of you this year.

4-4 VP STUDENT LIFE

Good Evening Council,

The past four months as VP Student Life have been a whirlwind and an incredible learning experience for me. I am very grateful for this opportunity to date, and I'm excited to share with you everything I've accomplished so far!

I am very much looking forward to getting to know all of you in the coming year, and working beside you to make UPEI a wonderful place for all of our students. I hope that you are able to take the time to read this report, as I believe it will give you a thorough understanding of what I've been working on over the summer. I also hope you can provide me with feedback, as this is the only way I will be able to improve current and future projects.

### May

Transition Week between the old and new executives to ease us into our executive positions.

Spent time reading through the constitution, by-laws, policies of the SU as well as old emails and documents to get a good understanding of what the position of VPSL entailed.

Contacted outgoing club executives to get an update on who the incoming executives were.

Had an orientation session with Heather to learn more about the history of the organization.

Organized all club files and digitized them, so they would be easily accessible of the Google drive.

Attended my first Senate Committee on Scholarships and Awards meeting.

### June

I attended the 2016 COCA Conference in Ottawa, which was a wonderful learning opportunity, and also a great time for me to network and build relationships with other campus programmers, agents, and bands.

Attended the Alumni Golf Tournament and served "Panther Punch" to the golfers.

Attended my first Health & Safety Steering Committee.

Went to Lunch with Richard Brown and the rest of the executive committee, and got the chance to discuss the upcoming year with him.

Meeting with HUB insurance, which gave me a better understanding of risk management for both my events and for clubs.

Went on our executive road trip, which allowed me to get new ideas from the other executives and build relationships, which have helped me throughout the summer whenever I have questions. We visited Mount Allison, UNB Fredericton, St. FX, Acadia, Dalhousie, and Saint Mary's.

### July

I had the first official meeting with Oohlala (app company) and I began working on the UPEI Student Union Phone App.

I booked Neon Dreams to play at the Back-to-School Pub through the Feldman Agency.

I worked with the other executives and Madison, our campaigns coordinator to refresh and revise the SU campaigns. We created a schedule of all of the campaigns we decided on for the year, and also created a budget, deciding how we would split the funds between all of the campaigns.

I had a meeting with Treena, from Student Affairs discussion the Student Assistance Program we use at UPEI.

Sent an email to all clubs introducing myself and inviting them to attend the NSO Club Fair, SU Club Fair, and Club Orientation.

Created the "Room Booking and Risk Management" form, which is a form clubs fill out to book a room through us on campus, but then also have to tell us about any risk involved (i.e. food, travel, alcohol, etc.)

Started working on the Clubs Handbook.

Had meetings with the NSO coordinator, Richelle Greathouse at the IRO, Residence, athletics, and UPEI communications to establish a relationship with all of these people and tell them about the app we were working on.

Booked Craig Cardiff to play at the Wave at the end of September.

Created a tentative clubs schedule, and task list for the Clubs Coordinator. We met to go over this and make sure we were both happy with it.

Attended the IRO coffee house.

### August

Attended the opening of the School of Sustainable Design Engineering.

Began working on the logistics of Prowl to Paradise, and deciding how I would execute that this year. Had meetings with Student Affairs, IRO, and

Athletes about this project. Got Oohlala to add it to the Student Union app.

Completed the Clubs Handbook, which contains all the information club executives need to know about their group's relationship with the Student Union.

Meeting with Josh, Wave bar manager to finalize the fall events calendar.

Contacted all of the clubs with regards to the Student Union app, and asked them to update their group's sections and information.

Added the Student Union events to the SU Phone App, and updated information.

Financial Literacy Week planning with John, Clayton, and Madison.

We had staff orientation at the end of August, which gave all of the SU staff a chance to meet, and learn about the organization and their positions.

### September

Megan (Clubs Coordinator) and I planned the first ever Club Orientation. We hosted 24 club executives, from 11 different clubs on campus for a four-hour orientation at the beginning of September. We gave them information on Event Planning, Risk Management, and Finances. Although I will recommend a few changes for the future I think overall it went really well.

The executive committee and I planned Welcome-Back-Wednesday, which a BBQ for students on the first day of class.

Club and Society Fair was also held on the first day of class in McMillan Hall. Overall it went really well, and there was a great turnout of clubs and interested students.

Back-to-School Pub happened last week. The event sold out, and as far as I know, everything went very smoothly. This event took up a lot of time, between planning, advertising, and getting everything organized, but it was a wonderful feeling to see it all come together.

This is going to be a wonderful year, and I am very excited to get started with all of you!

