

# SCARBOROUGH CAMPUS STUDENTS' UNION

---

LOCAL 99 OF THE CANADIAN FEDERATION OF STUDENTS

---

## Board of Directors Package

Thursday August 25<sup>th</sup>, 2016

5:00PM

University of Toronto Scarborough Campus,  
Student Centre - SL232

# RULES OF ORDER AT A GLANCE

To do this:	You say this:	May you interupt the speaker?	Must you be seconded?	Is the motion debatable?	Is the motion amendable?	What majority is required?
Object to incorrect procedure being used	Point of order.	YES	NO	NO	NO	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information.	YES	NO	NO	NO	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	YES	NO	NO	NO	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion.	YES	NO	NO	NO	2/3 majority
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with the following item . . .	NO	YES	YES	YES	2/3 majority
Appeal the ruling of the chair	I appeal the ruling chair on . . .	YES	YES	YES	NO	Majority
Change a motion	I move that the motion be amended to read . . .	NO	YES	YES	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to . . .	NO	YES	YES	YES	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until . . .	NO	YES	Only to time	YES	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until . . .	NO	YES	Only to time	YES	Majority
Defer consideration of a motion temporarily	I move that motion...be laid on the table	NO	YES	NO	NO	Majority
Raise a matter previously tabled	I move that motion . . . be lifted from the table.	NO	YES	NO	NO	Majority
Reconsider a motion already voted on earlier in the meeting.	I move that motion . . . be reconsidered.	NO	YES	YES (if original motion was)	NO	Majority
End debate on a motion	I call the question	NO	YES	NO	NO	2/3 majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	NO	NO	NO	NO	Majority
Recess the meeting.	I move that the meeting recess until . . .	NO	YES	Only to time	YES	Majority
End the meeting	I move that the meeting adjourn.	NO	YES	NO	NO	Majority

<b>Last Name</b>	<b>First Name</b>	<b>Constituency or Position</b>
Ali	Muhanad	Director of Anthropology and Health Studies
Al-Ozzi	Tameem	Director of Biological Sciences
Don	Justin	Director of English
Hassan	Deena	Director of Psychology
James	Trina	Vice-President Campus Life (non—voting)
Kirk	Jessica	President
Mohamed	Nafisa	Vice-President Equity
Philipiah	Alexson	Director of Arts, Culture and Media
Rajabi	Yasmin	Vice-President Operations (non—voting)
Singh	Aryana	Director of Physical and Environmental Sciences
Srithas	Sitharsana	Vice-President External
Warsame	Samira	Director of Critical Development Studies
Wood	Thomas	Vice-President Academics & University Affairs
Yang	Jin-Mo	Director of Sociology

## Agenda

### 1. Call to order

The meeting is called to order at \_\_:\_\_

### 2. Announcements

### 3. Approval of Agenda

Motion Moved: Kirk Seconded:

Be it resolved that the agenda for the August 25<sup>th</sup>, 2016 SCSU Board of Directors meeting be approved as presented.

### 4. Equity Statement

### 5. Approval of Minutes

Motion Moved: Kirk Seconded:

Be it resolved that the August 27<sup>th</sup>, 2016 minutes package including the following documents be approved as presented:

- i. Board of Directors
  - a. July 27<sup>th</sup>, 2016 (Supporting document on page 10)
- ii. Executive Committee
  - a. July 18<sup>th</sup>, 2016 (Supporting document on page 20)
  - b. July 25<sup>th</sup>, 2016 (Supporting document on page 21)
  - c. August 2<sup>nd</sup>, 2016 (Supporting document on page 23)
- iii. Policy & Bylaws Committee
  - a. August 10<sup>th</sup>, 2016 (Supporting document on page 25)
- iv. Elections and Referenda Committee
  - a. August 4<sup>th</sup>, 2016 (Supporting document on page 36)
- v. Finance Committee
  - a. August 17<sup>th</sup>, 2016 (Supporting document on page 37)

### 6. Fall By – Elections

Motion Moved: Kirk Seconded: Warsame

Be it resolved that the fall by – elections campaign period be between October 3<sup>rd</sup> and October 19<sup>th</sup>.

Be it resolved that fall by – elections voting days be October 17, 18, 19.

**7. SCSU Annual General Meeting Dates**

Motion Moved: Kirk Seconded: Warsame

Be it resolved that the SCSU Annual General Meeting be held on Wednesday, November 16th at 5pm.

**8. Approval of the 2016-2017 Revised SCSU Operating Budget**

(Supporting document on page 38)

Motion Moved: Kirk Seconded:

Be it resolved that the 2015-2016 revised operating budget for the Scarborough Campus Students' Union be approved as presented.

**9. MOTION TO APPROVE EQUITY STATEMENT AMENDMENTS**

(Supporting document on page 28)

MOTION Moved: Mohamed Seconded: Srithas

Be it resolved that the Equity Statement Amendment be recommended for adoption as presented.

**10. MOTION TO APPROVE BURSARY FUNDING POLICY AMENDMENTS**

(Supporting document on page 29)

MOTION Moved: Kirk Seconded: Wood

Be it resolved that the Bursary Funding Policy amendments be recommended for adoption as presented.

**11. MOTION TO APPROVE HEALTH & DENTAL POLICY**

(Supporting document on page 31)

MOTION Moved: Kirk Seconded: Don

Be it resolved that the Health & Dental Policy be recommended for adoption as presented.

**12. MOTION TO APPROVE AMENDMENT TO BY-LAW XI – COMMISSIONS**

(Supporting document on page 34)

MOTION Moved: Mohamed Seconded: Don

Be it resolved that By-Law XI – Commissions amendments be recommended for adoption as presented.

**13. Striking of Commissions**

Motion                      Moved: Kirk                      Seconded:

Be it resolved that \_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_ be selected by and from the Board of  
Directors to serve on the 2016-2017 Commission.

#### **14. Motion to endorse Real Food, Real Jobs Campaign**

Motion                      Moved: Srithas                      Seconded:

Whereas the Real Food, Real Jobs campaign advocates for a food system that emphasizes fresh cooked meals rather than processed items, prioritizes the local and ethical sourcing of ingredients, and utilizes production methods that are humane and respect our environment,

Whereas food workers should be paid a living wage (with health and retirement benefits), including enough to afford real food for their families,

Whereas universities and all food service institutions should fully disclose the source of their food purchases, and the wages and benefits paid to food workers,

Be it resolved that the Scarborough Campus Students' Union endorse the Real Food, Real Jobs campaign.

#### **15. Executive Report**

(Supporting document on page 7)

Motion                      Moved: Kirk                      Seconded:

Be it resolved that the Executive Report be accepted as presented.

#### **16. Director updates**

#### **17. Adjournment**

Motion                      Moved: Kirk                      Seconded:

Be it resolved that the August 25<sup>th</sup>, 2016 SCSU Board of Directors meeting be adjourned.

