



AGENDA - SRA 13K
STUDENT REPRESENTATIVE ASSEMBLY
Sunday, December 1, 2013, 12:00pm
Council Chambers, GH 111

PROCEDURE

Call of the Roll, Adoption of Agenda, Playing of National Anthem, Announcements from the Chair, Adoption of SRA Minutes 13I and 13J, Delegation from the Floor, Report Period, Information Period, Question Period, Business Arising from the Minutes, Business, Committee Business, Unfinished Business, New Business, Time of Next Meeting, Call of the Roll, Adjournment

DELEGATION FROM THE FLOOR

- | | |
|---------------------------|--------|
| 1. Welcome Week Reporting | Doucet |
|---------------------------|--------|

REPORT PERIOD

- | | |
|------------------------------------|-------------|
| 1. Nursing Caucus | Palczewski |
| 2. Science Caucus | Guarna |
| 3. Social Sciences Caucus | Paul |
| 4. External Affairs | Long |
| 5. University Affairs | Narro Perez |
| 6. Executive Board | Graham |
| 7. Vice-President (Administration) | A. D'Angela |

BUSINESS ARISING FROM THE MINUTES

- | | |
|---|-------------|
| 1. Close MSU Seats on Awards Committees | A. D'Angela |
| 2. Close MSU Seat on Other Committee | Pullen |

BUSINESS

- | | |
|---|-------------|
| 1. Recess for meeting of MSU Incorporated | Campbell |
| 2. Close SRA Seat on Bylaws & Procedures Committee | Jeyasingham |
| 3. Close MSU Seat on Bylaws & Procedures Committee | Jeyasingham |
| 4. Close MSU Seat on Teaching Awards Committee | A. D'Angela |
| 5. Close SRA Seat on Elections Committee | A. D'Angela |
| 6. Close SRA Seat on WTC Ad Hoc Committee | A. D'Angela |
| 7. Open SRA Seat on Operations Committee | Pullen |
| 8. OPERATING POLICY 3.3 – BUSINESS RELATED EXPENSES | Doucet |
| 9. HSR Referendum | Doucet |

MOTIONS

1. **Moved** by ____, seconded by ____ that the Assembly close nominations for MSU members to the following Awards Selection Committees:
 - Honour M (1)
 - Rudy Heinzl Award of Excellence (1)
 - Merit Scholarship (1)
 - J. Lynn Watson (1)
 - Spirit Award (1)
2. **Moved** by Pullen, seconded by ____ that the Assembly close one (1) MSU seat on the All-Ages Programming Committee.
3. **Moved** by Campbell, seconded by ____ that the Assembly recess for a meeting of MSU Incorporated.
4. **Moved** by Jeyasingham, seconded by ____ that the Assembly closes nominations for one (1) SRA seat on the Bylaws & Procedures Committee.
5. **Moved** by Jeyasingham, seconded by ____ that the Assembly closes nominations for one (1) MSU seat on the Bylaws & Procedures Committee.
6. **Moved** by A. D'Angela, seconded by ____ that the Assembly closes nominations for one (1) MSU seat on the Teaching Awards Committee.
7. **Moved** by A. D'Angela, seconded by ____ that the Assembly closes nominations for one (1) SRA seat on the Elections Committee
8. **Moved** by A. D'Angela, seconded by ____ that the Assembly closes nominations for one (1) SRA seat on the Women & Trans* Centre Ad Hoc Committee.
9. **Moved** by Pullen, seconded by ____ that the Assembly open one (1) SRA seat on the Operations Committee.
10. **Moved** by Doucet, seconded by ____ that the Assembly approves changes to OPERATING POLICY 3.3 – BUSINESS RELATED EXPENSES as circulated.
11. **Moved** by Doucet, seconded by ____ that the MSU run a referendum concurrent with the 2014 MSU President election about the HSR bus pass. The referendum shall give the students the option of no bus pass, an 8 month bus pass at 145% of the adult monthly rate, an 8 month bus pass with enhanced daytime and night-time service at 152.5% of the adult monthly rate, a twelve month bus pass at 152% of the adult monthly rate, and a twelve month bus pass with enhanced daytime and night-time service at 159.5% of the adult monthly rate.



Student Representative Assembly Meeting 13K
Sunday, December 1, 2013 at 12:00 pm
Council Chambers, GH 111

Called to Order at 6:31 pm

CALL OF THE ROLL

Present	Brodka, Campbell, Chennabathni, A. D'Angela, Diconzo, Doucet, Garasia, Gillis, Graham, Harper, Hetz, Jeyasingham, Leslie, Long, Mackinnon, Mallon, Morrow, Narro Perez, Osazuwa, Palczewski, Pullen, Rheume, Traynor, Tichenkov, Wilson
Absent Excused	Candemir, Guarna, Loewig, Sparrow
Absent	Wolwowicz
Late	Abbas, Cicchi, D. D'Angela, D'Mello, Paul
Others Present	Inemesit Etokudo (Maroons Coordinator), Marty Hutchison (MSU Member), Inna Berditchevskaia (FYC), Cam Galindo (FYC), Wayne Yeung (MSU Member), Chantal Labonte (UPC Undergrad Rep), Ameema Saeed (MSU Member), Victoria Tweedie (MSU Member), Jacob Klugsberg (TAC Coordinator), Elise Milani (MAPS Member), Jyssika Russell (QSCC Coordinator), Kelsey O'Neill (SHEC Coordinator), Emma Perin (MSU Member), Victoria Scott (Recording Secretary)
Chair	Maria Daniel

ADOPTION OF AGENDA

Moved by Rheume, **seconded** by Garasia that the Assembly adopt the agenda as amended.

Amendments

Moved by Graham, **seconded** by Doucet that the Assembly add "Operating Policy – MSU Spark Pilot Program" as Business Item #10.

Vote on Amendment

Passes by General Consent

Moved by Long, **seconded** by A. D'Angela that the Assembly add "FYC Delegation" as Delegation from the Floor #2.

Vote on Amendment

Passes Unanimously

Moved by Jeyasingham, **seconded** by Gillis that the Assembly add "Parameters of Women & Trans* Centre Ad-Hoc Committee" as Business Item #11.

- Jeyasingham explained that the amendments brought forward at 13J were substituted for a different amendment and weren't discussed in detail. It left the impression that the SRA didn't like it, but the ad-hoc committee went with it anyway and he would like the SRA to make a definitive decision.

Vote on Amendment

Passes by General Consent

Moved by Doucet, **seconded** by A. D'Angela that the Assembly remove "Welcome Week Report" from Delegation from the Floor.

- Doucet explained that he had some time sensitive projects that pushed this report to January.
- A. D'Angela explained that Faculty Societies have done their reporting, as well as the MSU and Student Success Centre (SSC).

Vote on Amendment

Passes by General Consent

Vote to Adopt Agenda

Passes Unanimously

ANNOUNCEMENTS FROM THE CHAIR

- The Speaker asked the Assembly to note the following:
Please note that during some items of discussion the Chair will open the floor up for any questions, about the motion, that members might have to the mover or the seconder.
After that point, the Chair will begin asking for speakers to address the motion, and at which point all speakers will be asked to identify whether they for or against the motion, and then speak to it.
- The Speaker reminded the Assembly that the Chair may give preference to members on the Speaker's list who have not yet spoken to the motion.

ADOPTION OF MINUTES

Moved by A. D'Angela, **seconded** by Rheume that the Assembly adopt the minutes from SRA Meetings 13I – November 3, 2013 and 13J – November 17, 2013, as circulated.

Passes Unanimously

DELEGATION FROM THE FLOOR

Moved by Long, **seconded** by Cicchi to set parameters for Delegation from the Floor as 10 minutes for presentations, and five minutes for questions.

Vote to Set Parameters

Passes Unanimously

1. FYC Delegation – Cam Galindo, FYC Chair, and Inna Berditchevskaia, FYC Advocacy

- FYC went over their presentation

Questions

- Campbell asked how many people were interested in their street team. Berditchevskaia responded that they have around 20 students who have been interested.
- Graham asked what the major challenges were as leaders of FYC. Galindo explained that after they are elected, there isn't too much to go on and they are trying to create a plan during the year. Berditchevskaia responded that the time constraints are a big challenge, and trying to find meeting times.

- Doucet asked if they find an overlap with FYC and IRC. Berditchevskaia responded that it isn't a matter of overlap as they only have one FYC member living in residence. She explained that IRC is about getting res members together with events, and that FYC's focus is advocacy.
- Pullen asked if they would be collaborating with SOCS. Galindo responded that they are looking forward to collaborating with SOCS and addressing the gaps.

REPORT PERIOD

1. Nursing – Palczewski presented

- Palczewski summarized the report.

2. Science Caucus – Narro Perez presented

- Narro Perez summarized the report.

Questions

- A. D'Angela asked that if anyone could indicate issues with the SRA Science email account, as students haven't been emailed back. Narro Perez stated that he would look into it.
- Graham asked for an update on MSS. Narro Perez responded that they have hired a coordinator for the Ontario Science Games, and they are working on bylaws and operating policies.

3. Social Sciences Caucus – Paul presented

- Paul summarized the report.

4. External Affairs Commissioner – Long presented

- Long summarized the report.

5. University Affairs – Narro Perez presented

- Narro Perez summarized the report.

Questions

- Doucet stated that they had a conversation at EB about the role of MACycle and how they could be doing more advocacy work. He suggested getting the UA committee members to reach out to them about getting more bike racks. Narro Perez explained that they have tried, but nothing has been formalized. He added that he didn't want to wait to meet with security.
- Cicchi asked if all the committee members on UA have learning portfolios. Narro Perez responded that he gave them open invitations, and only two members have them.
- Abbas thanked Narro Perez for his awesome work as Commissioner.

6. Executive Board – Graham presented

- Graham summarized the report.

7. Vice-President (Administration) – A. D'Angela presented

- D'Angela summarized the report.

INFORMATION PERIOD

- D. D'Angela reported that the Finance Committee has wrapped up consultation with the non-MSU, non-University Groups about fees. The Committee reached a consensus, and will move forward with writing a policy that will be presented in the new year.
- Graham reported that next week will be OUSA LobbyCon, and that Campbell and he will be at Queen's Park.
- Campbell reported that he has an article on the President's Page about his platform points.
- Pullen reported that the Operations Committee meeting will be tomorrow in the Boardroom and they will be talking about the VLOG and Communications Policies.
- Doucet thanked the SRA members that contributed to the fundraising initiative of Movember.
- A. D'Angela announced that the MSU has created the Welcome Week Faculty Society Planner position, and to stay tuned for the hiring of that.
- Doucet reported that the hiring process would be starting in mid-January for PTM positions.
- Brodka announced that December is a taxing month for mental health, and that the Peer Support Line is open from 7 pm-1 am every night.
- Gillis reported that in December there would be a community forum in the Central Hamilton Library in regards to raising minimum wage.
- Etokudo announced that the Maroons are partnering with Alumni to hand out hot chocolate and cookies on December 5 from 1-4 p.m.
- Narro Perez announced that Formaldehyde will be on January 17, and everyone can grab their tickets from the MSS office.
- Klugsberg announced that SCSN is doing a toy Drive for McMaster Children's Hospital, and that they are collecting donations until December 18.