Cheers,  
Kaylee

4-5 VP FINANCE

## Summer Report

Hi Council, the following is a brief summary of the many tasks and projects that I have completed and began over the course of the last four months. I hope that this report clarifies what was done this summer and what is yet to come from my portfolio this year. If anyone has questions or wants to talk about anything contained in this document I strongly urge you to say so now or come talk to me afterward. Without further ado I give you my Summer Summary Report:

**May:** At the beginning of the month I was transitioned into my position by the former VPF. During transition week I learnt a lot about the Su's history and its policies and documents. During the month of May, my primary focus was on rewriting and fixing the funding policies for clubs & societies and students. This took up a large portion of my time during the month. The two new policies were passed by the executive once completed. The new policies focus on providing transparency, accountability, and a clear framework for distributing funds. In May I created and implemented a Time Tracker for Executives. This Time Tracker is a Google sheet in which each executive member recorded what time they worked and what they spent that time working on. The purpose of the sheet is accountability, primarily, and has led to better cohesion between members of the team. This tool also allows future executives to see what type of work was done and the timeline for said work. There is also the added benefit of transparency. During the month of May, I also started exploring the idea of a comprehensive HR policy for the SU staff. I began researching goal setting, performance reviews, and other HR policies in place at other similar organizations. Throughout the month I was able to create the first forms including a goal setting form and numerical performance review form that would ultimately be a part of a larger HR overhaul later in the summer. During this month I also spent a lot of time becoming familiar with the financials of the organization and doing analyses of the different businesses and services that we offer with a focus on Mickey's Place, The Wave, and The Cadre. I became aware of some issues within the budget and the budget itself during this process. During this process, I created a scenario analysis if Mickey's Place and The Wave were to merge into one entity and did a SWOT analysis of the Cadre. I did a comprehensive review of the Mickey's Place and Wave by performing sensitivity analyses to several variables including sales and various costs such as labor. This review also included a ratio analysis and operational analysis of the two businesses. It was determined during this process that money could be saved if the two businesses merged; however, it would be better suited to take place at a future date primarily due to the student center refresh. Near the end of the month, I started to focus on another SU business/service - The Yearbook. It was determined that there should be a charge of \$20 to all students who want a Yearbook and that there should be a greater emphasis put on the actual attempt to sell yearbooks. This alongside a continued

review of the viability of the Yearbook by the established Yearbook Review Committee will hopefully improve the sustainability of the service. It was during this month that I started to brainstorm ideas on how I could make the financials of the organization more accessible and understandable to our stakeholders.

**June:** During the month of June, I began to take a larger role in The Campus Trust, the organization that provides our health and dental coverage for students. I went to the AGM in Toronto from June 19-23 and it was a great experience that allowed me to get involved with the organization through the finance and negotiations committee, which would not have happened had I not been there. At the beginning of June, I spent some time pondering the idea of Cadre autonomy given some concerns voiced to me about the relationship between The Cadre and The UPEI SU. In response, I developed several founding documents for the organization and created a potential operating budget if it was ever determined that autonomy would be appropriate. This is an issue that will have to be looked at further and would most likely, in my opinion, be a task best suited for a committee or The Cadre Board of Governors as it is too important and complex to be left to one or two individuals to determine. During the early days of the month, I also spent a lot of time gathering information regarding what certain budget lines actually meant as they were relatively vague which is an issue that I identified and tried to fix with the updated budget presentation. I also started working early on in the month at creating a “Business Insider” that can be released to students on an on-going basis to inform them about the different businesses and services that the UPEI SU offers and their financial performance. In the past, it was difficult to identify and zero-in on a specific business’s performance. This document very clearly separates each business and provides specific information and analysis of each. This will hopefully spark interest in the businesses/services and improve transparency. On the 9th of June, I created a timeline for the completion of a comprehensive HR Policy and began work on actually writing it out. It was during this time that I also started drafting ideas about the student center refresh and its effect on The Wave and Mickey’s Place. The UPEI SU supported the Panther Golf Tournament once again during this month. To finish off the month the executive team took a road trip around to the different universities across the Maritimes to learn from the other executive teams. My key takeaways from the road trip were: the importance of risk management to clubs and societies, budget presentation, governance information, information about operating a successful on-campus pub, operational student newspaper information, information on similar yearbook situations, student engagement around the SU’s budget, VPF campaigns, the financial relationship between the SU and its GSA if applicable, how they compensated councilors, and whether or not the VPF was a hired or elected position. I came back with a large amount of useful information that allowed me to further my work on the HR Policy, Funding Policies, risk management, budget presentation,

student newspaper operations, and more. This served as a great way to learn how to effectively perform in my position.