## SERVICES & OPERATIONS

	July 2016	Description of Accounts
<b>REVENUE</b>		
Unrestricted Referendum Fees	37,413.29	Student Fees
Restricted Referendum Fees	\$0	Membership fees, fees we collect for student societies
Health and Dental Plan Fees	\$0	Health and Dental Plan Fees
Space Rental Income	\$15,881.12	Room and table rentals, tenants
Services Revenue	\$37,877.19	Sales of services (tickets)
Event Sales	\$0	Spring Formal, Orientation, Boat Cruise
TTC Metropasses and Fare Sales	\$59,161.69	Income from selling TTC products
Vending Commissions	\$21.03	Commission
Advertising Revenue	\$1,774.94	Handbook, Advertising spots around Student Centre
Other Income	\$1,546.02	Sponsorship, Grant, Investment, Interest Income
<b>TOTAL REVENUE</b>	<b>\$153,675.28</b>	
<b>EXPENSE</b>		
Salaries, Wages & Benefits	\$58,717.61	Salaries, wages, honorariums, and benefits
Supplies	\$651.16	Office, computer, photocopier, and general supplies
Health and Dental Disbursements	\$0	Fees paid for Health and Dental coverage
Ticket Purchases	\$1,038.2	Discounted tickets, Movie Tickets, Wonderland Tickets etc.
Services	\$224.46	Agenda, Tax Clinic, Printing and Photocopying etc.
Cost of TTC Metropasses and Fares Sold	\$50,041.02	Flow through money (cost of selling TTC Metropasses and Fares)
Event Costs	\$22,669.88	Orientation, Spring Formal & other event costs
Elections and Referenda	\$0	Elections supplies and promotion materials
Meetings	\$100.00	Conferences and events attended/hosted by the SCSU
Programming Costs	\$35.91	Volunteer Network Program, Campaigns etc.
Funding	\$500	Clubs Funding, DSA Funding, Donations, Bursary
Professional Dev & Travel	\$2420.93	Health & Safety training, transportation and continuity costs
Restricted Referendum Fees Disbursement	\$0	Disbursing fees we collect for student societies
Repairs and Maintenance	\$554.40	Repairs and Maintenance, Cleaning
Professional Fees	\$1,568.78	Legal, Consulting, auditing fee's
Phones & Telecommunications	\$0	Website, cell phone allowance, e-mail hosting
Bank Charges	\$207.53	Bank Charges, Interest
Loss on Disposable and Bad Debt	\$0	Bad Debt Expense, Loss on Disposal
Amortization	\$0	Amortization of Furniture, Equipment, and Computers
<b>TOTAL EXPENSES</b>	<b>\$138,729.88</b>	
<b>NET INCOME</b>	<b>\$14,945.40</b>	

### CNE Tickets

The SCSU started selling CNE tickets. If you have suggestions for other tickets to sell contact [operations@scsu.ca](mailto:operations@scsu.ca)

Painted the Hallway

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

We have recently painted the hallway of the board room.

### Hiring

We have finished hiring new student staff for the upcoming year. We have hired Membership Engagement Coordinators, Book Exchange Coordinator, Clubs Assistant, Member Services Staff, Rex's Den Servers and KFC Crew Members. The SCSU commits to hiring students to help enrich their experiences and provide professional development.

## **CAMPAIGNS & ADVOCACY**

### Introductory Meeting with Reuben from DSL

On August 8, VP Equity had meet with the new coordinator for the Community Engagement Coordinator, Reuben. Reuben wants to be able to work with SCSU and BSA's to support events for the Black community on campus as well as getting them more engaged with programs like IMANI. We will be meeting more for future events.

### Sexual Violence Coalition Meeting

The Sexual Violence Coalition consists from the 5 Student Unions across the three campuses along with SBA. We held this meeting to discuss what steps, as student organizers we could take to have more student consultations that are more accessible and more engaging.

### Sexual Violence Committee Meeting

The Sexual Violence Committee had its 7th meeting to talk about Sexual Violence Prevention and how we will see this at orientation. VP Equity included how there will be consent programming during orientation and what that programming includes.

### Fight the Fees Task Force Meeting

The first Fight the Fees Task Force meeting was on Wednesday July 27th at 4:00 pm in SL 232. This is an opportunity to get together with UTSC students and have open conversations about how the Fight the Fees campaign will look like on our campus but also, to discuss the national day of action. We also had a follow-up meeting on Wednesday August 24th at 4:00 pm in SL 232 which had a bigger focus on how to include the Fight the Fees campaign into Orientation. If you want to get involved with this campaign or want more information, feel free to contact Sitharsana Srithas at [external@scsu.ca](mailto:external@scsu.ca).

### Toronto Action Coalition Meeting

On Thursday July 28th, a couple of executives from SCSU attended the second Toronto Action Coalition meeting, which consisted of student union executives and staff from the Greater Toronto Area, to discuss how to better implement the Fight the Fees campaign on our respective campuses and how to get involved during the Labor Day parade. If you want to come to these meetings, feel free to contact Sitharsana Srithas at [external@scsu.ca](mailto:external@scsu.ca).

### Inter U of T Meeting

On Thursday August 4th, the VP Externals of University of Toronto Students' Union (UTSU), University of Toronto Mississauga Students' Union (UTMSU), and Association of Part-Time



Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

Students (APUS) and Scarborough Campus Students' Union (SCSU) came together to talk about the Fight the Fees campaign and its implementation on our respective campuses and future collaborative opportunities.

#### CFS Ontario General Meeting

SCSU Executives attended the Ontario General Meeting (OGM) which took place from Thursday August 18<sup>th</sup> to Sunday August 21<sup>st</sup>. At this meeting, student representatives attended several workshop, discussed and passed motions, and were able to plan for the national day of action.

#### Your Campus, Your Space

SOS, SELF, WT\*C and SCSU have come together to create a more accessible and student driven consultation on the Sexual Violence Policy that is being drafted. We realized that the consultations that were held by the Provost office were inaccessible and an intimidating environment. This will be done on September 27, in response to the first draft of the policy that will be released.

## **EVENTS & PROGRAMMING**

#### Clubs Training

August 9, the SCSU hosted their first round of clubs training . We has a total of 40 club representative in attendance. Those in attendance took part in various training seminar hosted by the SCSU executive team. We would like to thank all those who where in attendance. The next clubs training will take place on September 30<sup>th</sup>.

#### Group Learn Training

On August 13<sup>th</sup> and August 20<sup>th</sup>, the SCSU and this year Orientation Executive Team trained over 300 leaders for this year's orientation on topic around consent, mental health and self care, along learning about the various services that the UTSC community has to offer. Thanks to all those who attended and hosted work shops.

#### Group Leader Training Social

On August 13 in collaboration with UTMSU, the SCSU hosted a Group Leader Social after day one of training. The social included a movie night in the TV lounge and a party at Rex' Den. We would like to thank all of our volunteers who attended. We are excited to work with you for orientation.