QUESTION PERIOD

- Campbell asked the Commerce Caucus what was happening with the Commerce Society. Mallon responded that DCS is still holding the same position as before. He added that they are meeting before the exams and he hopes that it will be sorted out soon.
- Doucet asked Gillis if he could update the Assembly on the Ad-Hoc Committee on Democratic Reform. Gillis responded that they are slowly trying to narrow down what they will be proposing to the SRA, and that they have voted on some of the issues, but the committee felt that some of the ideas needed more research.
- Rheume asked Mallon to clarify the position DCS is holding for those not in the know. Mallon responded that from what he has been told, DCS would like to keep having closed door executive meetings.
- Graham asked Gillis if he could give a brief synopsis on what the Ad-Hoc Committee on Democratic Reform of what they have been discussing. Gillis responded that the Committee is looking at the current structure of the Vice-President Elections, and looking at how other universities hold their elections. He added that they are working on getting placards for official observers, and they are looking at parties running in slates.
- Doucet asked Jeyasingham if there was an overlap between the Bylaws and Procedures Committee and the Ad-Hoc Committee on Democratic Reform. Jeyasingham stated that the mandate is given to Bylaws to review the structure of the governance of the MSU. He stated that his opinion was that there is some overlap, but since the Ad-Hoc Committee was struck the Bylaws and Procedures Committee decided to focus less on how the SRA was structured and more on other items, such as General Assembly. Jeyasingham added that they are looking at the structure of the SRA by possibly expanding but other items are elections, SRA accountability, and support. They are also reviewing the definitions bylaw.
- A. D'Angela asked the Services Commissioner on how the review of four services was going. Brodka responded that their focus of the term was to look over the policies, and since they have had conversations about TAC. There will be another meeting tomorrow evening to discuss the mandate of the committee and see what criteria are used to review services, and look into possible changes.
- Cicchi asked A. D'Angela if the opportunity to job shadow was being offered from the rest of the Board. A. D'Angela explained that she couldn't speak for the Board. Doucet responded that it was a good initiative and this is something they are discussing for the future for those who are interested in the roles.

BUSINESS ARISING FROM THE MINUTES

1. Close MSU Seats on Awards Committees

Moved by Leslie, **seconded** by Pullen that the Assembly close nominations for MSU members to the following Awards Selection Committees:

- Honour M (1)
- Rudy Heinzl Award of Excellence (1)
- Merit Scholarship (1)
- J. Lynn Watson (1)
- Spirit Award (1)

Nominations

- Campbell nominated Ameema Saeed for Spirit Award and Rudy Heinzl Award of Excellence – accepted
- D’Angela nominated Chantal Labonte for Honour M – accepted
- Garasia nominated Wayne Yeung for J. Lynn Watson and Rudy Heinzl Award of Excellence – accepted
- Narro Perez nominated Victoria Tweedie for Honour M, Spirit Award, and Merit Scholarship – accepted
- Morrow nominated Marty Hutchinson for Merit Scholarship - accepted

Vote on Motion

Passes by General Consent

Moved by A. D’Angela, **seconded** by Osazuwa to set parameters for the election at one minute for opening statements and two minutes per candidate pooled for questions.

Vote to Set Parameters

Passes Unanimously

J. Lynn Watson

- Wayne Yeung won the MSU Seat on the J. Lynn Watson Award Selection Committee by acclamation.

Honour M

Nominations

- Chantal Labonte
- Victoria Tweedie

- Candidates spoke within allotted time.
- The Assembly voted by secret ballot.

Name	Vote
Labonte	20
Tweedie	10
Spoiled	0
Abstained	0

- Chantal Labonte won the MSU Seat on the Honour M Award Selection Committee.

Rudy Heinzl Award of Excellence

Nominations

- Ameema Saeed
- Wayne Young withdrew his nomination

- Ameema Saeed won the MSU seat on the Rudy Henizl Award of Excellence Award Selection Committee by acclamation.

Spirit Award

- Ameema Saeed withdrew her nomination
- Tweedie

- Victoria Tweedie won the MSU seat on the Rudy Heinzl Award of Excellence Award Selection Committee by acclamation.

Merit Scholarship

Nominations

- Marty Hutchinson
- Victoria Tweedie withdrew her nomination

- Marty Hutchinson won the MSU seat on the Merit Scholarship Award Selection Committee by acclamation.

2. Close MSU Seat on Other Committee

Moved by Pullen, **seconded** by Palczewski that the Assembly close one (1) MSU seat on the All-Ages Programming Committee.

- Pullen explained that the seat was opened in April, and then postponed to the first meeting in September and didn't make it on the agenda. This Committee is tasked with monitoring the implementation of the add-ages programming policy.

Nominations

- Pullen nominated Ameema Saeed – accepted

Vote on Motion

Passes Unanimously

BUSINESS

1. Recess for Meetings of MSU Incorporated and CFMU Incorporated

Moved by Campbell, **seconded** by A. D'Angela that the Assembly recess for meetings of MSU Incorporated and CFMU Incorporated.

Passes Unanimously

Recessed at 1:31 pm

Called to Order at 2:19 pm

CALL OF THE ROLL

Present	Abbas, Brodka, Campbell, Chennabathni, Cicchi, A. D'Angela, D. D'Angela, Diconzo, Doucet, Garasia, Gillis, Graham, Harper, Hetz, Jeyasingham, Leslie, Long, Mackinnon, Mallon, Morrow, Narro Perez, Osazuwa, Palczewski, Paul, Pullen, Rheaume, Traynor, Tichenkov, Wilson
Absent Excused	Candemir, Guarna, Loewig, Sparrow
Absent	Wolwowicz
Late	
Others Present	Inemesit Etokudo (Maroons Coordinator), Marty Hutchison (MSU Member), Inna Berdichevskaia (FYC), Cam Galindo (FYC), Wayne Yeung (MSU Member), Chantal Labonte (UPC Undergrad Rep), Ameema Saeed (MSU Member), Victoria Tweedie (MSU Member), Jacob Klugsberg (TAC Coordinator), Elise Milani (MAPS Member), Jyssika Russell (QSCC Coordinator), Kelsey O'Neill (SHEC Coordinator), Emma Perin (MSU Member), Victoria Scott (Recording Secretary)
Chair	Maria Daniel

2. Close SRA Seat on Bylaws & Procedures Committee

Moved by Jeyasingham, **seconded** by A. D'Angela that the Assembly closes nominations for one (1) SRA seat on the Bylaws & Procedures Committee.

- Jeyasingham went over what the committee mandate, and stated that they will be discussing the Constitution and the General Assembly bylaw next term.
- The Speaker reminded the Assembly that all members of the Assembly must actively participate in one of the standing committee, including Executive Board.

Nominations

- Osazuwa nominated himself – accepted
- Paul nominated Chennabathni - accepted

Vote on Motion

Passes Unanimously

Moved by Abbas, **seconded** by Gillis that the Assembly set parameters for the election at three minutes for opening statements, and 10 minutes per candidate pooled for questions.

Amendment

Moved by Osazuwa, **seconded** by Cicchi to amend parameters to be “two minutes for opening statements and three minutes per candidate pooled for questions”

Vote on Amendment

Passes by General Consent

Vote to Set Parameters

Passes by General Consent

- Candidates spoke within the allotted time.
- The Assembly voted by secret ballot.

Name	Votes
Chennabathni	14
Osazuwa	15
Spoiled	1
Abstained	0

- Osazuwa won the SRA seat on the Bylaws and Procedures Committee.

Moved by D. D'Angela, **seconded** by Mallon that the Assembly recess for 10 minutes

- D. D'Angela stated that some people would like a break.
- Mallon explained that they still have two more hours to go
- A. D'Angela stated that she would like everyone to vote against this as a lot of people got treats after the last break.
- Doucet suggested trying to get through the remaining seat closures first.

- D. D'Angela withdrew the motion

3. Close MSU Seat on Bylaws and Procedures

Moved by Jeyasingham, **seconded** by Morrow that the Assembly closes nominations for one (1) MSU seat on the Bylaws & Procedures Committee.

Nominations

- Sarah Kanko

Vote on Motion

Passes Unanimously

- Sarah Kanko won the MSU Seat on the Bylaws & Procedures Committee by acclamation.

4. Close MSU Seat on Teaching Awards Committee

Moved by A. D'Angela, **seconded** by Palczewski that the Assembly closes nominations for one (1) MSU seat on the Teaching Awards Committee.

Nominations

- Daniyall Abdall

Vote on Motion

Passes Unanimously

- Daniyall Abdall won the MSU Seat on the Teaching Awards Committee by acclamation.

5. Close SRA Seat on Elections Committee

Moved by A. D'Angela, **seconded** by Cicchi that the Assembly closes nominations for one (1) SRA seat on the Elections Committee

- A. D'Angela stated that it would be an exciting couple of months with Presidential Elections, and SRA Generals.
- Pullen explained that if they are interested or planning on being involved in a campaign for Presidentials or a Referendum, please do not run for this seat.

Moved by Morrow, **seconded** by Rheaume to postpone closing of the seat to SRA 13L.

- Pullen stated that this was a SRA seat, and asked what was going to change by 13L.
- Doucet stated that the EC is important and there should be someone wanting to volunteer for this.
- Morrow withdrew the motion

Nominations

- Paul nominated Chennabathni - accepted

Vote on Motion

**In Favour: 28 Opposed: 0 Abstentions: 0
Motion Passes**

- Chennabathni won the SRA seat on the Elections Committee by acclamation.

6. Close SRA Seat on WTC Ad-Hoc Committee

Moved by A. D'Angela, **seconded** by Pullen that the Assembly closes nominations for one (1) SRA seat on the Women & Trans* Centre Ad Hoc Committee.

Nominations

- Traynor

Vote on Motion

Passes Unanimously

- Traynor won the SRA seat on the WTC Ad-Hoc Committee by acclamation.

7. Open SRA Seat on Operations Committee

Moved by Pullen, **seconded** by Morrow that the Assembly open one (1) SRA seat on the Operations Committee.