**July:** Immediately following the road-trip I put together the information that I had obtained about councilor compensation and made a proposal on how to best compensate councilors. In summary, it was determined that the best way to compensate councilors, if it was determined that councilors should be compensated at all, would be a criteria based honorarium that would ensure that councilors who put in the most effort get the fullest reward. This would require a reallocation of current council spending and would require a group of individuals to determine the honorarium amounts and criteria. At the beginning of the month, I also prepared documents analyzing the agreement between The Campus Trust and PBAS, the organization that administers the health & Dental Plan for the trust, in order to save students money and be able to offer more services. This required a complex scenario analysis in order to determine the best percentages and fee structure to use when negotiating with the other board members and PBAS. I managed to get the other board members to agree to my proposal and ensured that we did not have to pay any more than what was necessary. It was during the early days of the month that I also started to compile any budget amendments that were going to be necessary when the time came. This included amendments for a mistake that was made by the budget committee when projecting Mickey's Place numbers, an increase to the Director of Communications work hours and in turn compensation, and the purchase of Adobe Photoshop for the Director of Communications. During the first week of the month, I also helped the VP Student Life create a spreadsheet to keep track of campaign spending to ensure that we stayed on budget. I began working more deeply on restructuring the budget at this time and managed, over the course of the month, to completely redesign the budget and how it is presented. It is now presented in a much more logical way, it is much better laid out, and is now accompanied by a budget summary that will be much easier for students to engage with. The budget summary is modeled after the summaries that are produced annually by the University and the provincial government and most public corporations worldwide. This gives a visual breakdown of the different revenues and expenses as well as a written explanation of the different costs. This ensures that no matter how individuals understand information best whether it be visually or written it is available to them. The auditors were also present during the month of July during which time I was required to perform all the bank recs from the previous fiscal year because they were not completed by the previous VPF. They will be performed on a regular basis this fiscal year in order to ensure this situation does not arise again. I spent the middle of the month starting to strategically plan for the school year to ensure that I was able to implement the items that I was working on once things got busier. It was during this time that I also began working closely with the VPSL and VPAX on Financial Literacy Week. Financial Literacy Week is a week that is aimed at helping students



understand personal finance and hopefully help them be more fiscally responsible and in turn reduce their student debt. I also spent a lot of time writing and finalizing the HR Policy and I spent the last few weeks of the month consulting with the other executive members and GM. At the end of the month, I began planning the first ever staff orientation for SU office staff. The orientation when later executed in August was a large success especially for it being the first of its kind.

**August:** At the beginning of August I implemented an email ticketing system through Google Groups that compiled all executive emails into one place to ensure that executives were answering their emails and encouraged collaboration on topics that before might have been unseen by other members. Overall this has been a big success for transparency and accountability and has certainly sparked collaboration on things that most likely would not have been collaborated on before. I continued work on the HR Policy at the beginning of the month before it was passed by the executive later in the month. The HR Policy covers all infractions that employees can incur, procedures for dealing with said infractions, procedures for performance review and evaluation, as well as an informal and formal complaint procedure. At the beginning of the month, the executive also went on a one-day exec. retreat with the purpose of working on our executive mandates. Each member of the executive expressed their ideas and criticized one another to help round the edges. Overall this was a good collaborative experience that is hard to have in the office environment. It was also during this time that I was informed by Jackie Podger that there would be a Tim Horton's entering the W.A. Murphy Student Centre. This came as a complete surprise to me and the rest of the executive and led to some hasty planning on my part. I came up with a more aggressive coffee promotion in hopes that it would spark purchases and minimize losses from the increased competition. Mickey's is now being closely watched in order to be aware of any major losses that might occur. There was a lot of hiring done during this month which took up a lot of my time, but it was well worth it because we managed to find some really great staff for the year. I also spent a lot of time planning for the staff orientation that took place on August 30th to ensure that all new staff were comfortable in their positions before the school year began. It was also during this time that the exec. team got Twitter accounts in response to complaints in a survey about students not knowing what their executive members were doing. To combat this, Twitter is a great way of quickly and easily informing students of what we're working on. It was during this month that I also created a presentation for international students, in collaboration with the IRO, about international student health & dental plans. This was an overall success and will hopefully help the students feel more comfortable with their plans. I procured Andrew Caruthers during this month to come and speak on personal investments for financial literacy week as well. I created documents that will help sell the Yearbooks this year and started to scope out the best dates to try and sell the books during the

year. I finalized the budget presentation pre-amendments to be released when everything is finalized later in the fall as well as the Business Insider. I also presented at the clubs orientation on clubs finance in order to help club executives budget for their club and specifically for events. It was during this month that I also opened up communications between the Bar Manager, Josh, the GM, Melissa, and myself regarding how we want to communicate information regarding The Wave's performance during the year.

**September:** In the first week of September I have worked with our VPAX John Rix on restructuring the Committee By-Law we have made great progress on the matter. This has led to me looking more and more into the importance of committees and how to ensure that the committees this year are run effectively. I am currently in the process of putting together strategic plans for the committees in which I will be chairing in order to ensure that they are as effective as possible. As an executive team, we also held two barbecues lately one for new students during NSO and the other for all students on Wednesday, September 7th. These were real ways to increase SU visibility on campus.

Kind Regards,  
Clayton Smith  
VP Finance

#### 4-6 SENATE

Nothing to report. The first Senate meeting of the 2016/2017 school year will be held Friday, September 16, 2016.

#### 4-7 BOARD OF GOVERNORS

Nothing to report.