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

Meeting Minutes

Board of Directors Meeting #3 of the Scarborough Campus Students' Union  
Wednesday July 27<sup>th</sup>, 2016 | 11: 15 AM | SL-232, UTSC Student Centre

<b>Last Name</b>	<b>First Name</b>	<b>Constituency or Position</b>
✓ Ali	Muhanad	Director of Anthropology and Health Studies
Al-Ozzi	Tameem	Director of Biological Sciences
✓ Don	Justin	Director of English
✓ Hassan	Deena	Director of Psychology
✓ James	Trina	Vice-President Campus Life (ex – officio)
✓ Kirk	Jessica	President
✓ Mohamed	Nafisa	Vice-President Equity
✓ Philipiah	Alexson	Director of Arts, Culture and Media
✓ Rajabi	Yasmin	Vice-President Operations (ex – officio)
✓ Singh	Aryana	Director of Physical and Environmental Sciences
✓ Srithas	Sitharsana	Vice-President External
✓ Warsame	Samira	Director of Critical Development Studies
✓ Wood	Thomas	Vice-President Academics & University Affairs
Yang	Jin-Mo	Director of Sociology

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

### Meeting Minutes

Board of Directors Meeting #3 of the Scarborough Campus Students' Union  
Wednesday July 27<sup>th</sup>, 2016 | 11: 15 AM | SL-232, UTSC Student Centre

#### **1. Call to order**

The meeting was called to order at 11: 15 a.m.

#### **2. Announcements**

#### **3. Approval of Agenda**

Motion                      Moved: Kirk                      Seconded: Don

Be it resolved that the agenda for the July 27<sup>th</sup>, 2016 SCSU Board of Directors meeting be approved as presented.

Vote: All in favour

### **CARRIED**

#### **4. Equity Statement**

Mohamed read the Equity Statement and the Acknowledgement of the Lands we occupy of the Mississauga New Credit First Nation.

#### **5. Approval of Minutes**

Motion                      Moved: Kirk                      Seconded: Srithas

Be it resolved that the July 27<sup>th</sup>, 2016 minutes package including the following documents be approved as presented:

1. Board of Directors Meeting Minutes
  - i. June 30<sup>th</sup>, 2016 (Supporting Documents on Page 13)
2. Executive Committee Meeting
  - i. June 27<sup>th</sup>, 2016 (Supporting Documents on Page 27)
  - ii. July 4<sup>th</sup>, 2016 (Supporting Documents on Page 28)
  - iii. July 12<sup>th</sup>, 2016 (Supporting Documents on Page 29)
  - iv. July 18<sup>th</sup>, 2016 (Supporting Documents on Page 31)
3. Policy & Bylaws Committee Meeting
  - i. July 19<sup>th</sup>, 2016 (Supporting Documents on Page 33)

Vote: All in favour

### **CARRIED**

## 6. Striking of Committees

### Elections Appeals Committee

Motion Moved: Kirk Seconded: Ali

Kirk gave a brief description of the responsibilities of members of the Elections Appeals Committee.

Nominations open. Ali elected himself.

Whereas the Elections Appeals Committee is a committee of the Scarborough Campus Students' Union,

Be it resolved that **MUHANAD ALI** be elected by and from the Board of Directors to serve on the 2016-2017 Elections Appeals Committee.

Vote: All in favour

### **CARRIED**

Kirk read the personal statement of the candidate.

Be it resolved that **RAMESHA JAVED** be elected by the Board of Directors to serve on the 2016-2017 Elections Appeals Committee as the member at large representative.

Vote: Majority in favour

### **CARRIED**

Kirk spoke of the candidate, Chenthoori Malankov, who is also the current present of YSF.

Be it resolved that **CHENTHOORI MALANKOV** be elected by the Board of Directors to serve on the 2016-2017 Elections Appeals Committee as the staff or executive member of a students' union in the Greater Toronto Area representative.

Vote: All in favour

### **CARRIED**

Nominations open. Kirk elected herself.

Be it resolved that **JESSICA KIRK** be elected by the Board of Directors to serve on the 2016-2017 Elections Appeals Committee as the Executive Committee Representative.

Vote: All in favour

### **CARRIED**

**7. Motion to Renew TTC Riders Membership** (Supporting Documents on Page 39)

Motion                      Moved: Srithas                      Seconded: Don

Whereas TTC Riders is an active advocacy group who organizes creative actions, write reports, talk to riders and more to pressure Wynne, Tory and Trudeau to improve transit in Toronto, and

Whereas SCSU has contributed \$500 to TTC Riders last year,

Whereas TTC Rider is a strong ally of SCSU and have worked together on various transit initiatives, such as the Fair Fares Action and in advocating for the Eglinton East LRT, therefore

Be it resolved that SCSU renew its annual membership with the TTC Riders, and contribute \$500.

Vote: All in favour

**CARRIED**

**8. Motion to amend Donations Policy** (Supporting Documents on Page 41)

Motion                      Moved: Kirk                      Seconded: Don

Be it resolved that the Donation Policy be approved as presented.

Vote: All in favour

**CARRIED**

**9. Motion to approve Bursary Funding Policy** (Supporting Documents on Page 43)

Motion                      Moved: Kirk                      Seconded: Don

Be it resolved that the Bursary Funding Policy be approved as presented.

Vote: All in favour

**CARRIED**

**10. Motion to change the Vice – President Operations to an elected position** (Supporting Documents on Page 45)

Motion                      Moved: Kirk                      Seconded: Wood

Be it resolved that Bylaw-V Section 1 be amended to remove the non-voting status of the Vice-President, Operations; and

Be it further resolved that Bylaw-VI Section 5 be amended to read “one appointed Executive”.

Vote: All in favour

## **CARRIED**

### **11. Motion to amend the Elections Procedures Code Policy** (Supporting Documents on Page 46)

Motion                      Moved: Kirk                      Seconded: Ali

Be it resolved that the Elections Procedures Code Policy be approved as presented.

Vote: All in favour

## **CARRIED**

### **12. Executive Report** (Supporting Documents on Page 6)

Motion                      Moved: Kirk                      Seconded: Singh

## **Services & Operations**

### **Rajabi spoke on the June Income Statement**

The VP Operations briefly discussed the June income statement and stated that the income statement is standard for this time of the year. The VP Operations explained that the negative net income was the result of the membership fees that occur four times a year.

### **Rajabi spoke on Rex's Den Opening**

Rex's Den has reopened with a brand new summer appetizer menu. Hopefully everyone has had an opportunity to visit. We are focusing on cheap food items, and quality service as two driving forces behind Rex's Den. We are using the summer as an opportunity to test out menu items and perfect service for the upcoming year. If you have any feedback please email [operations@scsu.ca](mailto:operations@scsu.ca)

### **Rajabi spoke on Smart Serve Training**

Several executives and staff received Smart Serve Training for the upcoming year.

### **Rajabi spoke on Food Centre**

VP Operations and Director Alexson are developing the food centre, and building partnerships with campus groups.

### **Rajabi spoke on TV Lounge Renovation**

The TV Lounge has been renovated with mirrors and window frosting. This is a response to the needs of students, particularly dancers who have been disadvantaged by the closing of the R-space.

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

### Rajabi spoke on **Hero Burger**

A bill of sale has been signed in the amount we had previously discussed. It has been sent to the interested franchise owner. We are waiting on a signed copy back.

## **Campaigns & Advocacy**

### Mohamed spoke on **All Black Lives Matter: Real Talks and Healing Space**

The Racialized Students' Collective Center held its first event on July 12. This event was a space for Black folks and allies to come and speak about current issues going on around anti-black racism and how to navigate around our boundaries.