- Pullen explained that she had a SRA member leave the committee, and that this seat will be closed at 13L

Vote on Motion

Passes Unanimously

Moved by A. D'Angela, **seconded** by Graham that the Assembly recess for 10 minutes.

Passes Unanimously

Recessed at 2:49 p.m.

Called to Order at 2:59 p.m.

CALL OF THE ROLL

Present	Abbas, Campbell, Chennabathni, Cicchi, A. D'Angela, D. D'Angela, Doucet, Garasia, Graham, Harper, Hetz, Jeyasingham, Leslie, Mackinnon, Mallon, Narro Perez, Rheame, Traynor, Tichenkov, Wilson
Absent Excused	Candemir, Guarna, Loewig
Absent	Wolwowicz
Late	Abbas, Brodka, D. D'Angela, D'Angela, D'Angela, Dicenzo, Gillis, Hetz, Long, Morrow, Osazuwa, Palczewski, Paul, Pullen, Sparrow
Others Present	Inemesit Etokudo (Maroons Coordinator), Marty Hutchison (MSU Member), Inna Berditchevskaia (FYC), Cam Galindo (FYC), Wayne Yeung (MSU Member), Chantal Labonte (UPC Undergrad Rep), Ameema Saeed (MSU Member), Victoria Tweedie (MSU Member), Jacob Klugsberg (TAC Coordinator), Elise Milani (MAPS Member), Jyssika Russell (QSCC Coordinator), Kelsey O'Neill (SHEC Coordinator), Emma Perin (MSU Member), Victoria Scott (Recording Secretary)
Chair	Maria Daniel

8. OPERATING POLICY 3.3 – BUSINESS RELATED EXPENSES

Moved by Doucet, **seconded** by Cicchi that the Assembly approves changes to OPERATING POLICY 3.3 – BUSINESS RELATED EXPENSES as circulated.

Amendment

Moved by Doucet, **seconded** by A. D'Angela that section 5.1.1 be amended to read "Employees and/or volunteers"

- Doucet explained that this was something that he had already discussed with Pullen, and that it won't be just employees who will be provided with taxi slips.
- Cicchi asked if they should include this to section 6.1 about reimbursements for volunteers who buy meals.
- Doucet stated that employee could be interpreted to be volunteers as well.

Vote on Amendment

Passes by General Consent

Back to Main Motion

- Doucet went over the memo with the Assembly.
- Cicchi asked for a clarification on section 4.6 and how they will be monitoring the cell phones and making sure they are being used for business.
- Doucet explained that they looked over the jobs that need to be available through cell phone communication. If an employee chooses not to own a cell phone, they won't be reimbursed.
- Pullen ceded to Milani. Milani asked about section 3 and having commissioners giving taxi slips.
- Doucet explained that they removed the commissioners from that section as they don't have signing authority on taxi slips.
- Abbas asked if section 4 is the standard practise within other student unions.
- Doucet felt it was standard practise for student unions, as well as not-for-profit businesses.
- Gillis stated that there were concerns about not funding the bills for the Board members, as they use the cell phones for their own personal use as well.
- Doucet explained that they had this discussion at the Board level, and they have changed it to include tech devices. This is a standard practise for those who have phones provided by work, as they are expected to be on their phones on a daily basis for work.

- Sparrow explained that his concern is similar to Gillis' and was wondering why the Board was using their personal cell phones for business. He stated that the MSU should be giving out phones so that the numbers are the same each year.
- Doucet responded that the MSU used to do that in previous years, and found it to be more costly.
- Gillis stated that in section 6.3 he felt that it was inappropriate for reimbursing for alcohol.
- Doucet stated that there are instances where it can be gifted, and he felt that the Executive Board has the ability to be able to make the decision if it was appropriate or not.
- Sparrow felt that it wouldn't be appropriate in any circumstance, and that people can find other gifts to give. He stated that he didn't think it would be a good way to spend student money.
- Doucet gave an example of how it would be appropriate, stating that a speaker came in to train Silhouette staff for free and the Silhouette chose to purchase a bottle of wine as a thank you. He stated that if these purchases were made without consent, it would have to come forward to the EB to be approved.
- Sparrow added that other student unions have taken it to the extreme, and felt that it while it may be appropriate to gift it, the policy is not specific enough to prevent abuse in the future.

Moved by Sparrow, **seconded** by Pullen that the Assembly commit OPERATING POLICY 3.3 – BUSINESS RELATED EXPENSES back to the Operations Committee.

Discussion to Commit

- Sparrow explained that he didn't see how the purchase of alcohol is justified in the policy, as it doesn't specify what it's for.
- Pullen stated that she understood the concern, but that when Doucet explained it to the committee it made sense. Any purchases to be reimbursed must be approved by the Executive Board, and they are voted in by the SRA to make decisions. She stated that if any of the members aren't doing their job properly when it comes to this, then there are recourses for their actions. Pullen added that this policy was reviewed numerous times and while the Committee didn't always agree, she doesn't see what other changed could be made as they are just differences of opinions.
- Gillis stated that he would rather see an amendment to the policy as opposed to committing this back to the Operations Committee, but he is in favour of the motion, as other sections should be looked at.
- Doucet stated that he was against committing this back as he has full confidence in the future EB members for spending.

Vote to Commit

In Favour: 7 Opposed: 10 Abstentions: 12

Opposed: Cicchi, Long, D. D'Angela, Paul, Pullen, Palczewski, Harper, Jeyasingham, Narro Perez, Mackinnon

Abstained: Campbell, A. D'Angela, Doucet, Graham, Wilson, Hetz, Morrow, Rheame, Garasia, D'Mello,

Osazuwa, Chennabathni

Motion Fails

Back to Main Motion

Moved by Doucet, **seconded** by Cicchi that the Assembly approves changes to OPERATING POLICY 3.3 – BUSINESS RELATED EXPENSES as circulated.

Amendment

Moved by Gillis, **seconded** by Sparrow to amend section 6.3 to read "No reimbursement will be made for the purchase of alcoholic beverages."

- Gillis felt that he would like to see this changed.
- Sparrow stated that he was against student unions purchasing alcohol in general, but if they sent it back they could have made it tighter to specific circumstances.
- Jeyasingham understood the sentiments for striking this part as alcohol isn't necessarily appropriate as a gift, but if there are appropriate scenarios then the EB will be the members to oversee this. If there has

been an error they will report to the SRA and the SRA has the power to recall those individuals if any of the EB members do something irresponsible. He felt that this didn't need to be struck.

- Doucet stated that the MSU runs a bar and sometimes alcohol in the bar may run out. This means that the manager at TwelvEighty may have to go to the LCBO to pick up more, and they may not be able to contact the VP Finance in time. This means they would have to be reimbursed for their purchase. Doucet explained that Campus Events puts on shows where the artists request items in their riders. He stated that the MSU is required to purchase alcohol for some of these things to happen, and that if members were concerned about this they should look into rescinding other operating policies that deal with serving alcohol.

Moved by Cicchi to Call to Question

In Favour: 25 Opposed: 2 Abstentions: 2
Opposed: Gillis, Sparrow
Abstained: Morrow, Pullen
Motion Passes

Vote on Amendment

In Favour: 2 Opposed: 26 Abstained: 2
Opposed: Campbell, Doucet, A. D'Angela, Graham, Wilson, Hetz, Leslie, Traynor, Morrow, Rheaume, Garasia, Narro Perez, Brodka, Chennabathni, D'Mello, Mackinnon, Osazuwa, Harper, Jeyasingham, Palczewski, Pullen, Paul, D. D'Angela, Mallon, Long, Cicchi
Motion Fails

Back to Main Motion

Moved by Cicchi to Call to Question

In Favour: 23 Opposed: 1 Abstentions: 5
Opposed: Gillis
Abstained: Morrow, Harper, Jeyasingham, Sparrow, Pullen
Motion Passes

Vote on Main Motion

In Favour: 23 Opposed: 1 Abstentions: 6
Opposed: Sparrow
Abstained: Campbell, Doucet, Graham, A. D'Angela, Gillis, Denczo
Motion Passes

9. HSR Referendum

Moved by Doucet, **seconded** by Campbell that the MSU run a referendum concurrent with the 2014 MSU President election about the HSR bus pass. The referendum shall give the students the option of no bus pass, an 8 month bus pass at 145% of the adult monthly rate, an 8 month bus pass with enhanced daytime and night-time service at 152.5% of the adult monthly rate, a twelve month bus pass at 152% of the adult monthly rate, and a twelve month bus pass with enhanced daytime and night-time service at 159.5% of the adult monthly rate.

- Doucet went over memo with the Assembly.
- Gillis ceded to Milani. Milani stated that she was excited about this and is jealous that she won't be around to use this. She asked about the wording of the questions with elections, as she didn't understand the percentages and was sure that other students may be in the same boat.

- Campbell explained that it relates to the questions posed from previous years, and that it's up to the Elections Committee to make up the wording of the question. There will be a challenge of making it coherent to addressing the issues, and it would be up to the SRA to communicate clearly what the options are to students. They wouldn't be taking a side, but students need to know the options.
- Sparrow felt that this was great and that the SRA should be taking a stance in the election, as they will be saying that they want great services.
- Campbell stated that decision would be separate from this motion, and they can have the discussion, about if they are comfortable with endorsing, closer to the referendum.

Vote on Motion

In Favour: 28 Opposed: 0 Abstentions: 3
Abstained: Pullen, Sparrow, Chennabathni
Motion Passes

10. Operating Policy: MSU Spark Pilot Program

Moved by Graham, **seconded** by Tichenkov that the Assembly approve the creation of the Operating Policy for the MSU Spark Pilot Program, as circulated.