### 7-1 PRESENTATION OF EXECUTIVE MANDATES

#### **President:**

The main objectives of the Presidents executive mandate included:

- Student Centre Refresh
- Implementation of Council Restructure Recommendations Work
- Improving Relationship With and Participation From Constituencies

**Motion:** Hansen/Jarvis: to approve the Presidents executive mandate.

**Motion:** Carried

**Abstain:** Hood

#### **Vice President Academic & External:**

The main objectives of the VPAX executive mandate included:

- White Paper on Addressing the Real Costs of Post-Secondary

- Improving Stakeholder Relations Connection Students to the Community
- Polling Students- Building Data o Our Policy Priorities

**Motion:** Shaw/Jarvis: to approve the Vice President Academic and External’s executive mandate.

**Motion:** Carried  
**Abstain:** Rix

**Vice President Student Life:**

The main objectives of the VPSL executive mandate included:

- Inclusive & Diverse Programming
- Purposeful Campaigns
- Furthering Club Development
- Student Engagement
- Fiscal Responsibility
- Leadership

**Motion:** Rix/Shaw: to approve the Vice President Student Life’s executive mandate.

**Motion:** Carried  
**Abstain:** Jabbour

**Vice President Finance:**

The main objectives of the VPF executive mandate included:

- Human Resources
- Financial Literacy
- Student Funding
- Sustainability
- Transparency and Engagement
- Transferability
- Committees

**Motion:** Rix/Jabbour: to approve the Vice President Finance’s executive mandate.

**Motion:** Carried

**Motion:** Jarvis/O’Sullivan: to take a ten-minute recess.

**Motion:** Carried

8-1 EDUCATION REPRESENTATIVE ELECTION PROCESS

**Motion:** Hood/Shaw: to refer the election process of the Education Representative to the Policy Committee for review.

**Motion:** Carried

## 9-1 COUNCIL RESTRUCTURE REPORT RECOMMENDATIONS

### **Recommendations from Council Restructure Committee:**

#### **Structure**

The Council Restructure Committee recommends phasing out the following positions:

- a. 1 Arts Rep (Change ratio from 1:400 students to 1:600 students)
- b. 1 Science Rep (Change ratio from 1:400 students to 1:600 students)
- c. First-year Representative (first-year students already represented by a faculty representative)
- d. Residence Representative (residence students already represented by a faculty representative)
- e. Health & Wellness Representative (unclear constituency group, students would already be represented by a faculty representative)

The first-years and residence students will fall under the portfolio of the VPSL. The Council Restructure Committee also recommends setting up a separate body for representatives to external bodies.

#### **Supports**

- a. Better utilization of full-time and student staff to support Council functions;
- b. Overhaul Council Orientation to focus on skill development;
- c. Address lack of communication and availability of funds for Councillors to pursue initiatives;
- d. Encourage executives to delegate tasks to support staff, i.e. office assistants, graphic designer, etc.
- e. Clarify Executive & Councillor job descriptions;
- f. Articulate Feedback more regularly and provide encouragement to Councillors
- g. With respect to committees:
  - i. Provide training to members;
  - ii. Provide introductions to the mandates and compositions of committees at Council Retreat;
  - iii. Take into consideration Councillors' preferred committee appointments prior to selection at Council.
- h. Making the submission of feedback easier by conducting regular surveys.

#### **Accountability**

Currently, there is a Council evaluation of the executive's performance, and an executive evaluation of executive performance. The current process is

outlined in the Executive Bylaw. **We are recommending that the content of these evaluations be changed** to be more reflective of our values as an organization, and also **be more individualized to each executive position** so that a more accurate evaluation of performance may occur. NIFD will be responsible for amending the current evaluations.

**The Committee further recommends additional evaluations: one of Council evaluating Council, and one of the Executive evaluating Council.** These would be implemented to ensure that Council is cognizant of its performance. Executive evaluations should also occur twice during the year - once in September, and another in December.

**Motion:** Shaw/Hansen: to adopt the supports recommendations into our practices within the UPEI SU.

**Motion:** Carried  
**Abstain:** Jabbour  
Rix  
Sky

**Amendment:** Shaw/Jarvis: to adopt the supports recommendations into our practices within the UPEI SU.

**Amendment:** Carried

**Motion:** Hood/Shaw: to send the accountability section of the document back to the New Initiative and Future Directions committee for further development.

**Motion:** Carried

**Amendment:** Rix/Hansen: to send the accountability section of the council restructure document back to the New Initiative and Future Directions committee for further development.

**Amendment:** Carried

## 10-1 CONSTITUTIONAL AMENDMENTS

### 10-2 COUNCIL RESTRUCTURE

Article VI, Section A, Subsection 1: "The ~~five~~ **four** Executive Members of the UPEI SU, three of whom shall be elected in the Spring General Election."

Article VI, Section A, Subsection B: "The Vice President Finance **and one other Vice President** shall be interviewed and recommended to Council for approval by the Hiring Board committee prior to the closing of the voting period in the Spring General Election."