### Kirk spoke on **Anti-Racism Directorate – Public Meeting**

Black Lives Matter Toronto called on the Government of Ontario to host a series of Public Consultations to introduce the Anti-Racism Directorate, and the first of which was held on July 14th. A few of your Executives attended this meeting, and issues like addressing the Mercury spill in Grassy Narrows, asking to explore race-based data collection in all areas of Ministry, and expressed concerns about limited budget for the Anti-Racism Office which is \$5 Million. If you'd like to attend the Scarborough Public Meeting with SCSU, contact [president@scsu.ca](mailto:president@scsu.ca). If you'd like to address personal concerns to the Directorate, contact [antiracism@ontario.ca](mailto:antiracism@ontario.ca).

### Srithas spoke on **APUS Board Visioning**

On Sunday June 26th, VP External attended the Association of Part-Time Students Board Visioning which took place at the APUS office. We discussed about the priorities of APUS for the year and also discussed in depth the Fight the Fees campaign.

### Srithas spoke on **City of Toronto Executive Committee Scarborough Recommendations**

On Tuesday June 28th, the Executive Committee was at City Hall to talk about the transit report. A couple of SCSU executives attended this meeting and made a deputation to the council on the need for the City to invest in transit in Scarborough. SCSU executives advocated in favour of the Eglinton East LRT.

### Mohamed spoke on **Equity Steering Committee Meeting for RSC**

On July 21st, RSC will meet with SC:OUT, WT\*C, and Toni from the EDO office to create ways for these three groups to be able to work together and future plans.

### Srithas spoke on **Fight the Fees Task Force Meeting**

The first Fight the Fees Task Force meeting is on Wednesday July 27th at 4:00 pm in SL 232. This is an opportunity to get together with UTSC students and have open conversations about how the Fight the Fees campaign will look like on our campus but also, to discuss the national day of action.

### Wood spoke on **Know Your Rights**

The VP AUA, as well as the VP External have begun to look at revamping, and expanding, the Know Your Rights Campaign. Currently, the SCSU only provides information on academic rights in the classroom, and information about the rights of interns. We are working to expand

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

this list of information to include topics such as Petitions, Tenancy, Employment, and Police interactions. We have also partnered with the University of Toronto Students' Union and the University of Toronto Mississauga Students' Union for this initiative.

#### Srithas spoke on **Lead with Pride: Executive Jumpstart**

On Saturday July 23rd, VP External attended Lead with Pride: The Executive Jumpstart conference. It was an incredible opportunity for LGBTQ+ student leaders and student executives doing equity work to get together before the school year, to talk about the issues that are important to us and to start collaborations.

#### Mohamed spoke on **Mandatory Anti-Oppression Training – Victory**

Based on demands put forward by the Black Liberation Collective with support from the Scarborough Campus Students' Union, the Provost Office at the University of Toronto is developing what they are calling “bias awareness training”; otherwise known as anti-oppression training. The SCSU has been invited to various consultation meetings which we hope will continue to inform the ways in which these training modules are developed. The initial announcement was around mandatory training for staff and UofT Administration, but we will be using the consultations to address the importance of anti-o for faculty as well. For more information, contact [equity@scsu.ca](mailto:equity@scsu.ca)

#### Mohamed spoke on **RSC Steering Committee Meeting**

On July 12, RSC had held a meeting with executives from various racialized clubs on campus. This meeting was to see what these student representatives felt students would want to see this space used as well as what events clubs could collaborate together with.

#### Mohamed spoke on **Sexual Violence Prevention Committee Meeting**

The Sexual Violence Prevention Committee had met twice in July. The committee is made up of folks from DSL, Registrar, Health and Wellness, Residence, Campus Police and other organizations on campus. The Committee meets to discuss ways to prevent sexual violence on campus.

#### Kirk spoke on **Sesquicentennial Meetings**

The University hopes to incorporate Canada's 150th anniversary into many areas of campus life. In the meeting spaces the SCSU is invited to, leading up to Sesqui, we continue to urge that the celebrations UTSC plans do not attempt to overshadow Canada's colonial legacy. As a part of the process of Truth and Reconciliation, we will encourage that the University recenter Indigeneity for 2017, through research grant opportunities, curriculum amendments, Indigenous staff hiring, and aspects of campus programming.

#### Srithas spoke on **Toronto Action Coalition Meeting**

On Thursday July 14th, a couple of executives from SCSU attended the first Toronto Action Coalition meeting, which consisted of student union executives and staff from the Greater Toronto Area, to discuss how the national day of action will look like in the GTA. There will another meeting on July 28th at 1:00 pm to continue conversations on the national day of action.



Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

### Krithas spoke on **Teleconference on the National Day of Action**

On Friday July 22nd at 1:00 pm we had our first national teleconference on the Day of Action. This was an opportunity to get provincial and national updates on our campaign and to discuss the next steps for the student movement.

### Kirk spoke on **Upper Executive Meeting**

All SCSU executives worked to create 2016-2017 Priorities and Recommendations to present to the University's Upper Executive team. We used the Lobby Document as a vehicle to address and solve few of several concerns expressed by our members. Some of the lobby asks included addressing transit concerns, the lack of student space, and ways to take on some of the 94 Calls to Action put forward by TRC. The Lobby Document is attached to the Board Package. If you have questions about the progress of the lobby items, contact [president@scsu.ca](mailto:president@scsu.ca). Supporting Documents on Page 58.

### Kirk spoke on **Vice Provost, Students Meeting**

The SCSU Executive met with Sandy Welsh - Vice Provost Students - along with some of her colleagues to discuss student concerns at the Scarborough Campus. The items discussed were as follows: we addressed that "Bias Awareness Training" should be mandatory for faculty as well; folks updated SCSU on what was race-based data collection and what the University is now calling student demographic data collection; we reiterated our opposition for the way in which the Policy on Open, Accessible, Democratic, Autonomous Student Organizations were conceptualized and its unforeseen impact on students in Scarborough; lastly, SCSU expressed our discontent with the limited number of consultations the University has conducted with respect to developing the Sexual Violence Response Policy.

## **Events & Programming**

### James spoke on **Clubs Training**

Clubs training will be taking place on August 9th from 10:00am to 5:00pm. Clubs looking to gain access to all of the clubs services such as clubs funding, printing and bookings, are encouraged to attend.

### Wood spoke on **DSA Training**

DSA Training is a space where the SCSU Executives are able to engage with all the DSAs on the Scarborough Campus. DSAs are given information on areas such as, how to plan an event, run a campaign, apply for DSA finances through SCSU and utilize the other services provided by SCSU. It also functions as an open organizing space where DSAs can connect with the SCSU, and each other, to plan events in the upcoming year. The two key events that SCSU was looking to partner with the DSAs for were Orientation and Academic Forum.

### Woods spoke on **IRDS Planning**

VP AUA and the President attended a planning session with the Principle, Dean, VP Research and the Library in order to bring discussions of how best to work together to in order to use the Sesquicentennial Fund. We discussed the importance of including a wide range of perspectives into all the research based sesquicentennial events, recognizing the colonial legacy of Canada,

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

the Truth and Reconciliation Commission and the experiences of those who have immigrated to Canada. Our provisional theme is "Celebrating and Complicating Canada".