- Graham went over the memo with the Assembly.
- Sparrow asked if there would be a review at the end of the pilot.
- Graham responded that it is outlined in the title and in the operating parameters as well.
- Pullen stated that this was brought forward to the Operations Committee and they did put forward some changes. They thought of putting in a clause stating that there would be no cost to students, and making sure that the review committee wasn't too big.
- Gillis stated that he couldn't support what was written as there were changes suggested that weren't reflected, about privacy and confidentially information after the program is done. He felt that there wasn't a goal in the program and the proposed changes weren't adequately reflected.
- Graham explained that he addressed the concerns about the recommendations. He explained that he didn't feel it was necessary to put in a privacy section as the program is about keeping things confidential, and while student retention doesn't have specific verbiage in the policy it is a factor and at play. Graham added that there would be an EB member on the review committee as they are still a representative of the SRA, and finally the program will be free and it states that there won't be a cost to students.
- Mallon asked if section 2.1.1 is defined as one term and review at the end, or both terms.
- Graham explained that in the current policy it would be two terms. He added that someone would have to make the amendment to shorten it from two to one.
- Brodka explained that he was happy that the clarification was made. His concern from the Services Committee was about retention, and the recommendation of making it a single term would be taking a single risk especially if the program will repeat or start back up. He felt that student interest would demonstrate that in favour of reducing it to a four-month pilot.
- Sparrow asked what type of training a success facilitator would go with. Students who participate in the program may not necessarily be extroverted.
- Graham stated that concerns about training were raised, but that they good have a good culture in the MSU of a strong training program. While it's not specifically outlined in the policy, he can't think of other services that have the level of detail of how volunteers are trained. All the discussions would be happening with the PTM and the Committees.
- Etokudo asked how this sets apart from what other things that may already be on campus. She asked Graham if he thought of the pilot program and gathering information from established mentorship programs and creating something different.
- Graham stated that this is different as it would be more about student success and making goals for university success. The purpose of Spark would to be having a peer support network included. He added that this is still a project and that they can still look into it.

- Mallon asked if they have looked into different strategies for second term attendance, in case first term wasn't as good. He asked what if there was a chance to do a first term pilot, see if that works and look into then doing the second term.
- Campbell felt that mentorship and connecting with upper year students is right up the MSU's alley. There was a lot of discussion about how to do it, so that's why they send Graham back with a researcher for the project. Campbell stated that he hesitates into going into the details too much as the review process has been put in as a show of good faith. This program makes sense to support and he thought that the review process was a good thing to address any concerns when they arise.
- Russell felt that it was good to recognize mentorship in other services designed beyond those services designed for it. She asked if there were ways to connect with more services.
- Graham explained that the funnelling and enlightening of the first year students about our services is part of the program. Completion of the program also involves self-directed activities and that could mean anything from being involved with QSCC or the Maroons. He stated that he was happy to say that the program will act in that way amongst many other things.
- Leslie stated that she was in support of this idea, as the MSU is supposed to be paying attention to all of their students and that this can only add to those programs already offered.
- Paul asked for clarification if the review committee would discontinue the service as they see fit.
- Graham stated that the SRA would have the power to do so.
- Gillis asked why student retention wasn't addressed in the policy.
- Graham explained that all the pieces are in the policy.
- Brodka stated that in regards to student interest it would be difficult to show that numbers will dwindle in second term, and that in second term may be a lower turnout rate he would be in favour of having one term. This would be the prime opportunity to engage the students, and if it becomes a success then they should look to expand.
- Doucet understood the concerns that members had about the nature of the project, but he assured them that they have been looked into. He stated that if they have concerns about whether they should approve this or not, it's understandable, but the process has been more extensive in creating this.
- Sparrow stated that the review process would have to be completed by April 1, but there will be a new Assembly and as they are brand new, they may not be aware of what's going on. He suggested having the review done before the last meeting of the SRA session.

Amendment

Moved by Sparrow, **seconded** by Graham to amend section 4.2.3 to read "by no later than the last meeting of the SRA 2014"

- Sparrow felt that this would be more in form.
- Graham was okay with this.

Vote on Amendment

Passes Unanimously

Back to Main Motion

Moved by Graham, **seconded** by Tichenkov that the Assembly approve the creation of the Operating Policy for the MSU Spark Pilot Program, as circulated.

Amendment

Moved by Gillis, **seconded** by Graham that Operating Policy: MSU Spark Pilot Program be amended to add section 1.1.4 "To encourage and facilitate student retention."

- Gillis stated that having this as part of the purpose shows that it would be a significant part of the program.

- Graham explained that this would not be changing anything drastically as student retention is already a part of the program.
- Pullen stated that she wasn't in favour of the amendment, as that in terms of the purpose it is useful to lead to retention of students, but it's not necessary to have it be part of the specific focus. She added that some people might find through this program that McMaster isn't for them and it shouldn't be reflected.

Vote on Amendment

In Favour: 1 Opposed: 8 Abstentions: 19

Opposed: Leslie, Brodka, Harper, Jeyasingham, D. D'Angela, Mallon, Paul

Abstained: A. D'Angela, Graham, Wilson, Hetz, Traynor, Abbas, Morrow, Garasia, Narro Perez, Chennabathni, D'Mello, Mackinnon, Tichenkov, Osazuwa, Palczewski, Dicenzo, Long, Cicchi, Sparrow

Motion Fails

Back to Main Motion

- Abbas stated that he would like to put trust and confidence in the review process, and he knows a lot of work has gone into this, but he doesn't feel as though they could make a judgement on the service. He added that he would like to propose an amendment to add a member of First Year Council to the review committee.

Amendment

Moved by Abbas, **seconded** by Harper that Operating Policy: MSU Spark Pilot Program be amended to add Section 4.1.7: One (1) member of First Year Council.

- Harper liked the concept of having a first year on the committee, and they should look into having someone in the program as well.
- Sparrow thought that the review process should be an informed process but shouldn't give everyone as part of the program a say.
- Traynor stated that she is a first year student, and thought that this would be a great thing for first year students. Having someone from FYC to get further information on what other students use would be great.

Vote on Amendment

Passes Unanimously

Vote on Main Motion

Passes Unanimously

11. Parameters of Women & Trans* Centre Ad-Hoc Committee

Moved by Jeyasingham, **seconded** by A. D'Angela that the parameters of the Women & Trans* Centre Ad-Hoc Committee, as approved at SRA 13A and amended at SRA 13J, be amended as circulated.

- Jeyasingham stated that this was emailed to everyone, and gave the background on why this was coming forward. He stated that amendments brought forward to SRA 13J were to potentially change the parameters of the committee to have co-chairs instead of just one. The co-chair could be a MSU member or observer of the committee. The amendment was then substituted. Jeyasingham let the Assembly know that there have been two WTC meetings since SRA 13J and they did elect an official chair and went with the co-chair system despite what was stated at the Assembly. He felt that this would go against the

parameters and it would be better for the SRA to decide the structure and not the Committee themselves. Jeyasingham encouraged to keep the discussion logical and not to include any personal attacks.

- A. D'Angela stated that this wasn't a debate about the mandate for the committee to exist, as it does meet and work. This is specifically about the parameters on which they operate.
- Pullen ceded to Milani. Milani stated that the reason why the co-chair system works as that it is very effective while dealing with time-sensitive issues. A number of the committee members felt it would be valid. She explained that not being a voting member helps facilitate the conversations,
- Sparrow felt that if the committee thought the system would help it function better than they should support the direction of the committee. He stated that he didn't see this going against what the SRA wanted.
- Pullen stated that she agreed with the structural issues with this, and wanted to add that this was brought up at the last meeting and it was swapped out. She added that it wasn't the committee's intention to circumvent it, and that the committee is trying to find the best way to function.
- D. D'Angela stated that the way this is written he could not support the motion. He felt that it would be wrong for a MSU committee to be co-chaired by someone who isn't a MSU member.
- Campbell asked if there were any MSU members taking the Chair position.
- Traynor stated that she went to the meetings and it was discussed that there were MSU members who were interested, but they felt the best solution was to have a co-chair from both.
- Russell stated that she has been involved in the committee as an observer and felt that continuity would be a good reason why to have a co-chair.
- Paul stated in regards to having community members being involved and not having them be a detriment, but having them a chair isn't the correct route.
- Sparrow felt that they should be looking at the impact of the shaping of the centre, and that the SRA should be considering that previous services have had non-MSU members sitting on committees. If this works well, and gets work done then this should be the end product.
- Gillis stated that in regards to the argument he felt that this community member might be the best person for the role, and while this might result in a MSU service, right now, it's a committee and he doesn't see the logic in the discussion.
- D. D'Angela disagreed that while they offer services to community members, they don't have PTMs who are involved the community but aren't MSU members. He stated that there are plenty of people in the MSU qualified to do the job.
- Russell stated that they needed to differentiate commissioners of standing committee and PTMs, as there are different aspects to it. She added that she doesn't see why they need to adhere to this just because it was what the MSU has done before.
- Etokudo asked what the accountability was of the committees. She asked what checks and balances would exist to combat if the co-chair was a community member.
- A. D'Angela explained that there is an interpretation because of the way current committee is structured, with the official chair and unofficial chair, and the scrutiny of the committee would go to the official chair and they would be the one doing the reports and answering questions.

Moved by Cicchi to Call to Question

Vote on Call to Question

In Favour: 2 Opposed: 17 Abstentions: 7

Opposed: Doucet, Graham, A. D'Angela, Chennabathni, D'Mello, Leslie, Mackinnon, Harper, Jeyasingham, Palczewski, Pullen, Gillis, Dicenzo, Paul, D. D'Angela, Long, Sparrow

Abstained: Garasia, Brodka, Wilson, Hetz, Traynor, Mallon, Osazuwa

Motion Fails

Back to Main Motion

Moved by Jeyasingham, seconded by A. D'Angela that the parameters of the Women & Trans* Centre Ad-Hoc Committee, as approved at SRA 13A and amended at SRA 13J, be amended as circulated.

- A. D'Angela brought up the fact that when the committee had the election for the co-chair, Milani was elected 4-2. She wanted to draw to the fact that the arguments are saying that they should be consistent, but Ad-Hoc Committees members aren't consistent.
- Russell stated that she thought it was clear that the committee has been productive and operational.
- Gillis ceded to Milani. Milani stated that the co-chair was an idea brought up by committee members. There is a lot of work being put into this committee and it is all volunteer-based. Milani stated that with two people a lot more work could be done.
- Doucet stated that there are comments about how tough turnover is ever year, and while this does leave operational challenges, this is defining characteristic of the MSU. MSU members make the student union and applying context to decisions made every day is important.
- D. D'Angela reiterated that it would inappropriate for any non-MSU member to be a chair in any way. He felt that they could contribute a lot, but it doesn't mean that they should be chair.
- Sparrow stated that if the committee feels as though it's the best way to do it so be it; at the end of the day it is still under the control of the MSU. 100% of the voting membership is MSU members. He added that are many services that don't follow their operating policies.
- Paul stated that there is nothing in the operating policies to limit discussion of the non-MSU members. He stated that he has attended a few meetings and they are very encouraging of their community members. He knows Milani would be great.
- D. D'Angela asked what if they had committees where they bring in non-MSU chairs. He stated that they are a student union representing full-time students.
- Brodka stated that as a committee member he has yet to see this process work as they have only had one meeting since the chance and the official chair wasn't even present.
- Jeyasingham stated that the issue of whether it needs to be a MSU member as chair is fundamental for all committees. He stated that if this passed then they would have to look at the standing committees and seeing if the chairs could be selected from the MSU membership.
- Russell wanted to make sure that there are different circumstances as to why students go from having MSU membership to being part-time. She added that it's important to remember that not everyone has the ability or feasibility to be a full-time student.

