



MEETING MINUTES

2018/2019 Academic School Year

Date: September 18, 2018

Time: 5:30 PM

Location: UCC 41

Call to Order

Time: 5:32 PM

Roll Call

1. Attendee Names:

Executives:

Jared Forman, Nick Bottger, Matt Sparling, Camellia Wong

Associate Vice Presidents:

Cat Dunne, Anandita Heer (late), Darlene Seong,

Administrative Officers:

Milana Kustovinova, Donya Babanezhad, Ian Orr, Zamir Fakirani

Commissioners:

Steven Lee, Matt Reesor, Lauren Adams, Beenish Khan, Drew Pertson, Kristen Coenen, Laura Bot

Department Representatives:

Maeve Macdonald, Matt Curgin, Zack Block, Allison Coutinho, Devon Anderson (late), Jake Anderson, Abby Litchfield, Trisha Kershaw, Adrianna Wiley, Serena Mendizabal

USC Councillors:

Lisa Teno (late), Sam Potter (late), Jack Stebbing, Kieran Lawlor, Jordyn O'Connor, Ryan Baldwin, Anne Campbell, Charles Ma, Nikol Kamenetsky

Senators:

Jill Malcolm, Daniel Sowinski (proxy: Rhiannon Wells)

Soph Team Representative:

Jill Malcolm

General Members:

Ben Bloomberg, Nathan D'Silva, Brian Chang, Arjun Saini, Zachary Train, Anthony Berg, Marcelo Bonells

2. Attendees Not Present:

Hannah Tobias-Murray, Ana Raja, Olivia Andrade

3. Attendees Excused:

Mac Grenier, Sonia Thushiyandan,

Adoption of the Agenda

- All in favour; passes

Members' Announcements

- Nikol:
 - Karina, Student Programming Officer, has organized a Sexual Violence Training session on this Saturday and another on Oct 22, for those interested.
 - At next USC meeting (September 26), seven reps from Western will be elected to represent the school at OUSA. Representatives from eight universities will attend a conference at McMaster and debate on policy papers which are then lobbied to the provincial government. Applications are due September 30, and you can find details in the Facebook group.

Executive Report**Presidential Update (Jared Forman)**

- Done:
 - O-Week and First Year Engagement
 - SSSC was present at O-Week
 - Distributed care packages to Sophs, engaged in outreach with the frosh
 - SSSC Bursaries and Scholarships Update
 - Nick and Jared met with the Dean's Office to discuss
 - Bursaries: SSSC offers eight (new bursary for Dan Management) valued at \$1,000 each
 - Scholarships: SSSC offers 11 valued at \$2,200 (up from \$1,800)
 - Both aforementioned bursaries and scholarships are available as of this year.
 - First Year Engagement
 - SSSC had a booth in Saugeen last week to promote First Year Representative applications
 - There are more plans for residence engagement in the months to come
 - Engagement with the Dean's Office
 - Mainly, bursaries and scholarships were discussed, as outlined above.
 - Summer Planning
 - The academic year event calendar is ready and will be shared shortly.

- Doing:
 - Alumni Relations Commissioner Applications
 - Due Friday
 - Promote!
 - Campus Gear (Social Science Merch)
 - Will be sold by the SSSC, but also the Purple Store this year
 - Meeting next week to further discuss and plan this endeavour
 - Grad Program Fair
 - In talks with the Associate Dean of Graduate Affairs to set up Fair in the first semester.
- To Do:
 - Purple Frost Planning and Artist Selection
 - Purple Frost is in planning; currently narrowing down artist selection
 - Event will be held in the first weekend back to school in the second semester.
 - Communities of Practice Working Group
 - The President sits on working groups for Orientation later this semester
 - Presidents' Roundtable
 - On September 28, Jared will meet with all other Presidents of other faculty councils to discuss co-operation efforts
 - Soph Programming Budget Pilot
 - SSSC is piloting a \$250 budget for programming within residence for Sophs to use for various initiatives.
 - Academic Counselling Survey
 - Survey will be shared shortly with social science students to get their opinion on the academic counselling experience and for suggestions on how to improve it.
 - The last survey went out approximately two years ago.
- Sexual Violence Education Training
 - Held on two dates:
 - September 22 from 1:30 PM – 3:30 PM
 - October 22 from 6 PM – 8 PM
 - Held in the McKellar Room
 - Mandatory for all USC councillors

Finance Update (Nick Bottger)

- Done
 - Soph Fees and Training
 - These fees were covered by the SSSC this year. Sophs only had to pay for their uniforms
 - First Student Donation Fund (SDF) Grand Requested and Approved
 - Over the summer, an ad hoc finance committee was needed to resolve an SDF request