#### James spoke on **SCSU APP**

This Orientation the SCSU will be launching an app called SCSUuoft. The purpose of the app is to ensure students are up to date on the various campaigns, events and services that the SCSU has to offer. Some of the app's features include a campus map, campus wall, GPA calculator, daily planner, transit planner and a directory of the various student organizations on campus. UTSC student organizations that are interested in having their information displayed in the app are encouraged to contact [campuslife@scsu.ca](mailto:campuslife@scsu.ca) or <http://www.scsu.ca/appinfoapp/>.

#### James spoke on **Orientation 2016**

Orientation Planning is continuing. The Team is working hard a creating training session that will be taking place on August 13 and 20, to ensure our volunteers are equip with all of the information needed to ensure our first year fee welcomed. In addition to ensuring student feel welcomed, we are looking to host tabling space for clubs on campus. Clubs looking to take part in tabling during this year's orientation must complete and submit the tabling form on the SCSU office by August 12 with a \$20 deposit.

#### Kirk spoke on **TEDxUTSC Advisory Committee Meeting**

Being invited to serve as a new member of the Advisory Committee for 2016-2017, SCSU helped to recommend different ways of providing more enriching experiences for associate positions, as well as ideas for speaker invitations. TEDxUTSC notified us about the theme and potential graphics for their 2017 conference as well.

#### James spoke on **Netflix and Chill**

On July 14 SCSU hosted their first movie night at Rex's Den. Students who attended where given free popcorn and where entertained by a movie. Thanks goes out to all how attended. If you have any questions email [campuslife@scsu.ca](mailto:campuslife@scsu.ca).

Be it resolved that the Executive Report be accepted as presented.

Vote: All in favour

### **CARRIED**

#### **13. Director updates**

Ali, Don, Hassan, Warsame, and Singh had no updates.

Philipiah spoke on his collaboration with the VP Operations to make donation process for the Food Centre more collaborative to increase the unity with the community and increase the awareness of what is being done with the donations. Philipiah stated that they will still use

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

posters but there are also more collaboration with UTSC clubs. Philipiah spoke about SCSU collaborations with UTSC groups such as Free the Children. Philipiah also planned a collaboration with a homeless shelter.

#### **14. Adjournment**

Motion                      Moved: Kirk                      Seconded: Hassan

Be it resolved that the July 27th, 2016 SCSU Board of Directors meeting be adjourned.

Vote: All in favour

**CARRIED**

The meeting was adjourned at 12: 24 p.m.

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
Monday, July 18<sup>th</sup>, 2016 | 9:30am | UTSC Student Centre, SL – 108

1. Call to Order:

- a. Present: Kirk, James, Wood, Mohamed, Srithas, Rajabi
- b. Absent: Siewrattan

***BIRT the July 18<sup>th</sup> Agenda be approved as presented  
APPROVED***

2. Fight the Fees Task Force Meeting

The executive will be reaching out to campus organizations to attend the task force meeting.

3. Policy

There were several policies put forward that were passed at the executive committee. They will be reported at the By-Law and Policy Review Committee

4. Homecoming Committee

Committee chair has reached out asking us to sit on the planning committee. Orientation Coordinators will be at the meeting.

5. Meeting with Mitzie Hunter

The executive will be attending a meeting with MPP in August.

6. Phone Blitz

This will begin today. The executives will have their shift on Wednesday 5-8pm

7. Orientation Training

Half the executive will be in attendance on Aug 20th

8. Lobby Document

There will be a vlog put together to discuss the asks that were made to the upper executive,

9. Toronto Action Coalition

There will be a meeting initiated for externals. Academic amnesty will be explored.

10. Elections and Appeals Committee

Motion to have Chenthoori Malankov be the external representative for EAC.

***BIRT Chenthoori Malankov be appointed to the EAC as the external representative.  
CARRIES***

11. Sesquicentennial Meeting

SCSU will take a critical approach to incorporating Sesqui into IRDS, and will consult with Indigenous students about what these spaces should look like.

***BIRT the July 18<sup>th</sup> meeting be adjourned  
APPROVED***

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
Monday, July 25<sup>th</sup>, 2016 | 9:30am | UTSC Student Centre, SL – 108

1. Call to Order:

- a. Present: Kirk, James, Wood, Mohamed, Srithas, Rajabi, Siewrattan
- b. Absent:

***BIRT the July 25<sup>th</sup> Agenda be approved as presented  
APPROVED***

2. ED Updates

Developing employee packages for SCSU staff and Rex's Den Staff. Working on training agenda for Rex's Staff and timeline for new hires

3. Anti-Racism Dictorate

Some executives attended the doctorate. Many folks were in support of BLMTO. There will be a consultation in September in Scarborough. BLMTO will be developing their own consultation, the date will be announced.

4. CFS Materials

The executive have determine what they will be ordering this year. The VP External will be placing the order.

5. Promo on Underground Website

There was a proposal to have events updated on the Underground website. The executive have agreed to post event dates and posters.

6. Mindfulness Walk

Mindful meditation will be having an exam destressor walk in the valley the first week in August.

7. Fight the Fees Task Force

The task force will be happening this week. The agenda has been set and clubs will be contacted.

8. General Motors Sponsorship

General Motors is interested in providing sponsorship. They would like to provide \$20 for every student that test drives a car. They would like to table at the Orientation Festival and bring 2-3 cars.

9. Lead with Pride

There were several discussion on making campaigns and events more inclusive. SGDO will be hosting another conference in February for folks who identify and allies.

10. SOS

Interest in collaborating for a speaker series event. The event will be booked from 14<sup>th</sup> – 16<sup>th</sup> and support will be provided by booking space. They would like to have the button maker. There is another event in October where they will be applying for DSA funding

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

11. Sustainability

The Sustainability Office is interested in tabling at the 4.0 Fair. They have also expressed interest in tabling at the Orientation meals.

12. Food Centre

Free the children would like to drop off the food and would also like to host an event in the meeting place. They are interested in having student volunteers for a soup kitchen.

***BIRT the July 25<sup>th</sup> meeting be adjourned***  
***APPROVED***

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
Monday, August 2<sup>nd</sup>, 2016 | 9:30am | UTSC Student Centre, SL – 108

1. Call to Order:

- a. Present: Kirk, James, Wood, Mohamed, Srithas, Rajabi, Siewrattan
- b. Absent:

***BIRT the Aug 2<sup>nd</sup> Agenda be approved as presented***  
***APPROVED***

2. ED Updates

Follow up with Health and Dental Plan for Staff. Rex's Manager meeting to develop tasks and how they need to be allocated.

3. Beach Party

SCAA will be approached about the idea of a beach party. Bruce Kidd was interested in the concept as well.

4. Anti-Bias Training

The student unions had a meeting with Tana Turner to discuss the needs of the training. UTMSU was interested in putting together a lobby document. SCSU has completed their component.

5. Executive Office Hours

Office Hours for Executives will be 10-6 in the Fall.