Moved by Brodka to Call to Question

Vote to Call to Question

In Favour: 13 Opposed: 1 Abstentions: 4
Opposed: Gillis
Abstained: Wilson, Traynor, Harper, Jeyasingham
Motion Passes

Vote on Main Motion

In Favour: 5 Opposed: 15 Abstentions: 5
Opposed: Doucet, Wilson, Hetz, Leslie, Garasia, Brodka, Chennabathni, D'Mello, Mackinnon, Jeyasingham, Paul,
D. D'Angela, Mallon, Long, Cicchi
Abstained: A. D' Angela, Palczewski, Harper, Tichenkov, Traynor
Motion Fails

TIME OF NEXT MEETING

January 12, 2013
6:30pm
Council Chambers, GH 111

CALL OF THE ROLL

Present Abbas, Brodka, Chennabathni, Cicchi, A. D'Angela, D. D'Angela, Diconzo, Doucet, Garasia, Gillis, Graham, Harper, Hetz, Jeyasingham, Leslie, Long, Mackinnon, Mallon, , Palczewski, Paul, Pullen, Rheaume, Sparrow, Traynor, Tichenkov, Wilson

Absent Excused Candemir, Guarna, Loewig, Rheaume

Absent Campbell, Morrow, Narro Perez, Osazuwa, , Wolwowicz

Late

Others Present Inemesit Etokudo (Maroons Coordinator), Marty Hutchison (MSU Member), Inna Berditchevskaia (FYC), Cam Galindo (FYC), Wayne Yeung (MSU Member), Chantal Labonte (UPC Undergrad Rep), Ameema Saeed (MSU Member), Victoria Tweedie (MSU Member), Jacob Klugsberg (TAC Coordinator), Elise Milani (MAPS Member), Jyssika Russell (QSCC Coordinator), Kelsey O'Neill (SHEC Coordinator), Emma Perin (MSU Member), Victoria Scott (Recording Secretary)

Chair Maria Daniel

ADJOURNMENT

Moved by Pullen, **seconded** by Garasia that the meeting be adjourned.

Motion Passes by General Consent

Adjourned at 5:20 pm

/vs

First Year Council

Your thoughts. Your voice. Your Year.



- Cam Calindo- Chair
- Leanne Winkels – Vice-Chair
- Sara Kim- Events
- Anna Kulesza- Communications
- Inna Berdichevskaja- Advocacy



Meet Your First Year Council!





- Gathering a group of first year students to be involved in:
- Running events
- Spreading awareness
- Contributing ideas

Street Team

FIRST YEAR COUNCIL
PRESENTS

STREET TEAM RECRUITING

NOV. 20TH, 2013 | MUSC 203

INFORMATION 3:00 - 3:20PM

SESSIONS 3:30 - 3:50PM

4:00 - 4:20PM

4:30 - 4:50PM

YOUR VOICE. YOUR THOUGHTS. YOUR COUNCIL.



- Weekly meetings
- Discuss academic opinions of First Years
- Possible available support options
 - Societies
 - Professors
- Going forward...
 - Discussion-style meetings with First Years from Societies
 - “Dear First Year Me” campaign

Faculty First Year Rep Committee

- We held a raffle for a T.V. At the IRC Graffiti night
- Got contact information from first years

T.V. Draw





Going Forward

- Clubbing event
- Opportunities to make clubs and societies more accessible to students
- Monthly online mini-surveys
- Suggestions?

Next Semester

- Collaboration with IRC for a few events
- Skating Trip for first years to Bayfront
- Sledracers

Frost Week



REPORT

From the office of the...

Nursing Caucus

TO: Members of the Student Representative Assembly
FROM: Kornelia Palczewski, SRA Nursing
SUBJECT: SRA 13K Report
DATE: Tuesday, November 26, 2013

Dear Assembly,

The nursing caucus has been busy over the past few weeks! To begin with, the newsletter is now up and running and can be linked from my SRA profile for now until it finds a new home. As well, I have decided to make a few changes to the layout and release of it to better serve the constituents. The newsletter will now be in an online format and will be updated after each SRA meeting as opposed to a PDF file updated monthly. There are postings and events that occur between that time period that could be neglected, so the new regimen ensures that all the information is posted.

As well, I have concluded my research into union memberships for other collaborative nursing programs at other universities, which has been insightful. Currently, I will be collecting feedback from McMaster-Mohawk BSCN students to see what they feel needs to be changed in order to feel more like McMaster students.

In the summer, I began to work with the faculty on integrating the online learning portfolio into the Level 1 nursing curriculum. I have been approached to continue working on this project, to which I have agreed.

On MUNSS side of things, the constitution has been updated to reflect the current positions accurately. As well, executive members have chosen what subcommittees they would like to work with for the year (social, awards, etc.). Finally, fundraising for students to attend the CNSA National conference in Vancouver in January will begin in order to help offset the expenses for students associated with attending the conference.

If you have any questions, feel free to contact me at any time!

Best,

Kornelia Palczewski. SRA Nursing Caucus Leader
McMaster Students Union
sranursing@msu.mcmaster.ca



REPORT

From the office of the...

SRA Science Caucus

TO: Members of the Student Representative Assembly
FROM: SRA Science
SUBJECT: SRA 13K Report
DATE: November 25th, 2013

Dear Assembly,

BILL BILL BILL BILL BILL! I hope that you are all as excited as the Science caucus is to have such a wonderful piece of our childhood speaking on our campus today! SCIENCE RULES!

Updates

Twitter – We currently have 126 followers! We've also been able to talk with a few students about joining committees – all conversations stemming from twitter. Our handle is @srascience.

Office Hours – We continue to hold office hours throughout the week. Hours are posted on our SRA tab. A link to the hours is also on the MSS website.

CFMU – We are currently waiting for Alexander Young to complete his on air training. The show, Inertia, will be on Tuesdays at 12:30 ! Stay tuned for updates on when the show will go live.

MSS – We continue to attend MSS meetings weekly

SRA Kin – We have invited the new Kinesiology caucus to attend our Science Caucus meetings held every Sunday of SRA at 5:30 in the SRA Office.

New Goals

What's missing from your program survey? – This probably won't be the final name but we are looking at putting out a survey to science students that will target what classes they think are missing from their programs, what are some suggestions for classes, etc.

PS: some Bill facts

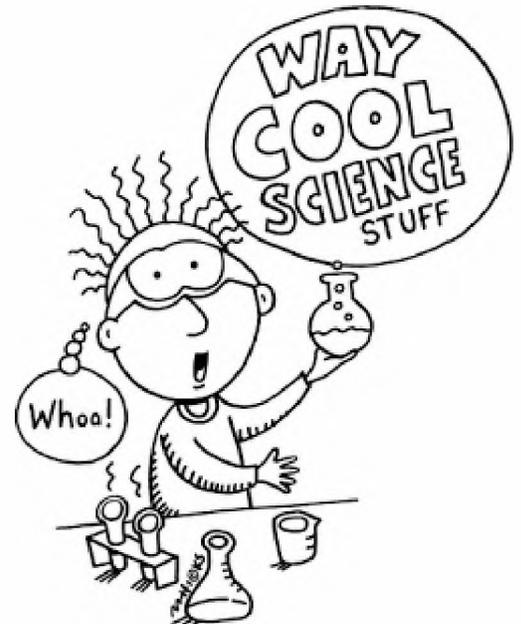
- the show won 19 emmys!
- Bill Nye the Science Guy: Stop the Rock! – a computer game about the show was released where you had to stop an asteroid collision with Earth.
- His first name is actually William

Best,

Giuliana Guarna

SRA Science Caucus

srasci@msu.mcmaster.ca





REPORT

From the office of the...

Social Sciences Caucus

TO: Members of the Student Representative Assembly
FROM: Tristan Paul, SRA Social Sciences Caucus Leader
SUBJECT: SRA 13K Report
DATE: December 1st, 2013

Dear Assembly,

This report will highlight progress on the objectives outlined in the Social Sciences Caucus Year Plan since the time of the SRA 13H Report.

Social Sciences Initiative Fund

This is an ongoing process that we initially hoped to have completed by the beginning of the second semester. However, after extensive consultation with the McMaster Social Sciences Society (MSSS) Executive and other campus groups with a similar fund – we have decided to extend our launch date until the beginning of the 2014/2015 academic year. The main reasoning behind this was to give us more time to work with the Faculty of Social Sciences/ Experiential Education to develop a more sustainable service for students. Despite this decision, the MSSS and the Social Sciences Caucus will continue to work together throughout the remainder of the 2013/2014 academic year to ensure we meet our new deadline.

Visibility

In terms of visibility, the Social Sciences Caucus has worked with the MSSS to create a new section on the MSSS website that in which students can find information about what the SRA Social Sciences Caucus is working and how they are represented within the MSU.

If you have any questions please do not hesitate to contact me.

Tristan Paul
SRA Social Sciences Caucus Leader
McMaster Students Union
srassci@msu.mcmaster.ca



REPORT

From the office of the...

External Affairs Commissioner

TO:	Members of the Student Representative Assembly
FROM:	SRA External Affairs Commissioner
SUBJECT:	SRA 13K Report
DATE:	November 25, 2013

Dear Assembly,

This is just a quick overview of what the External Affairs Committee has been doing over the past month. The report is divided into a description of the policies being worked on by individual members and the larger overarching committee projects that are also underway.

To start, Tristan Paul has been investigating the existing Transit policy which requires a complete overhaul. The structure of the paper needed work as well as the specific recommendations, given how some had a strangely narrow scope or are simply no longer relevant. There is also much more of an opportunity to add on to this paper with the focus that has recently been placed on the HSR from the President and VP Finance.

Ryan Sparrow has taken on the sustainability paper and similarly to the transit one, is in the process of an entire overhaul. As it currently stands the paper is far too vague and could benefit from further research and more specific recommendations. Currently we are in the process of consulting with stakeholders on and off campus.

Christine Duong, one of our two MSU members has been looking into whether any revisions or updates need to be made to the Tuition paper. While it is probably the strongest one in our bank she has still identified key areas where more recent and/or relevant information could be used and we're now doing some research for newer information to fill those gaps.

Jacob Klugsberg, our other MSU member is wrapping up work on the Mental Health Policy Paper alongside the University Affairs Committee and it is expected to be completed and presented to the SRA on the first meeting back after the Winter break.