Article VI, Section A, Subsection 2: “~~Three (3) Undergraduate Student Senate Representatives shall be elected from the population of undergraduate UPEI SU Active Members by undergraduate UPEI SU Active Members in the Spring General Election.~~”

Article VI, Section A, Subsection 3: “~~One (1) Graduate Student Senate Representative shall be elected from the population of graduate UPEI SU Active Members by graduate UPEI SU Active Members in the Spring General Election.~~”

Article VI, Section A, Subsection 4: “~~One (1) Board of Governors Representative shall be elected from the population of UPEI SU Active Members by all UPEI SU Active Members in the Spring General Election.~~”

Article VI, Section A, Subsection 5: “One (1) representative shall be elected from every ~~four hundred (400)~~ **six hundred (600)** students from each faculty or school by the population of students in each respective faculty or school. If the number of students in a faculty or school exceeds the ~~four hundred six hundred~~ to one (~~400 600:1~~) ratio by at least fifty (50%) percent of the ~~four six hundred~~, that faculty or school shall be granted one (1) additional elected representative.

**Motion:** Hood/Shaw: to approve the referendum question changing the ratio of faculty representative to every student as presented.

**Motion:** Carried

**Motion:** Hood/O’Sullivan: to approve the referendum question phasing out the First-Year Representative Position.

**Motion:** Carried

**Oppose:** Hood

**Motion:** Hood/Rix: to approve the referendum question phasing out the Residence Representative.

**Motion:** Carried

**Oppose:** Hood

**Motion:** Hood/Shaw: to approve the referendum question phasing out the Health and Wellness Representative.

**Motion:** Carried

**Abstain:** Hansen

**Motion:** Hood/Outram: to approve the referendum question phasing out the Senate and Board of Governors representatives to external bodies.

**Motion:** Failed

**Oppose:** Rix

O’Sullivan

Jabbour  
Rix  
Mann  
Hansen  
Coleman  
Outram  
Soulsby  
**Abstain:** Shaw  
Ferguson  
Wilfeard  
Jarvis  
Mudhafar  
Sky

### 10-3 CPI INCREASES FOR STUDENT FEES

Proposed changes include: Article V, Section C: **“Changes to the fee based on the consumer price index (CPI) of the previous year may be made on a yearly basis by a majority vote of the UPEI SU Council”**

Article V, Section D: **“Any changes to Student Fees for Active members that are in excess of CPI shall be conducted in the following manner.”**

**Motion:** Hood/Mann: to approve the Article V referendum question as presented.

**Motion:** Carried

### 10-4 ELECTION SCHEDULE

Article VI, Section A, Subsection 6: **“One (1) Education Representative shall be elected from the students within the Bachelor of Education student population ~~by the population of Bachelor of Education student in the Fall General Election.~~”**

Article VI, Section A, Subsection 7: **“~~One (1) First Year Representative shall be elected from the population of students with first year academic standing by students with first year academic standing in the Fall General Election.~~”**

Article VI, Section A, Subsection 8: **“One (1) International Student representative shall be elected from the population of International, who is paying, or who has paid international student fees in the last two years to the University ~~during the Fall General Election.~~”**

Article VI, Section A, Subsection 9: **“One (1) Accessibility Representative shall be elected from the population of students accessing the University’s**

accessibility services by all UPEI SU active members ~~during the Fall General Election.~~

Article VI, Section A, Subsection 10: ~~“One (1) Health and Wellness Representative shall be elected from the population of UPEI SU Active Members in the Fall General Election.”~~

**Motion:** Hood/Rix: to approve the referendum question removing mentions of the Spring and Fall Elections from the constitution.

**Motion:** Carried

### 11-1 COUNCIL AND COMMITTEE BYLAW

Changes to the Council and Committee By-Law were made; these changes will be submitted to the Cadre for advertising and voted upon in two weeks time.

Proposed changes include: Article 1, Section 6: **“All executive members must produce a written and verbal report on on-going work, achievements, and future goals at every council meeting.”**

Article 1, Section 7: **“All council members must produce a written report on what is happening in their constituencies and any engagements they have had with students.”**

Article IV, Section 6, Subsection D: **“Three (3) Councillor appointed by NIFD”**

Article VI, Section 1, Subsection K: ~~“Aid the President in implementing reviews for the UPEI SU Executive and Staff.”~~

Article VI, Section 2, Subsection A: “Assisting VP Academic & External steer the direction of ~~his or her~~ their office.”

Article VI, Section 2, Subsection B: ~~“Assisting the VP Academic & External with any special projects or events.”~~

Article VI, Section 2, Subsection C: **“Responsible for the oversight of all partnerships with external organizations. This includes engaging in campaigns, joint lobbying efforts, and events related to the advancement of UPEI SU advocacy efforts.”**

Article Vi, Section 2, Subsection D: **“Develop strategies and tactics that will be used by the UPEISU in lobbying effort at all levels of government, and with the University Senate and Board of Governors.”**



Article VI, Section 2, Subsection E: **“Identify new student issues that need to be addressed by the UPEI SU.”**

Article VI, Section 2, Subsection F: **“Recommend and review all external policy as per the UPEI SU EPD By-law. The policies can be mandated by Council, or by the policy proposal package.”**