6. Upper Exec Lobby Requests

There has been a follow up on the requests from the meeting. No administrator has responded.

7. TV Lounge

There have been several complaints from the office of student life regarding the mirrors. The situation will be monitored.

8. Inter-UofT Meeting

There is a meeting with all the externals on integrating Fight the Fees into Orientation. There were discussions about the coalition meetings and topics to bring up moving forward.

9. Know Your Rights Campaign

The executive will be expanding the tenant rights campaign to include rights regarding petitions and right with police. Materials will be developed from other campus content.

10. Fight the Fees Calendar

Tentative plans have been set for fight the fees. September: Task Force Meeting, October: ArtSideOut, Halloween Event, Teach-In, November: DOA and Follow-Up.

11. Underground

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

The underground will be contributing \$600 towards orientation and in exchange they will be providing 1500 inserts and will table. They will be providing 8 pages and 2 ad pages for Elections. An agreement will be signed.

12. RSC

Volunteer postings have gone up. A listserv will also be developed.

13. Academic Amnesty

There was discussion on lobbying for academic amnesty for DOA. The VP AUA will approach the Dean for the request.

***BIRT the Aug 2<sup>nd</sup> meeting be adjourned  
APPROVED***





---

MINUTES – Policy and By-Law Review Committee  
Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
Wednesday, August 10<sup>th</sup>, 2016 | 12:00pm | UTSC Student Centre, SL – 219

**1. CALL TO ORDER: 12:09 pm**

a. Present: Nafisa Mohamed, Jessica Kirk, Yasmin Rajabi, Thomas Wood, Sitharsana Srithas, Nadhiena Gowry-Shankar, Hana Syed, Muhanad Ali, Justin Don

b. Absent:

**2. APPROVAL OF AGENDA**

**MOTION**                      Moved: Kirk                      Seconded: Ali

Be it resolved that the agenda for the August 10<sup>th</sup>, 2016 SCSU Policy & By-Law Committee meeting be approved as presented.

**CARRIED**

**3. MOTION TO APPROVE EQUITY STATEMENT AMENDMENTS**

**MOTION**                      Moved: Mohamed                      Seconded: Srithas

Be it resolved that the Equity Statement Amendment be recommended for adoption as presented.

**CARRIED**

**4. MOTION TO APPROVE BURSARY FUNDING POLICY AMENDMENTS**

**MOTION**                      Moved: Kirk                      Seconded: Wood

Be it resolved that the Bursary Funding Policy amendments be recommended for adoption as presented.

**DISCUSSION**

Gowry-Shankar: Are the highlighted sections items that were added?

Kirk: Yes

Gowry-Shankar: What if the expected revenue was to change by the end of December?

Kirk: The only mechanism that is being used for revenue recording is in the initial application process for expected revenue.

Don: Under “Adjudication”, the last bullet there should be a comma between email and informing.

Kirk: This will be a friendly amendment for grammar

Don: Is the decision in the email?

Kirk: Yes

**CARRIED**

## **5. MOTION TO APPROVE HEALTH & DENTAL POLICY**

**MOTION**                      Moved: Rajabi                      Seconded: Don

Be it resolved that the Health & Dental Policy be recommended for adoption as presented.

### **DISCUSSION**

Rajabi: I would like to propose an amendment; under the “Fees” section says “Changes to Health and Dental Providers or Brokers” which should actually be the heading for “Changes to Health and Dental Providers or addition or removal of brokers must be passed by the SCSU Board of Directors.” Under the section titled “Disbursement”, sentence eight should read “If requested by the student, the SCSU will reissue an opt out refund cheque post the six months. Sentence nine should read “The SCSU will only reissue opt out refund cheques within a three-year period of first being issued after successfully opting out. Line ten should read “If the cheque is not cashed during the three-year period of first being issued, the SCSU is not responsible.

**MOTION**                      Moved: Rajabi                      Seconded: Srithas

Be it resolved that the Health & Dental Policy amendments be recommended for adoption

**CARRIED**

### **DISCUSSION**

Gowry-Shankar: The student will have up to three years to receive a cheque.

Rajabi: Yes

**CARRIED**

## **6. MOTION TO APPROVE AMENDMENT TO BY-LAW XI - COMMISSIONS**

**MOTION**                      Moved: Nafisa                      Seconded: Don

Be it resolved that By-Law XI – Commissions amendments be recommended for adoption as presented.

### **DISCUSSION**

Don: Under Section 2.d there should be a comma between “to” and “issues”

Kirk: This will be a friendly amendment since it is a grammatical issue

Wood: Under Section 2.e the majority vote should read “majority vote (>50%)”

Srithas: I would like to put forward an amendment to have 2.B read “President or designate shall chair all Commissions

**MOTION**                      Moved: Srithas                      Seconded: Ali

Be it resolved that the amendment to By-Law XI – Commissions be recommended for adoption.

**CARRIED**

### **DISCUSSION**

Srithas: I would like to put forward another amendment to change “commissions” throughout the by-law to read commission(s)

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

**MOTION** Moved: Srithas Seconded: Gowry-Shankar  
Be it resolved that the amendment to By-Law XI – Commissions be recommended for adoption  
**CARRIED**

**DISCUSSION**

Kirk: We will now vote on the amended motion

**CARRIED**

**7. MOTION FOR ADJOURNMENT**

**MOTION** Moved: Kirk Seconded: Syed  
Be it resolved that the August 10<sup>th</sup>, 2016 Policy & By-Law Committee meeting be adjourned.

**CARRIED**

Meeting adjourns at 1:47pm

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

## **Scarborough Campus Students' Union Policy Manual** **ISSUES POLICY – Equity Statement**

**Date: August 25, 2016 – BOD**

**Motion: Equity Statement**

### Preamble

Creating an environment that is built from an anti-oppressive framework, that is equitable and inclusive is a priority of the Scarborough Campus Students' Union. The Union will ensure that all programming hosted by the Union is free of harassment and discrimination. This will be done by acknowledging that inherent power and privilege exists in society and by declaring the collective responsibilities we have in ensuring that any form of discrimination will not be tolerated.

### Equity Statement

The following statement shall be read aloud during the opening address of all meetings and events:

“As members of the Scarborough Campus Students' Union, mutual respect, cooperation and understanding are our goals. We shall neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

It is our collective responsibility to create a space that is inclusive and welcomes discussion. Any form of discrimination and harassment will not be tolerated. Hate speech rooted in, but not limited to, anti-Muslim, anti-Semitic, sexist, racist, classist, ableist, homophobic, or transphobic sentiments and/or remarks will also not be tolerated. We all have an obligation to ensure that an open and inclusive space, free of hate is established. Any behaviour that does not demonstrate an understanding of these principles and/or creates an unsafe atmosphere will not be tolerated.

We work towards ending systematic and institutional violence, by including Indigenous people in our collective decision making for social justice and equity. As settlers in Canada we have directly benefited from colonization and genocide of Indigenous people of this land. In order to engage in resistance and solidarity against injustices inflicted on Indigenous people, it is imperative we constantly engage in acts of decolonization. The first thing is to acknowledge that we are on the traditional territory of the treaty of the dish with one spoon, the Anishinaabe of which the Mississauga of New Credit peoples are a part of, and the Haudenaasaanee, the people of this tradition territory. I would also like to pay my respect to their elders past and present, and to any who may be here with us today, physically, mentally, emotionally, and spiritually.”