Anser Abbas is currently reviewing and improving the Student Retention Paper passed at the end of last year. Many concerns covered in this paper have improved greatly in the past few months making some information irrelevant and requiring overall updates. In addition it could use more information to give the entire paper more credibility,

leading us to our current position of simply doing more research and expanding on some of the recommendations.

Finally we have also made great strides in Municipal Lobbycon planning and the Discover Your City campaign as well. Discover Your City now has a monthly column in The Silhouette showcasing new ways to get involved off-campus and on the week immediately after Winter Break ends we'll be having our Discover Your City Showcase Launch Grand Opening Week (we may not have an official name for it yet). The purpose of this is to really help place our branding in the minds of students and provide an alternative week of off-campus events, hopefully setting the tone for the second term.

This week will be closed off with our Municipal Lobbycon taking place on Friday January 10th where we'll be inviting all of the city's government officials to campus for the day. The purpose of this event is twofold: one, to lobby with people like city councillors on issues relevant to students, but also working to forge stronger connections with the city on this higher level. So far the format of the day is looking like it will be small 2 on 2 (approximately) meetings, a change camp style of discussion with city stakeholders, and then hopefully a panel/town hall where all students can voice their concerns.

As always, feel free to get in contact with me if you're interested in helping with any of these projects or have any feedback/questions.

Good luck on exams and have a great [whatever you celebrate in December]!

Jimmy Long

SRA External Affairs Commissioner
McMaster Students Union
sraexternal@msu.mcmaster.ca



REPORT

From the office of the...

University Affairs Commissioner

TO: Members of the Student Representative Assembly
FROM: SRA University Affairs Commissioner
SUBJECT: SRA 13K Report
DATE: December 1, 2013

Dear Assembly,

First, I would like to welcome Taylor Wilson to the UA committee. We are looking forward to working with her for the remainder of the school year.

Since the last report there have been various updates on our current projects

Current Projects:

Learning Portfolios (FWI)

We continue to meet with the President's Office to discuss the LPs. We recently met with the Learning Portfolio Student Team to discuss new ways to engage students and their LPs during the school year. Various ideas/projects were discussed. As of now, we are waiting on the FWI team to respond on the logistics of these suggestions. Once a project is decided, I will let the SRA know how it will be implemented.

Additionally, various LPs from the team have been used to train TAs in the use of the LP. One example is the implementation of the LP for all second year Life Science students (Life Sci 2A03).

Assessment of Faculty Career/Academic Services

We continue to work on creating this document. Right now we are still waiting to receive the data from all the offices, which we hope to receive by sometime next week.

1280 Nutrition

With the help of Jeffrey Doucet we are in the middle of purchasing the Nutritional Information package to be used in generating the nutritional information for 1280. We have received all the recipes for all the menu items at 1280, and once we have the program we will start inputting all the data on the program. We hope to finish compiling all the data by mid-December.

Lifts on Campus

With the help of Anna D'Angela and Spencer Graham, we have begun the discussion on this issue, and will meet with Facility Services within the next couple of weeks.

Mental Health Campaign

Today, we have filmed the first promotional video for our upcoming Mental Health campaign that will occur in Term 2. This campaign will continue the success of last year's "Stop the Stigma" campaign. We have named it "Today I Feel" and will rely heavily on social media. We will not be revealing a lot of details as of yet, as we are still finalizing the logistics of the campaign. We will be meeting with Student Wellness Centre next week to coordinate their involvement in the campaign. Also, we will be cooperating with various MSU services, such as Peer Support Line, and SHEC. We are very excited for this project and we look forward to give you more information as we develop the campaign.

Bike Racks on Campus

I have contacted Security and Parking Services and we have set up a meeting next week to discuss this issue. I will update you all on the outcomes of that meeting.

Course Wiki

Spencer Graham has confirmed that Factor[e], the company that developed the MSU website, is commencing its work on the MSU Course Wiki. In collaboration with Spencer, we introduced the concept of course wiki to the Academic Affairs Council. With Faculty Societies we hope to create and implement a system in which the content for the wiki is monitored and kept at high standards. We will continue to work on this project and as more information is developed we will inform you.

If you are interested or want to get involved with any of these projects, please feel free to contact me. I hope to see you all at MSU Campus Events most exciting, and life changing event ever, Bill Nye the Science Guy Live!

Cheers,

Rodrigo Narro Perez
SRA University Affairs Commissioner
McMaster Students Union
srauniv@msu.mcmaster.ca



MEMO

From the office of the...

Vice President (Education)

TO: Student Representative Assembly
FROM: Spencer Graham, Vice President (Education)
SUBJECT: Executive Board Summary
DATE: November 26, 2013

Dear assembly,

Here is a summary of the meetings of November 14th and 21st of the executive board.

- Reports from the following MSU services were presented: Advocacy, Maroons, QSCC, EFRT, Breadbin, MACycle, PAC, and Diversity Services. Kudos to Israa Ali and Jyssika Russell for their extensive reports.
- The McMaster Teaching and Community Garden (MTCG) is no longer an MSU-run service. Management and upkeep of the garden will continue under the responsibility of the Office of Sustainability and the iSci program.
- Doucet, McGowan and Scott are working on finalizing the Health Plan referendum question and will be getting quotes to the SRA in near future. McGowan will be meeting with the Student Wellness Centre to see how they would like the birth control aspect of the plan handled.
- The MSU's communications team continues to perform high-quality work with MSU services and assembly members on promotions and VLOGS.
- EFRT will be encouraged to look at reviewing the price of the First Aid courses, which may be ideal in ensuring that it can act as more of a cost-recovery option due to the service's growing expenses.
- EB requested feedback on the executive structure of MACGreen,
- Hiring for Part-Time Managers will begin shortly, and EB will be participating in over 20 interviews with candidates over the next few weeks.
- Doucet is in the process of finalizing HSR details, and will be assembling options for the referendum questions.



REPORT

From the office of the...
Vice-President (Administration)

TO: The Student Representative Assembly
FROM: Anna D'Angela
SUBJECT: Vice-President (Administration) Report
DATE: November 26, 2013

Dear Members of the Assembly,

It is hard to believe but as of our December 1st meeting, I will only have **151 days** left in my term. It has been a pleasure getting to work with you so far for the first 214 days and I am excited to see what we can do in the time we have left together.

Something I have realized is that it can be difficult to understand or grasp the various roles I play as the Vice-President (Administration). Before I began in May, I thought the role of the VP (Admin) was one thing and I have begun to see that that understanding was very naïve. While a part of my job is working with the Assembly, there are parts that people don't see. As such, I am extending an invitation to all members of the Assembly that if they are interested in participating in a "Job Shadow" of my role, please email me and we will work to set something up.

Here are a few updates on what I have been working on since my last report.

Welcome Week

Planning for Welcome Week 2014 has already begun, as the review process for Welcome Week 2013 winds down. In general, the BoD this year has made a stronger effort to work with Faculty Societies. This includes during Welcome Week. Moving forward, the MSU has decided to play a stronger role in supporting faculty societies during this week and I, along with Al Legault (Campus Events Director) have created a new position in that department specifically to serve that function. It has been presented to EB (Nov 28th) and I will update you as to the outcome of that meeting.

As well, I am sitting on a committee with University Administrators to review and hopefully update the Welcome Week Guiding Principles and Regulations Governing Welcome Week. These documents outline the vision for the week, as well describe more prescriptive rules (such as no events can happen before 8AM during the week and students can't be given nicknames). Our goal is to not only update these documents to reflect current approaches and practices, but also find a balance between prescription and flexibility.

Part-Time Managers

Our student managers continue to impress me with their hardwork and dedication. I have thoroughly enjoyed working with each of them so far this year.

Our PTM meetings have wrapped up for the semester and we will begin meeting again next semester. So far, our meetings have included discussions on how to foster greater PTM/SRA interactions (including a mini meet and greet with our Commissioners), training opportunities and a mid-year evaluation process. Our PTMs have had the opportunity to participate in self-reflection on their role and provide an (anonymous) evaluation of how I am doing as a manager. Personally, the feedback I received was really enlightening and will help me do better for the remainder of the year.

Finally, after a one-term trial period, the MSU has reevaluated our role with the McMaster Teaching and Community Garden. After conversations with the iSci program and the Office of Sustainability (OS), we have decided that the summer Coordinator role will take a greater academic focus and will be supervised directly by iSci/OS. The MSU will continue to foster opportunities for collaboration between our services and the garden.

Other Projects

I have continued to be an active participant on the Ad-Hoc Committee on Democratic Reform, the Ad-Hoc Committee on the Creation of a Women and Trans* Centre and the Child Care Advisory Committee. Much of the work I am doing on these committees is research-based, allowing me to better understand how other student associations operate. It has also made me appreciate the strengths of our students' union.

I have been working with the Student Success Centre (SSC), Athletics and Recreation (A&R) and Residence Life in the provision of the newly branded A.C.T Conference (formerly known as Ignite). We have some awesome guest speakers lined up and informative workshops (Jeff and I will be leading a workshop on managing your peers and David will be leading a workshop with Cllr Brian McHattie on running for an elected position). The PTMs will be attending this conference on January 18th (in lieu of their regularly scheduled PTM Meeting) and if there are any SRA members interested in attending as a professional development opportunity, please let me know.

If you would like to see more frequent updates on the work I am doing, I encourage you to check out my page on the MSU Website titled "What I'm Working on This Year".

As always, let me know if you have any questions, comments or concerns!

Anna D'Angela
Vice-President (Administration)
McMaster Students Union



MEMO

From the office of the...

Vice-President Finance

TO: Student Representative Assembly
FROM: Jeffrey Doucet, Vice-President Finance & CFO
SUBJECT: Operating Policy 3.3 Business Related Expenses
DATE: November 18, 2013

Members of the Assembly,

I have proposed changes to our **Operating Policy 3.3 Business Related Expenses**. I have had the Operations Committee look over these proposed changes before bringing them to the SRA. Let me take the time to walk you through the proposed changes.

Meetings

This section has been updated to remove all references to Commissioners. The reality is that Commissioners do not have signing authority, and all travel expenditures must be approved by the Vice-President (Finance).

Business Expenses

This section has not been updated since 2010. I felt it was necessary to update it for two reasons. First, the costs of cell phone and data packages have grown over the last three years. If we expect staff to be using their cell phones, it is only fair that we reflect the accurate amount. Second, roles have changed over the last three years and we are now expecting more staff members to be using their personal cell phone for work. We have updated 4.2 to reflect these changes to responsibilities.

Reimbursements

This item is just consolidating the older Receipts+Meals into one section since they have the exact same processes.