Article VI, Section 2, Subsection G: **“Oversee the operations and actions of the UPEI SU Advocacy Team.”**

Article VI, Section 3, Subsection A: **“The goal of this committee is to support undergraduate, graduate students and sub-organizations at the University of Prince Edward Island. The committee will allocate its resources to student activities, events, and to individual students in accordance with the Student Academic Enrichment Policy and the Clubs and Society Funding Policy. This could include, but is not limited to, the following:**

~~i. Social and educational events for students:~~

~~ii. Travel and other expenses resulting from academic conferences~~

~~iii. Other events that provide students with opportunities to enhance their university experience.~~

~~1. The Committee will accomplish this by:~~

~~a. Managing funding budgets~~

~~b. Reviewing Student Funding Applications~~

~~c. Informing applicants of the committee’s decision~~

~~d. Explaining rationale behind committee’s decision~~

~~e. Deliver funding reports to the UPEISU Council on a regular basis.~~

~~f. The Student Funding Committee will meet on a bi-weekly basis.~~

~~g. Complete any additional duties requested by the student council.”~~

**b. The Funding Committee will meet on a bi-weekly basis.**

**c. The Funding Committee will complete any additional tasks assigned to it by Council.**

Article VI, Section 4, Subsection 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 New Initiatives & Future Directions Committee.”**

Article VI, Section 4, Subsection B: **“The Budget Committee will deal with the following matters:**

**i. Budget presentation, amendments, and promotion**

**ii. Budget consultation with stakeholders**

**iii. Yearly budget creation”**

Article Vi, Section 4, Subsection C: **“The Budget Committee will meet bi-weekly until the budget creation process has begun, at which time, the committee will meet weekly.”**

Article VII, Section 1: **“Business Advisory Board Wave Management Committee”**

Article VII, Section 1, Subsection A: **“~~The Wave Management Committee is responsible for making decisions regarding the overall direction of The Wave. These decisions may include liquor pricing, promotional programming, long-term planning, general management and other issues as necessary.~~”**

Article VII, Section 1, Subsection B: **“The Business Advisory Board will review the financial performance of Student Union run businesses (The Wave and Mickey’s Place) on a bi-weekly and monthly basis. The board will review the events or promotions that the businesses hosted and their overall effectiveness. The board will be responsible for the long-term planning for The Wave and its general management.”**

Article VII, Section 1, Subsection C: **“The Business Advisory Board will provide business recommendations to the Executive Committee.”**

Article VII, Section 1, Subsection D: **“The Business Advisory Board should meet bi-weekly to ensure timely information is ascertained.”**

Article VII, Section 3: **“Clubs Committee”**

Article VII, Section 3, Subsection A: **“The responsibilities of the Clubs Committee are as follows:**

- i: Review club benefits and events**
- ii: Allow the ratified clubs on campus to have input and share ideas and concerns”**

Article VII, Section 3, Subsection B: **“The Clubs Committee will meet monthly or as needed”**

Article VII, Section 4, Subsection A: **“~~Assisting the Vice President Student Life and Vice President Communications with any special projects or promotion of events.~~Assisting with the setup and tear down of Student Union run events and activities.”**

Article VII, Section 4, Subsection B: **“~~Collaborate with the Vice President Student Life by assisting with the set up and tear down of the Student union run events and activities.~~ Provide communications support for activities run by the Student Union.”**

Article VII, Section 4, Subsection C: **~~“Provide communications support for activities run by Student Union sub-organizations. Delivery of flyers, posters, and other publicity materials to key distribution points on and off campus.”~~**

Article VII, Section 4, Subsection F: **~~“Responsible for building sponsorship packages for events and other opportunities where applicable.”~~**

Article VII, Section 4, Subsection G: **~~“Complete assessments, provide recommendations and undertake actions concerning communication and the Student Union.”~~**

Article VII, Section 4, Subsection H: **~~“Members of the team will be required to plan promotional events in busy areas during the school day.”~~**

Article VII, Section 4: Subsection I: **~~“Promoting the UPEISU to those who may not already be aware of our business, services, sub-organizations, and events.”~~**

Article VII, Section 4, Subsection J: **~~“Delivery of Monthly Event Calendars and flyers and other publicity to residences, off-campus housing complexes and other key distribution points on and off campus.”~~**

Article VII, Section 6: **“Marketing and Communications Committee”**

Article VII, Section 6, Subsection A: **“The Marketing & Communications Committee is responsible for:**

- i. Assisting the Director of Communications in the direction of his/her office;**
- ii: Assisting the Director of Communications with any special projects relating to his/her portfolio;**
- iii: Complete assessments, provide recommendations and undertake actions related to communications from the Student Union;**
- iv. Complete assessments, provide recommendations and undertake actions related to communications from the Student Union;**
- v. Complete assessments, provide recommendations and undertake actions related to promotions of any Student Union events, campaigns, and services:**
- vi: Review and make recommendations to the Student Union communication process, channels, and practices;**
- vii. Review and make recommendations to Student Union communication processes, channels, and practices**
- viii. Complete any additional duties requested by the Student Union Council;**
- ix: Provide support and direction to the Student Union Street Team**