**Scarborough Campus Students' Union Policy Manual**  
**OPERATIONAL POLICY – Bursary Funding Policy**

**Date: July 27, 2016**

**Motion: Bursary Funding Policy**

Preamble

The Scarborough Campus Students' Union (SCSU) believes education is a right, and that students at the University of Toronto Scarborough (UTSC) should be provided with various means of receiving financial support. The SCSU provides funding opportunities to students at UTSC through our bursary programs in effort to enhance the accessibility of the academic experience at UTSC. The SCSU is dedicated to supporting students throughout their post-secondary educational journey.

To ensure accountability and efficiency for the distribution of bursary funding, the SCSU has adopted the following policy as the Bursary Funding Policy.

SCSU Grants are to be awarded to any member of the Scarborough Campus Students' Union who demonstrates financial need in relation to inequitable access to education. Inequities are based on factors that include but are not limited to race, class, sex, ability, citizenship status, or otherwise.

Terms of Funding

Funds will be provided to students in accordance with established guidelines outlined below:

- Officers and Voting Directors of the SCSU are not eligible to apply.
- Awards from the SCSU Grant will be deposited into a student's ACORN account.
- A bursary (grant) is intended to assist students with unmet need with respect to their educational expenses.
- Before applying for grant assistance, students are expected to have explored ALL other avenues of financial assistance (e.g. family support, savings, summer and part time earnings, OSAP or other government assistance programs, daycare subsidies, and bank lines of credit).
- A bursary (grant) is not intended to fund non-educational expenses or repay other debts.
- Complete all sections of the application. Answer each question and explain in detail any exceptional expenses or circumstances. Insufficient information or an incomplete application will affect the consideration of your application. Supporting documents, such as receipts, are welcomed.
- Supporting documents are to be submitted to the Registrar's Office (AA142).

Funding Restrictions

- Students will not be eligible for funding if they are not enrolled at UTSC as an (fulltime) undergraduate student.
- Students whose expected revenue outweighs their allowable expenses will not receive a grant.

Application Process

- Grant and Bursary applications are available here:  
[https://webapps.utsc.utoronto.ca/regoffice/eservice/student/index.php?req=scsu\\_awards](https://webapps.utsc.utoronto.ca/regoffice/eservice/student/index.php?req=scsu_awards)

### Adjudication

The SCSU Bursary Committee is responsible for the appropriate distribution of Bursary Funding to students. The SCSU Bursary Committee will only consider detailed and complete Bursary Applications.

- The distribution of SCSU bursaries will be based on the outlined criteria and procedures set out in SCSU Policies, By-laws and the SCSU Constitution, in conjunction with Financial Aids Office.
- The SCSU Bursary Committee will meet regularly on an as needed basis and will be comprised of the following members:
  - President or designate
  - One (1) Director who is not ex-officio and that is appointed by the Board.
  - One (1) member of the Union who shall be appointed by the Board in accordance to the Bursary Funding Policy
  - Representation from the Financial Aids Office (non-voting)
- Decisions by the SCSU Bursary Committee will be received by e-mail, informing students to check eService for the decision.

### Payment of Grant

- Upon approval for the funding by the SCSU Bursary Committee, funding will be provided to students via their ACORN account, should they be been granted approval.
- Should you wish to make an appeal to your SCSU Bursary, download an Appeal Form on our website: <http://www.scsu.ca/services/student-services/bursaries/>
- Grants will be applied to outstanding fees and if all fees are paid in full, the grant will be refunded to students
- Refunds will be paid through direct deposit into students' bank account (student must provide bank information on ACORN)

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

## **Scarborough Campus Students' Union Policy Manual OPERATIONAL POLICY – Health and Dental Policy**

**Date: August 25, 2016 – BOD**

**Motion: Health and Dental Policy**

### Preamble

In 1998, the University of Toronto Scarborough Campus Students' Union (SCSU) Health and Dental Plan was introduced by a student referendum. The SCSU Health & Dental Plan was designed to provide full-time undergraduate students at University of Toronto Scarborough Campus with extended coverage for medical expenses not covered by provincial Medicare such as prescription drugs, dental care, vision and travel.

### Eligibility

UTSC undergraduate students, who are enrolled in a minimum of 3 full courses in either the Fall or Winter session and have been assessed their sessional SCSU fees, are automatically enrolled in the SCSU Health & Dental Plan. Part time students registered with Accessibility services and students on coop work term, not enrolled in any courses in the fall or winter session may enroll into the SCSU Health and Dental Plan. Opt in/ out period dates are available on the SCSU website.

### Fees

- The SCSU Board of Directors will annually pass the Health and Dental Fee.

### Changes to Health and Dental Providers or Brokers

- Changes to Health and Dental Providers or addition or removal of brokers must be passed by the SCSU Board of Directors.

### Opting In

The Scarborough Campus Students' Union benefits plans are supplemental coverage to basic medicare, providing coverage for medical expenses not covered by provincial medicare, such as prescription drugs and dental care. The benefits provided to full time students can be extended to as a spouse and/or dependent children, as well as co-op students on work term or part time students registered with the Accessibility Centre. To enroll in the SCSU Health and Dental coverage an opt in form is available online or at the SCSU office. The form must be completed and returned in person with the appropriate fees to the SCSU office. Opt in/ out period are available online.

Opt in completed forms must be handed in by the last day of September or the last day of January for students who opt in the winter to the SCSU offices.

### Opting Out

Students who wish to opt out of the Health Plan must provide proof of comparable health and dental coverage in order to receive a refund of their fees. Please note that OHIP and UHIP are not considered comparable health and dental plan, but rather mandatory basic health plans. Every year, students must opt-out of the health and dental plan regardless of previous opt out application submissions. All fall Full Time students must submit an application in the fall opt out period in order to receive an opt out. Opt out periods are posted on the SCSU website. Applications to opt out are reviewed and successful applicants will be eligible for a refund. Students are responsible for inquiring about their application. Winter incoming students are inly eligible to opt in the winter semester. You can opt out by vising the SCSU website.

### Deadlines

All students must opt out of or enroll into the health and dental plans before the deadlines determined by the SCSU. The SCSU will publicize opt out and opt in deadlines through the SCSU website. There are no exceptions to the deadlines. Under the following conditions exceptions will be considered; medical or family emergencies, extenuating circumstances or SCSU administrative errors. Students who have cause to believe they have a valid excuse for missing deadlines must submit a letter explaining the circumstances with supporting documents to the SCSU. Decisions on late deadlines will be made on a case by case basis. Only students who have paid SCSU fees and who have not attempted to file any claims will be considered.

### Confidentiality

The SCSU is not responsible to the parents/guardians of full-time undergraduate student members over the age of 18. The SCSU can assist parents/ guardians with general inquiries about benefits, costs, deadlines and claim forms, the SCSU is not obliged to answer questions about a specific students' students' claims history, opt out record, policy identification codes or student records.