Conferences

The previous Conferences policy was very wordy and repetitive. I have proposed simplifying it and increasing the amount of food that a conference delegate is able to claim up to \$50 per day.

Thank you,

Jeffrey



OPERATING POLICY 3.3 – BUSINESS RELATED EXPENSES

1. PURPOSE

- 1.1. To provide guidelines for expenses incurred by SRA members, Committee members, and employees performing their duties as members of the organization. This includes but is not limited to travel to and from meetings, conferences, or other official MSU business subject to budgetary provisions approved by the SRA.

2. OPERATING PARAMETERS

- 2.1. Meetings shall be defined as duly constituted meetings of MSU boards, committees, or the SRA called for the purpose of conducting MSU business;
- 2.2. Official MSU business shall be defined as that business which has been delegated by an immediate supervisor, is explicit in a job description or department's terms of reference, or has received approval in advance from the SRA through budget allocations;
- 2.3. Conferences shall be defined as meetings of organizations to which the MSU holds affiliation;
- 2.4. Any circumstances not covered by this policy shall be subject to a decision of the Executive Board.

3. MEETINGS

- 3.1. Reimbursements for attending meetings of committees and of the SRA are subject to the following:
 - 3.1.1. No food allowances or per diem shall be given to anyone attending a meeting of the SRA or a committee meeting;
 - 3.1.2. Summer Travel Expenses:
 - 3.1.2.1. For distances within 500 kilometers of the meeting location, reimbursement will be made for the most inexpensive efficient mode of transportation, if approved by the Executive Board;
 - 3.1.2.2. For distances over 500 kilometers, reimbursement may be requested of the Executive Board in advance of the meeting;
 - 3.1.2.3. Travel expenses will be reimbursed by cheque upon submission of receipts to ~~the Commissioner or~~ the Vice-President (Finance).
 - 3.1.3. Academic Term Travel Expenses:
 - 3.1.3.1. Travel to and from committee meetings and meetings of the SRA during the academic term will not be reimbursed;

- 3.1.3.2. ~~Upon approval of the Commissioner, taxi slips may be issued to committee members who are required to stay past the time the local buses operate; these slips are to be used the same evening and only from the location of the meeting~~

4. BUSINESS EXPENSES

- 4.1. Travel on official MSU business shall be reimbursed according to the following formula:
- 4.1.1. Individuals shall be fully reimbursed for the most inexpensive and efficient mode of transportation;
 - 4.1.2. Individuals who travel by a non-rental car will receive \$0.37 cents/kilometer;
 - 4.1.3. Parking expenses will be fully reimbursed when supported with a receipt;
 - 4.1.4. The MSU will not pay or reimburse expenses for parking tickets or traffic violations;
 - 4.1.5. Under special circumstances, members who are required to handle MSU business off-campus and have no automobile transportation may use a taxi slip, authorized by their immediate supervisor.
- 4.2. Use of a ~~cell phone or similar communication device~~ technological devices for official MSU business shall be reimbursed according to the following criteria:
- 4.2.1. Board of Directors and the General Manager will be reimbursed ~~\$65~~ \$80 a month for their use of their cell phone ;
 - 4.2.2. The Campus Events Director, Network Administrator and, ~~Food & Beverage Manager and General Manager, Student Life Development Coordinator~~ -will be reimbursed ~~\$35~~ \$60 a month;
 - 4.2.3. The Underground Manager, ~~Network Assistant and~~ AVTEK ~~Technical e~~ Coordinator, Silhouette Executive Editor, and the Food and Beverage Manager will be reimbursed ~~\$40~~ \$40 a month;
 - 4.2.4. The CFMU Programming Director and AVTEK Office Manager will be reimbursed \$20 a month.
 - 4.2.5. Under special circumstances, the Executive Board may approve additional staff or volunteers reimbursements. This approval must occur before costs are incurred. If an emergency warrants incurred costs, the matter must be brought forward at the next at meeting. Failure to do so will result in no payment of the expense by the MSU.
 - 4.2.6. All reimbursements are contingent on the employee owning, and using a cell phone device for work purposes.

5. TAXI SLIPS

- 5.1. Taxi slips will be issued for the following purposes only:
- 5.1.1. Employees asked to stay beyond their regular shift, provided that public transportation is not in operation;
 - 5.1.2. Sending intoxicated patrons home from a licensed establishment;
 - 5.1.3. Trips for business purposes for managers (signing authorities);
 - 5.1.4. Tip shall be no more than ~~15~~ 40% of the fare.

6. RECEIPTS/REIMBURSEMENTS

- 6.1. An employee will be reimbursed for expenses relating to meals while on a conference on behalf of the MSU;
- 6.2. Employees who have an expense account will be permitted to expense meals provided that the purpose of the meal was to conduct business with a client or associate;
- 6.3. No reimbursement will be made for the purchase of alcoholic beverages, unless approved by the Executive Board;
- 6.4. Tips shall be reimbursed to an amount not exceeding 15% rounded up to the nearest dollar of the total bill (less alcoholic beverages) before taxes.
- 6.5. Employees requesting reimbursement will be required to submit a cheque requisition and expense report with all itemized receipts attached to the Vice-President (Finance);
- 6.6. No reimbursement will be made for expenses which are more than sixty (60) days old;
- 6.7. All policies with respect to Purchase Orders and advance approval will apply to those employees who do not have an expense account.

~~7. MEALS~~

- ~~7.1. An employee will be reimbursed for expenses relating to meals while on a conference on behalf of the MSU;~~
- ~~7.2. Employees who have an expense account will be permitted to expense meals provided that the purpose of the meal was to conduct business with a client or associate;~~
- ~~7.3. No reimbursement will be made for the purchase of alcoholic beverages, unless approved by the Executive Board;~~
- ~~7.4.6.8. Tips shall be reimbursed to an amount not exceeding 15% rounded up to the nearest dollar of the total bill (less alcoholic beverages) before taxes.~~

8.7. CONFERENCES

- 8.1.7.1. MSU delegates to conferences shall have their travel and accommodation costs paid in full by the MSU. This shall be arranged by the immediate supervisor and shall be in accordance with current office procedures;
- 8.2.7.2. Transportation to and from airports, bus stations, and other like locations shall be reimbursed upon submission of receipts to the Vice-President (Finance);
- 7.3. Delegates whose food is not accounted for in the conference fees shall receive up to \$50 per day with itemized receipts, a cheque requisition, and an expense report.
- 8.1 ~~Committee members shall receive a daily stipend to offset the costs of their expenses while attending to official MSU business. This shall be subject to the following limitations:~~

~~8.1.1 This applies only to business attended to outside the Regional Municipality of Hamilton-Wentworth;~~

~~8.1.2 Expenses shall be limited to food and local travel and shall be reimbursed by cheque upon presentation of receipts to the appropriate Commissioner or the Vice President (Finance);~~

~~8.1.3 The total limit for these expenses will not exceed \$25 daily;~~

~~8.1.4 This formula shall not apply to conference delegates.~~

~~8.2 MSU delegates to conferences shall have their travel and accommodation costs paid in full by the MSU. This shall be arranged by the appropriate Commissioner/immediate supervisor and shall be arranged in accordance with current office procedures;~~

~~8.3 Transportation to and from airports, bus stations, and other like locations shall be reimbursed upon submission of receipts to the appropriate Commissioner or the Vice President (Finance);~~

~~8.4 Delegates shall receive a daily stipend to cover the added costs of accommodation at a conference;~~

~~8.5 Delegates whose food or additional travel and transportation is not accounted for in the conference fees shall receive up to \$30 per day with itemized receipts, a cheque requisition, and an expense report;~~

~~8.6 Delegates whose conference fees are all inclusive shall receive up to \$10 per day for additional travel and transportation with itemized receipts, a cheque requisition, and an expense report.~~



MEMO

From the office of the...

Vice-President Finance

TO: Student Representative Assembly
FROM: Jeffrey Doucet, Vice-President Finance
SUBJECT: HSR Referendum
DATE: November 27, 2013

Hello Everyone,

Over the last four months David and I have been re-negotiating our agreement with the HSR on behalf of McMaster students. As you are aware, we entered the negotiations with the goal of presenting options for service enhancement to McMaster students. Our goal has been to negotiate fair options for service increases, and then present them to students through referendum.

The cost of our bus pass is tied to the cost of a monthly adult pass. Right now our 8 month pass is equivalent to 145% of the monthly adult rate. This 145% rate is \$126.50 per student and served as a base for our negotiations.

Speaking to students throughout the summer and fall, it became clear that there are two main priorities: 1) enhanced daytime and night-time service and 2) summer service. Our intention has been to present separate options and bundled options to students for them to choose which service suits their needs.

We have received a response and cost from the HSR, and we are excited to present these options to students. We believe that they are fair options, which will give students the opportunity to have a say in which type of service they would prefer.

Here are the two service enhancements that we are able to offer to students. Please understand that the cost is calculated by the additional cost from our current rate of 145% and \$126.50.

Enhanced Service on University 51: Cost \$6.50 per student (7.5% increase)

This option looks at enhancing service during the day and evenings. Between 9AM-2PM, the University 51 will increase its frequency from every 15 minutes to every 10 minutes. This will put fifty more buses on the road weekly during popular commuting times for students. In late evening the University 51 will increase its service from 10PM-3AM. Currently the University 51 ceases operations at 11PM. Weekly there will be 60 new buses on the road for students during late hours, including Saturday nights.

All total these service enhancements will represent 110 new buses on the road for McMaster students during times that students have identified as a priority. More importantly, the University 51 will be the first bus in the city of Hamilton to run until 3AM.

These service enhancements were made possible because the HSR agreed to match student's investment in transit at 1:1 for the first \$100,000. These specific service enhancements will cost roughly \$240,000, of which \$140,000 will be absorbed by full-time students here at McMaster.

We think that we have delivered an option that represents great value for students. If a student takes the bus once during their school year as opposed to taking a cab, they will have earned their money back on this investment.

Twelve Month Bus Pass: Cost \$6 per student (7% increase)

This option looks at changing the bus pass from an eight month bus pass to a twelve month bus pass meaning that every student would have access to the HSR over the summer. The cost of extending the entire bus pass to a twelve month bus pass will be \$6 per student. We believe we have delivered incredible value for students as this represents just over two bus rides paying by cash.

Referendum

The specific wording of the referendum question will be determined by elections committee. Students will be presented the following options:

- No bus pass
- Remain the same, 8 month pass (145% of adult monthly pass)
- Enhanced daytime and night-time service (152.5% of adult monthly pass)
- Twelve month bus pass (152% of adult monthly pass)
- Twelve month bus pass with enhanced daytime and night-time service (159.5% of adult monthly pass).