## **“Article VIII: Committee Members Roles and Responsibilities”**

### Article VIII, Section 1: **“Chair”**

#### Article VIII, Section 1, Subsection A: **“Duties and Responsibilities**

- i. Prepare the Agenda for each committee meeting. Agendas must be prepared at least three days prior to the scheduled committee meeting.**
- ii. In conjunction with the Chair of Council, appoint students at large if committee are unable to fill open positions”**

### Article VIII, Section 2: **“Secretary”**

#### Article VIII, Section 2, Subsection A: **“Duties and Responsibilities:**

- i. Record committee meeting minutes.**
- ii. Provide minutes to chair.**
- iii. Ensuring that the Chair of Council has the meeting minutes and relevant documents to upload to the Council Google Site.”**

### Article VII, Section 3: **“General Members”**

#### Article VII, Section 3, Subsection A: **“Duties and Responsibilities**

- i. Be on time to committee meetings.**
- ii. Perform tasks that are assigned by the committee.**
- iii. Complete tasks within the timeline prescribed in the work plans.**
- iv. Provide high quality work.”**

## **“Article VIII: Committee Reporting Standards”**

### Article VIII, Section 1: **“Work Plans”**

#### Article VIII, Section 1, Subsection A: **“Duties and Responsibilities**

- a. Work plans will outline what projects the committee will undertake, delegate tasks to committee members, and establish timelines for tasks and project completion.**
- b. Work plans should be completed and uploaded to the Google Site following the first meeting after permanent committee membership is established.”**

### Article VIII, Section 2: **“Agendas**

- a. Must be prepared by the Chair as per Section Eight (8) of this document.**

**b. A copy of the Agenda must be uploaded to the Google Site.”**

Article VIII, Section 3: “**Minutes**

**a. Must be prepared by the Secretary as per Section Eight (8) of this document.**

**b. A copy of the minutes must be uploaded to the Google Site.”**

Article VIII, Section 4: “**Council Reports**

**a. Council reports must be submitted by the committee Chair a week prior to council meetings and circulated at each council meeting by the Chair of Council.**

**b. The report should include current tasks, progress on existing tasks, and goals.”**

Article VIII, Section 5: “**Year-End Reports**

**a. The reports should include achievements, failures, and future recommendations.**

**b. This document must be prepared by the Chair of the committee and submitted to the Chair of Council for circulation at the council meeting and to be placed on the Google Site.”**

A straw poll was taken to determine whether council would like the Funding Committee to be considered a Governance or Operations committee:

Governance: 9

Operations: 2

## 12-1 COMMITTEE APPOINTMENTS

Current UPEISU Council members were allowed to make selections for which Student Union Committees they would like to temporary sit on before the fall election. Every councillor must select at least one committee to sit on, but can chose to sit on more if they wish.

Committees Include:

- New Initiative & Future Directions Committee
- External & Academic Affairs Committee
- Funding Committee
- UPEISU Street Team
- Advocacy Committee
- UPEISU Policy Committee
- Wave Management Committee

Councillor Jarvis was acclaimed to the New Initiative & Future Directions Committee.

Councillor Rix was acclaimed to the New Initiative & Future Directions Committee.

Councillor Sky was acclaimed to the New Initiative & Future Directions Committee.

Councillor Coleman was elected to the Academic & External Affairs Committee.

Councillor Outram was elected to the Academic & External Affairs Committee.

Councillor Wilfeard was elected to the Academic & External Affairs Committee.

Councillor Shaw was elected to the Academic & External Affairs Committee.

Councillor O'Sullivan was acclaimed to Advocacy Committee.

Councillor Ferguson was acclaimed to Advocacy Committee.

Councillor Shaw was elected to Policy Committee.

Councillor Soulsby was elected to Policy Committee.

Councillor O'Sullivan was elected to Policy Committee.

Councillor Hansen was acclaimed to Wave Management Committee.

#### 13-1 AGM DATE

**Motion:** Hood/Jarivs: be it resolved that the Annual General Meeting of the University of Prince Edward Island Student Union be held at 7:00pm, October 26<sup>th</sup> at the Wave, in the W.A Murphy Student Centre.

**Motion:** Carried

#### 14-1 EXTERNAL POLICY

**Creating a Needs-Based Provincial Student Grant Program:**

The UPEI Student union recommends that the Government of Prince Edward Island replace all current needs assessments for student loans to a flat-rate contribution.

The UPEI Student Union recommends that needs-based financial grants be extended to graduate students.

**Motion:** Rix/Shaw: to approve the update to the Creating A Needs-Based Provincial Grants Program Policy.

**Motion:** Carried

### **Ensuring UPEI's Tobacco Use Policy is Enforced**

The UPEI Student Union recommends that the University of Prince Edward Island amend existing tobacco use policies on campus to create a smoke-free campus that will ensure the safety and well-being of all students and employees at the University.