- Today's vote created a permanent committee
 - \$500 was given to Spectrum for two events
 - O-Week Expenses
 - Over the summer, we also spent money on promotional material (stickers, magnets, and rave cards)
 - Tri-Sci Dance
 - Cost SSSC ~\$130
 - Event was cancelled and full refunds were returned
 - Money was lost on wristbands
- Doing
 - Departmental SDF Requests
 - SDF (~\$50/student) amounts to over \$300,000 in size
 - Money goes to programming and to programming and to improve student experience
 - Split into: departments, student organizational grants, departmental organizations, and specific individuals when requests are made
 - Committees dedicated to the allocation of these funds: SDF Committee, Finance Committee
 - Money from textbook fund (~\$100,000) which never came into fruition now goes to student scholarships.
 - Preparing for Student Organizational Grants (SOGs) and Departmental Organizational Grants (DOGs)
 - Bursaries and Scholarships
 - As explained above.
- To Do
 - SDF Committee Meetings
 - Requests are already in for access to SDF funds
 - Finance Committee Meetings
 - Finance Committees discuss funding requests from SOGs and DOGs groups
 - Requests over \$1,000 require the Committee to meet the applicant. Applicant conducts a 5 minute presentation to discuss how funding is used.
 - Meetings address every funding request as a committee.
 - SDF Contract Review
 - Account Changes
 - Previously, SSSC had four accounts: operating account, two for SDF, and orientation week.
 - Orientation Week and Operating accounts were merged into the Operating account.
 - Both SDF accounts (SOGs and DOGs) are in the process of being merged.
- State of the Budget
- Overview of Accounts

- Accounts are in debt; \$0, -\$20, and -\$80 in the accounts
- Money will be coming in front the USC shortly
- Projected Budget
- Capital Expenditures
 - Investing for student experience/atmosphere

Communications Update (Camellie Wong)

- Done
 - O-Week Promos, Academic Guidebook for First Year Reps
 - O-Week Promos included Instagram Stories, etc.
 - Books will be sent through the Dean's Office
 - Sponsorship Package
 - Ready; finance needs to review numbers
 - E-mail Forwarding
 - Completed.
 - Dep Rep and Senators get direct e-mail, Counsellors also have access to e-mail
- Doing
 - First Year Representative Applications
 - Tell your frosh to apply!
 - Share on Facebook!
 - Meet the Members Campaign
 - Ongoing on Facebook
 - If you did not have your photo taken, message Cam.
 - Comms Plan for Charity Week
 - Cover photo and posts coming up soon
 - Council-specific and General SS Merch
 - Will be posting updates on the Facebook group soon
 - Office Hours
 - Sign in and go!
 - Secretary checks if hours are attended every Monday.
 - Website Revamp
 - If you have any website tips, let Cam know!
- To Do
 - Charity Week Campaign
 - Social media campaign on "what charity means to SS students" in the works
 - Wellness Wednesday Campaign
 - Involves posting a study tip SS students should be exposed to
 - In the works
 - Headshots – Round 2
 - After we get First Year Reps
 - If you didn't get a picture, as mentioned above, see Cam.
 - September Wrap-Up Video

- If you would like to be in the video, message Cam.
- POI from Trisha: what happens in the event no Essex or Perth frosh apply to be a First Year Rep?
 - Cam: then we have no First Year Rep from those specific residences.

Academics Update (Matt Sparling)

- Done
 - Introduced Department Reps to Undergraduate Chairs
 - Will need to be done again due to turnover
 - Exposes Dep Reps to the advocacy arm of their role
 - Guidebook!
 - First EPC meeting
 - Initial Restructuring of Academic Conference
 - Past Friday
 - Discussed module changes
 - Picked a day for the conference
 - January 19th is the tentative date
 - Will not be a full-day event
 - Event logistics being restructured for this year
- Doing
 - Sending Guidebook to Students
 - Academic Conference Speaker being selected
 - In the process of brainstorming; no one has been selected/picked yet.
 - Message Mat with ideas
- To Do
 - SSSC X Clubs MOU
 - Outline memorandum of understanding
 - Provide perks to the clubs
 - Connect more
 - VP Academics Roundtable this Thursday
 - Meeting between all VP Academics of all faculty student councils
 - First Dep Rep Meeting
 - Biweekly, starting soon
 - First meeting after this meeting
 - Connect Dep Reps to Undergraduate Chair
 - Solidify and update Dep Rep roles and responsibilities
 - Outdated roles need updating and expansion

Motion – Amending Presidential Honorarium

- Mover: Jared
- Secunder: Anne

- Two years prior, the Presidential Honorarium was meant to be reduced alongside the Vice-Presidential Honorarium (from \$1,200 to \$1,000), but it was not. Motion to amend Honorarium to \$1,000.
- POQ Nikol: are all other Honiara equivalent?
 - Jared: All other faculty council presidents' are, yes.
- All in favour; passed