Thank you,
Jeffrey Doucet



MEMO

From the office of the...

Vice President (Education)

TO: Student Representative Assembly
FROM: Spencer Graham, Vice President (Education)
SUBJECT: MSU Spark Operating Policy
DATE: July 27, 2015

Dear SRA members,

Thanks to your hard work and support, I am very pleased and excited to bring forward the operating policy for MSU Spark, a new service geared towards helping our first-year McMaster students set the stage for success in their undergraduate careers.

How many times have you asked yourself, “What am I waiting for?” or thought, “If I could go back and do my undergraduate degree over again, I’d....”

As you all know, MSU Spark will be a program that encourages students to put deliberate thought into self-exploration, goal setting, and taking action on achieving personal success. The broader learning community is quickly becoming recognized as critical prerequisite to a student’s success in university. At McMaster, we all know that the opportunities for engagement, skills development, and meaningful experiences are available in abundance. The role of Spark is to provide a welcoming and supportive community of peers and mentors, yet it aims to urge first-year students to step outside their normal boundaries, and get involved in their university community in an immensely rewarding (and personal) way. The peer-community that Spark will facilitate is also dramatically important, and aims to help address the fact that not every student has a supportive peer community in first year. The positive influence of strong upper-year mentors has also been shown time and time again as a predictor of student flourishing in university.

This proto-service has been through an extensive consultation process throughout the past six months. The process formally began during the VP election campaign period back in March (as an idea on which I campaigned for my current position). The idea received initial positive feedback and enthusiasm from SRA members. This enthusiasm carried forward to the roundtables I hosted on the first-year success

program at spring SRA orientation. Both the VP campaign and spring roundtables provided the essential initial direction for the program. Following this, the MSU hired Christine Ung on a temporary, part-time basis to conduct research into the program's feasibility in the MSU. Ms. Ung met with a wide range of stakeholders from within and beyond the university on the program, compiled the literature on first-year retention and success, and produced a strategic guide for the program, which was presented to the assembly at meeting 13J. Her guide set a more defined vision for Spark, and provided recommendations to the SRA for moving forward with the program; these recommendations are very much informed by best practices at other universities, with special consideration to the culture at McMaster and other existing programs within the university (also, props to Ms. Ung for coming up with the name for the future program - Spark). Finally, throughout the past month, both Services and Operations committees examined the operating policy and worked hard to make additions, removals, and alterations to craft the final MSU Spark Operating Policy before the assembly today.

Operating policies are not meant to go into very much detail about the day-to-day minutia of the service, but instead provide the basic framework for the program. However, the major components of the MSU Spark program are important enough to the core mission of the service to warrant mention in the operating policy before the assembly. These components have not changed from the presentation one month ago, and they are: (a) weekly group development sessions that focus on activities, events, discussions, and personal reflection, and (b) completion of three self-directed activities within the university or broader community, and (c), the provision of optional, open study groups at various points throughout the week to promote the building of learning communities (a combination of social and academic support). The other major components of operating policy are the program's purpose, its learning outcomes, and the personnel structure. The newest additions (with thanks to Ms. Pullen's and Mr. Brodka's committees) to the operating policy are as follows:

- The decision to make the program run not yearlong, but instead twice per year, with separate cohorts of first-year students in Fall and Winter terms;
- The stipulation that the program is cost-free to student participants;
- Outlining the application process for prospective student participants;
- Guidelines for review of the program in both Fall and Winter terms.

Should this operating policy be passed, this is the future timeline for the service:

- The job description for the Spark Coordinator, a part-time manager (PTM) role, will come forward to Executive Board in the month of December for approval.
- Hiring for the Spark coordinator will occur in late January/early February alongside hiring of part-time managers for the upcoming 2014-2015 year.
- Once the coordinator is selected, the individual will begin discussions with the Services Committee and Board of Directors to set a detailed strategic plan for the program, with an anticipated work timeline for the summer.
- In collaboration with the Services committee, the VP Finance will allocate a budget for the program for the 2014-15 year. This budget should not change dramatically from the anticipated costs presented at SRA 13I (approximately \$10,000, including wages).
- In May 2014, the coordinator will begin the official summer-long planning process. To give a high-level overview of the coordinator's duties over the summer, they will coordinate and schedule the Spark sessions, build relationships with university partners, select their team of Success Facilitators, promote the service to incoming first-year students, perform scheduling duties, handling space booking.
- MSU Spark will begin its running its first weekly group sessions in September 2014. These group sessions will run from September to December.
- A fall term review (parameters are outlined in the operating policy) will occur toward the end of fall 2014. This fall review will help to inform and improve the service, based on any unforeseen bumps that may have occurred in the fall term.
- January 2015 will mark the second round of group sessions (same team of Success Facilitators, and new groups of first-year students).
- A winter term review (parameters are outlined in the operating policy) will occur in March 2015. Based on this review, the panel must provide a year-end report to the SRA by April 1st.
- The SRA will assess the service's outcomes and come to the decision of either continuation or dissolution of the service for the 2015-2016 school year.

So without further adieu, MSU Spark. I sincerely hope that you'll vote to approve this operating policy, and formally welcome MSU Spark as the newest addition to our organization's strong complement of services and programs.

Best,

Spencer Graham
Vice-President (Education)

Operating Policy: MSU Spark Pilot Program

1 Purpose

- 1.1 Spark will be a student-led, student-run service of the MSU that is devoted to setting the stage for student success in university designed to:
 - 1.1.1 Provide students with small group environments that facilitate first-year growth, and build personal development and reflection skills for their undergraduate career;
 - 1.1.2 Introduce first year students to campus services, clubs and leadership opportunities and encourage extracurricular participation;
 - 1.1.3 Connect students to their peers and upper-year students to promote increased support on academic issues and associated first year challenges.

2 Operating Parameters

- 2.1 The structure of the Spark program shall be as follows:
 - 2.1.1 Participation in weekly sessions, which shall be comprised of small groups of first-year students and be lead by 2 non-first year, undergraduate Success Facilitators. These sessions shall last the length of each term (Fall term and Winter term, respectively).
 - 2.1.1.1 Sessions will be between 1-2 hours and held once per week for the length of the term;
 - 2.1.1.2 The topics of each week's sessions will be planned by the Spark coordinator in conjunction with the Vice-President (Administration) as necessary;
 - 2.1.1.3 A session may be comprised of leadership activities, presentations from speakers, discussions, journaling/reflection periods, games, and other activities deemed as appropriate by the Spark Coordinator;
 - 2.1.2 Participant completion of three self-directed activities within the university or broader community;
 - 2.1.3 The provision of optional, open study groups at various points throughout the week to promote building inclusive student learning communities
- 2.2 The opportunity to participate in the Spark program is available to all eligible first-year students at no cost to the participant.
- 2.3 Spark shall be guided by the following learning outcomes:
 - 2.3.1 Providing a sense of comfort and connection with McMaster University;
 - 2.3.2 Understanding the importance of extracurricular university involvement;
 - 2.3.3 Demonstrating personal self-reflection;
 - 2.3.4 Clarifying academic and career-related goals and setting plans of action for accomplishing them;
 - 2.3.5 An improved suite of leadership skills, including communication, teamwork, and conflict resolution.

- 2.4** Incoming or current first-year students shall sign up for Spark through an online application process for each term, respectively.
- 2.4.1 The eligibility requirements for participation are as follows:
- 2.4.1.1 The applicant is currently (or will be, in that calendar year), a Level I student at McMaster University;
- 2.4.1.2 The applicant has not completed the Spark program in a previous term or previous year.
- 2.4.2 Participant spots are first-come, first-served;
- 2.4.3 The Spark coordinator shall set the appropriate cap for the number of first-year participants, based on available resources, including but not limited to, volunteer, budgetary, and logistical constraints;
- 2.4.4 Online applications will ask students questions which are designed to arrange students into their groups (with the intention of creating groups with a diversity of goals, personality types, level of comfort, level of prior engagement, etc.);
- 2.4.5 Beyond the eligibility requirements noted in 2.3.1, no application question shall be used for the purposes of program eligibility;
- 2.4.6 The application information will remain confidential to the Spark coordinator.
- 2.5** Spark shall aim to accomplish the following wherever possible:
- 2.5.1 Forming and maintaining personal connections and relationships between students;
- 2.5.2 Forming and maintaining personal connections between first year students and upper year students;
- 2.6** A certificate of completion shall be granted to participants who attend and participate in:
- 2.6.1 A designated number of weekly sessions;
- 2.6.2 Completion of three self-directed activities within the broader university community.
- 2.7** Additional recognition events for student participants may be planned at the discretion of the Spark Coordinator.

3 Personnel Structure

- 3.1** The Spark Coordinator, who shall:
- 3.1.1 Be responsible for the planning and promoting of Spark over the summer and managing Spark throughout the academic year.
- 3.1.2 Perform duties outlined in the Spark Coordinator job description;
- 3.1.3 Be hired by a hiring committee struck by the Executive Board that shall consist of:

- 3.1.3.1 The Vice-President (Administration);
- 3.1.3.2 The outgoing Spark Coordinator (if applicable);
- 3.1.3.3 One (1) Executive Board member.

3.2 The Success Facilitators, who shall

- 3.2.1 Be student volunteers who lead the weekly sessions with first year students;
- 3.2.2 Perform the duties outlined in the Success Facilitator job description;
- 3.2.3 Be hired by the Spark Coordinator through an application and interview process.
- 3.2.4 Participate in a training for their roles before the start of Term 1;
- 3.2.5 Keep information learned about students in their role as a Success Facilitator confidential.

4 Pilot Review

4.1 To evaluate the Pilot Program, a committee will be established to conduct a review process and will be composed of:

- 4.1.1 The Vice-President (Administration) (chair)
- 4.1.2 The Spark Coordinator
- 4.1.3 The Operations Commissioner
- 4.1.4 The Services Commissioner
- 4.1.5 One (1) Success Facilitator
- 4.1.6 One (1) member of the Executive Board

4.2 The review committee shall be responsible for completion of the following:

- 4.2.1 An interim review at the end of the Fall term, at which point the Review Committee will be called to discuss and plan to implement changes that can be made immediately for the next term.
- 4.2.2 At the end of the Winter term, the Review Committee will be called to review the Pilot Program, discussing the program's successes and requirements for improvement for it to become an established MSU program.
 - 4.2.2.1 This review shall take into account a survey of participant and Success Facilitator feedback;
- 4.2.3 By no later than April 1st, the Review Committee shall culminate the review process by creating a report detailing their recommendations for the future of the service, to be submitted to the Student Representative Assembly (SRA).