**Motion:** Rix/O'Sullivan: to approve the update to the Ensuring UPEI Tobacco Use Policy is Enforced Policy.

**Motion:** Carried

### **Using Open Educational Resources in all First-Year UPEI Courses**

The UPEI Student Union recommends that the University of Prince Edward Island begin to develop a database of open Educational Resources for first-year courses.

The UPEI Student Union recommends that the Government of Prince Edward Island fund an Open Textbook Project to ease the cost of accessing educational resources.

**Motion:** Rix/Jabbour: to approve the update to the Using Open Educational Resources in all First-Year UPEI Courses Policy.

**Motion:** Carried

### **Implementing a Provincial Student Cap:**

The UPEI Student recommends that the Government of Prince Edward Island take steps to implement a cap on student debt so that no student can incur an unreasonable amount of debt.

**Motion:** Rix/Hansen: to approve the Implementing a Provincial Student Cap Policy.

**Motion:** Carried

### **Ensuring Students Have Experience Learning Opportunities**

The UPEI Student Union recommends that the Government of Prince Edward Island create an Experiential Learning Fund to create co-op and internship opportunities for post-secondary students.

The UPEI Student Union recommends that the University of Prince Edward Island significantly expand its co-op programs so students in every Faculty can take part in experiential learning.

The UPEI Student Union recommends that the Government of Prince Edward Island take steps to build protections for unpaid interns in PEI. Unpaid interns should be protected under a six-point system like they are in Ontario.

The UPEI Student Union recommends that the Government of Prince Edward Island introduce a Prince Edward Island Training Tax to incentivize the private sector to contribute in the training of our workforce.

**Motion:** Rix/Shaw: to approve the Ensuring Students Have Experience Learning Opportunities Policy.

**Motion:** Carried

#### 15-1 EXTERNAL POLICY PRIORITIES

**Motion:** Rix/Sky: to approve Needs Based Grants, OERs, and Youth Employment as the UPEI SU External Policy Priorities.

**Motion:** Carried

#### 16-1 POLICY PROPOSAL PACKAGE AND CRITERIA

The UPEI Student Union invites all students enrolled at the University of Prince Edward Island Student Union to submit policy proposals on important issues that effect their post-secondary experience in regards to affordability, accessibility, and accountability. The option to submit policy proposals provides students with the opportunity to voice their concerns and identify solutions to important issues.

It should be noted that The UPEI Student Union would like to acknowledge the Saint Francis Xavier Students' Union and the University of Calgary Students' Union for providing the template for this policy proposal package.

#### 17-1 CLUB & SOCIETY RATIFICATIONS

**Motion:** Jabbour/Shaw: to ratify the following clubs and societies:

Applied Human Science Society  
Canadian Catholic Students Association  
Cheerleading Team  
Chemistry Society  
Chinese Knot Club  
Christ On Campus  
Ducks Unlimited  
Education Society



ENACTUS  
Engineering Society  
English Society  
Environmental Society & Sustainability Committee  
French Society  
Generation Screwed  
History Society  
International Charity Club  
International Student Christian Fellowship  
Jack.org  
PASS  
Philosophy Society  
Physics Society  
Political Science Society  
Power to Change  
Pre-Med Society  
Pre-Vet Society  
School of Math and Computer Science Society  
Society for International Students  
UPEI PROLOL  
WUSC

**Motion:** Carried  
**Abstain:** Rix

**Motion:** Jabbour/O'Sullivan: to ratify the following AVC Clubs:  
American Shelter Veterinarians  
Aquaculture  
AVC Business Society  
Bovine Club  
Canine Club  
Christian Veterinary Fellowship  
Emergency & Critical Care  
Equine  
Exotics, Lab Animal and Wildlife Club  
Feline Club  
Health Club  
Integrative Medicine  
Internal Medicine  
Nutrition  
One Health Coalition

Pathology  
Radiology  
Small Ruminant Club  
Surgery  
Teaching Animal Enrichment Club  
Theriogenology Club  
Welfare Club

**Motion:** Carried

**Abstain:** Rix

18-1 SOCIETY STRATEGIC PLAN UPDATE

The VP Student Life gave a brief update on the progress of the Society Strategic Plan. Clubs orientation, a clubs handbook, and more have been completed in an effort to complete the requirements laid out in the Society Strategic Plan.

19-1 DIRECTOR OF COMMUNICATIONS DISCUSSION

**Motion:** Hansen/Jabbour: during the council meeting the ombudsperson should be responsible for tweeting.

**Motion:** Rescinded

20-1 NEW BUSINESS

Marshmallow games are back! Yay! All students are welcome.

Thanks to our new Chair of Council, Hossein!

Happy Birthday Ludacris!

21-1 ADJOURNMENT

**Motion:** Rix/Outram: to adjourn the meeting.

**Motion:** Carried

**Opposed:** Shaw

Wilfeard

Jarvis

Hansen

The meeting was adjourned at 10:50pm.

Signatures

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President

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Chair of Council