Motion – To Strike a Hiring Committee to Hire First Year Representatives

Election – First Year Hiring Committee Members

- Mover: Matt
- Secunder: Jared
- Request for Selection Committee to be established to pick First Year Reps
- POI Jared: regarding the terms of reference: SSSC is searching for four voting members of council to be on this committee. Timelines are listed in the e-mail attachment from yesterday. Committee members must attend all meetings to select.
- POI Trisha: raised grammatical error in motion.
 - Friendly amendment
- POI Anne: what is the protocol if an individual on the Committee knows the applicant?
 - Jared: Committee member must declare a conflict of interest.
- Motion to Amend, Jared: insert clause that all elected members are required to declare a conflict of interest prior to interviewing a candidate they know.
 - POI Anne: once a conflict of interest is raised, can the committee member still comment on the applicant?
 - POI Anna: on Finance Committee last year, Committee members with a conflict of interest were able to contribute to discussion on candidate, but required to remove themselves from the vote.
 - Friendly amendment adopted to reflect this policy.
- All in favour; motion passed.
- Committee member selection:
 - Ryan (nominated by Anne, seconded by Anna)
 - Charles (declined) (nominated by Anna)
 - Jake (nominated by Anna)
 - Nikol
 - Jack (declined) (nominated by Jared)
 - Lisa (nominated by Sam)
- POI Nikol: When are the interviews?
 - Jared: The week after the 22nd.
 - Matt: Committee must be selected no later than the 22nd, not on the 22nd.

Motion – To Strike a Hiring Committee to Hire an Alumni Relations Commissioner

Election – Alumni Relations Hiring Committee Members

- Mover: Forman

- Second: Sparling
- Jared: strike a hiring committee to the above mentioned, however with six members instead of four.
- Matt: motion to add conflict of interest clause. Passed.
- POI Anne: must each Committee member review every application or can the Committee split applications amongst themselves?
 - Jared: Committee will decide workload distribution.
- POI Beenish: can a non-voting member be on the Committee?
 - Jared: This spot is usually reserved for the Executive, but yes.
- All in favour; passed.
- Nominations:
 - Jack (nominated by Jared)
 - Zack (nominated by Nikol)
 - Anne (nominated by Nikol)
 - Nikol (nominated by Beenish)
 - Daniel (nominated by Jack)
 - Ashyana (nominated by Lisa)

Explanation of the Committee Selection Process and Committee Selection Vote (Nick)

- Each SSSC member must sit on one of six committees.
- Committee placement is based on a Dutch Auction system; each SSSC member must allocate a total of 300 points to the six committees, based on preference.
 - Spread points between the committees and ensure they amount to or less (but do not exceed) 300 points.
- POI Devon: Do all committees require the same time commitment?
 - Jared: No, time commitment varies.
- POI Trisha: May general members join committees?
 - Jared: Once they have attended three meetings, yes. Moreover, all voting and non-voting SSSC members may join.
- POI Jill: Do senators have to sign up for finance or SDF committees?
 - Jared: There is no constitutional provision regarding which committee an individual must join.
- POI Drew: Can I pick a committee that aligns with my Council role?
 - Jared: There is no constitutional provision regarding which committee an individual must join.
- POI Nick: you must join these aforementioned six committees on top of your actual ad hoc committees.
- POI Matt: is it necessary for every council member to sit on a committee?
 - Jared: Yes.
- Overview of committees and their roles:
 - Finance Committee (Nick): deals with all grant request from student organizations
 - SDF Committee (Nick): deals with all department organizations' and Dean's Office requests
 - Internal Review (Jared): reviews the governance structure of the Council and will review the new constitution

- Academic Conference (Matt): will involve a lot more brainstorming this year due to the restructuring of the event and because a large budget needs to be allocated
- Events (Jared): this committee helps to plan events
- Communications (Camellia): this committee works on social media strategy and communications plans

Senate Report (Jill)

- First meeting yesterday
- Elected new Chair and Vice-Chair
- Meeting working groups this week
- First Senate meeting on Friday
- POI Matt: who were elected as Chair and Vice-Chair?
 - Jill: Maximo as Chair, Justin Kim as Vice-Chair
- POI Nikol: when giving USC or Senate reports, do we need to summarize all that transpired in the meeting or just passed motions?
 - Jared: whatever is relevant to the SSSC

USC Report

- Charles: no meeting yet this academic year
- Nikol: we met two days over the summer. The first day was to provide feedback on meetings, and the second saw two motions (amendments) passed on governance and finance.
 - Motions are as follows (Charles):
 - Academics: when people are campaigning, Karina (SPO) is freeing up rooms upstairs in the USC.
 - Finance: if you are running from SPO you must leave of absence any other USC roles. This vacancy time length was shortened.
- Nikol: we are also working on getting menstrual product dispensers free on charge across campus (Western would be the first; great PR, great accomplishment). Speaking with admin next week as logistics are all sorted out. As well, kosher meals are not available on campus for purchase. We are aiming to be able to serve refrigerated kosher meals as a temporary solution.
- Nikol: If you have any feedback or input regarding the Student Experience Standing Committee, please speak to me!
- POI Anne: An accessibility checklist which would be mandated to all clubs is being considered. So, speak to the committee if you have ideas.
- Jared: USC has also updated a motion on the LGBTQ+ committee which would extend their purview/portfolio.

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Laura Bot

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Jake Anderson, Abby Litchfield, Trisha Kershaw, Adrianna Wiley, Serena
Mendizabal

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Jill Malcolm

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Anthony Berg

2. Attendees Not Present:

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3. Attendees Excused:

Mac Grenier

Adjournment

Time: 6:40 PM