Consent to provide information to parents/guardians may be granted under extenuating or health related circumstances. All requests for consent of information must be submitted to SCSU staff and will be handled on a case by case basis.

### Disbursement

The SCSU will disburse Health and Dental opt out refunds only to applicants that have successfully been approved. Students will be notified once the cheque is available. If a student is unsuccessful in opting out, they will be notified to verify their information. The last day to submit information for verification will be posted on the website. The SCSU will disburse Health and Dental opt out refunds only by cheque. An opt out refund cheque will be valid for six months. If the student loses their cheque, they must wait six months for expiration of the cheque. If requested by the student, the SCSU will reissue an opt out refund cheque post the six months. The SCSU will only reissue opt out refund cheques within a three-year period of first being



Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

issued after successfully opting out. If the cheque is not cashed within a three-year period of first being issued, the SCSU is not responsible.

**Scarborough Campus Students' Union**  
**Bylaw XI - Commissions**

**COMMISSIONS**

**1.Commissions**

SCSU Commissions of the Union shall generate, shape and develop new campaigns, services and events brought forward by members of SCSU. Such campaigns, services and events shall be ratified by the Board. The Commission(s) shall be hosted on a monthly basis, and the discussions shall be shaped by the members in the form of submissions prior to the Commission(s), or during open discussion.

**2.Composition and Terms of Reference for Commissions**

- a) Any member of the Scarborough Campus Students' Union who attends one Commission meeting shall become a voting member.
- b) The President or designate shall chair all Commissions.
- c) Executive Director or designate shall serve as the secretary of the Commission(s), who shall be responsible for forwarding all minutes and records of transactions to the Secretary of the Board.
- d) Commissions shall be responsible for giving the members a space to develop campaigns, events and services. These include, but are not limited to, issues of student access, student life, and student or community issues of local, provincial, national, or international concern.
- e) All decisions made at the Commission(s) may only pass with a majority vote (>50%).
- f) All ratified decisions of the Commission(s) shall be brought to the Executive Committee in order to assign an executive who shall be able to provide support to the project.
- g) The voting member of the Commission(s) shall be:
  - i. President
  - ii. Vice President Academics & University Affairs
  - iii. Vice President External
  - iv. Vice President Equity
  - v. Vice President Campus-Life
  - vi. Vice President Operations
  - vii. Three (3) Directors who are not ex-officio Directors who are to be appointed by the Board
  - viii. Any member of the Union subject to ratification by the Board of Directors

**3.Commission Procedures**

- a) All non-embedded campaigns, events and services generated through the Commission(s) expires April 30th of every year.
- b) Commission membership shall expire on April 30th of every year
- c) The Commission(s) shall meet each month, with the exception of December and April.

Board of Directors Meeting #4 of the Scarborough Campus Students' Union  
Thursday August 25<sup>th</sup>, 2016 | 5: 00 PM | SL-232, UTSC Student Centre

- d) Notice of meeting shall be given no less than seventy-two hours (72) prior to the start of the meeting.
- e) Deadlines for submissions for discussion shall be twenty-four hours (24) prior to the start of the Commission meeting.
- f) Quorum is three (3) non-Board members and three (3) members of the Board of the Commission(s).
- g) Commissions have the right to strike working groups and sub-committees to assist with the development of campaigns, services and/or events struck at the Commission(s).
- h) Every member has one vote and cannot proxy.
- i) All resolutions of the Commission are finalized upon ratification by the Board.



Scarborough Campus Students' Union  
University of Toronto Scarborough  
1265 Military Trail, Room SL-108  
Toronto, ON M1C 1A4

T: (416) 287-7047  
E: info@scsu.ca

---

**Elections & Referenda Committee Meeting Minutes**  
Thursday, August 4<sup>th</sup>, 2016, 2:30pm – 3:30pm

1. Approval of the agenda

Moved by: Kirk                      Seconded: Philipiah

CARRIED

2. Elections & Referenda Committee and Electoral Procedures Code Overview

3. Discussion of CRO Hiring Process

4. Motion to recommend election dates

Moved by: Kirk                      Seconded: Warsame

Be it resolved that the Elections & Referenda Committee recommend that the campaign period be between October 3<sup>rd</sup> and October 19<sup>th</sup>

CARRIED

Philipiah recommends that a survey be sent to all candidates after the elections to make recommendations on areas for improvement of the elections

Kirk suggest that ERC present that recommendation to the CRO once they are hired, and leave the CRO responsible for contacting the candidates about a survey post-elections, should one be developed.

5. Motion for adjournment

Moved by: Kirk                      Seconded: Warsame

CARRIED



---

## Finance Committee Meeting Minutes

Wednesday, August 17<sup>th</sup>, 2016 5pm

1. Call to Order 3:04pm

a. Present

Aryana Singh, Deena Hassan, Jessica Kirk, Yasmin Rajabi, Kavita Siewrattan

b. Absent

2. Approval of the Agenda

Moved: Rajabi

Seconded: Singh

CARRIES

3. Presentation of the SCSU 2016-2017 Operating Budget

Moved: Rajabi

Seconded: Hassan

Be it resolved that the SCSU 2016-2017 Operating Budget be accepted as presented.

DISCUSSION

The actuals from the past few years was used to develop the figures you see before you. One new item for this budget has been to put together transfers to contingency funds.

The structure of the budget has been changed to reflect the audit.

The lines were each explained

4. Other Business

5. Adjournment 3:20pm

Moved: Rajabi

Seconded: Kirk

CARRIES

## 2015-2016 REVISED BUDGET SUMMARY

### REVENUE

Health & Denal Plan Fees Collected (minus admin fee)	\$3,521,658
TTC Metropass & Fare Sales	\$1,011,890
Unrestricted Membership Fees	\$699,838
Restricted Referendum Fees	\$373,559
Admissions, Events, Sales & Advertising	\$322,546
Rental & Leasing	\$296,668
Health & Dental Plan Administration Fee	\$217,355
SRI Operating Subsidy	\$127,500
Student Centre Capital Reserve Income Recognition	\$0
Investment Income	\$9,976
Grants and Sponsorship	\$3,323
<b>TOTAL REVENUE</b>	<b>\$6,584,313</b>

### EXPENSES

Health & Dental Plan Disbursements	\$3,204,713
Cost of TTC Metropasses & Fares	\$999,566
Wages & Benefits	\$655,627
General & Administrative	\$471,699
Restricted Referendum Fees Disbursements	\$373,559
Operating Subsidy paid to SRI	\$127,500
Repairs & Maintenance	\$124,000
Professional Fees	\$33,354
Ticket Purchases	\$25,204
Utilities	\$14,679
Bank Charges	\$8,178
Interest on Long Term Debt	\$0
Loss on Disposal of Equipment & Bad Debt	\$3,000
Amortization	\$37,000
<b>TOTAL EXPENSES</b>	<b>\$6,078,081</b>
<b>Transfer to H&amp;D Reserve</b>	<b>\$316,945</b>
<b>Transfer to Contingency Reserve</b>	<b>\$123,976</b>
<b>NET INCOME/(LOSS)</b>	<b>\$65,311</b>