



BOARD OF DIRECTORS' MEETING PACKAGE
Association of Part-time Undergraduate Students of the University of Toronto
(APUS)

February 9, 2018
6pm
Meeting #6
APUS North Borden Office

Board of Directors' Meeting #6

Dear Directors of the Board,

The following package includes all the relevant documents in anticipation of the next APUS Board of Directors' Meeting to be held on **February 9, 2018 at 6 pm** in the APUS Board Room at the North Borden office.

Included in this package:

- I. Agenda (page 3 – 4)
- II. Minutes Package (page 5 – 11)
- III. Executive Reports (page 12 – 14)
- IV. Operating Budgets for Student Life, Kinesiology and Physical Education (KPE), and Hart House (attached in pdf)

Please feel free to forward any question or concerns via email to me directly.

Sincerely,

Mala Kashyap
President
Association of Part-Time Undergraduate Students of the University of Toronto (APUS)
Local 97 of the Canadian Federation of Students
president@apus.ca

I. AGENDA

1. Call to Order

2. Approval of Agenda

MOTION Moved: Kashyap Seconded: Ebifegha

Be it resolved that the meeting agenda for Board of Directors' meeting #6 be adopted as presented.

3. Approval of Minutes

MOTION Moved: Pyne Seconded: Zhao

Be it resolved that the minutes' package be approved as presented.

- a. Board of Directors Meeting – November 28, 2017
- b. Executive Committee Meeting – November 14, 2017

4. Annual General Meeting 2017-2018

MOTION Moved: Kashyap Seconded: Froom

Be it resolved that in accordance with Article 4.01 of the APUS bylaws, the APUS Annual General Meeting be held on March 16, 2018.

5. APUS Board Elections 2018-2019

MOTION Moved: Froom Seconded: Ebifegha

Be it resolved that the APUS Assembly meeting where the Board of Directors for 2018-2019 is elected be held on March 16, 2018.

6. Council on Student Services (COSS)

MOTION Moved: Kashyap Seconded: Zhao

Be it resolved that the APUS COSS representatives vote __ the proposed budget for Hart House.

Be it further resolved that the APUS COSS representatives vote __ the proposed budget for the Department of Student Life.

Be it resolved that the APUS COSS representatives vote __ the proposed budget for Kinesiology and Physical Education.

7. Executive Reports

Moved: Kashyap Seconded: Pyne

Be it resolved that the Executive Reports be approved as presented.

1. President
2. Vice-President Internal
3. Vice-President Equity
4. Vice-President Events & Outreach

5. Vice-President External

8. Adjournment

II. MINUTES

a) Board of Directors Meeting – November 28, 2017

In attendance: Richie Pyne, Jackie Zhao, Susan Froom, Jennifer Coggon, Mala Kashyap, Kubra Zakir, Margaret Ebifegha
Speaker: Nadia Kanani
Staff: Caitlin Campisi
Auditor: Lane Rasmussen

1. Call to Order

The meeting was called to order at 7:09pm.

2. Approval of Agenda

MOTION Moved: Pyne Seconded: Ebifegha

Be it resolved that the meeting agenda for Board of Directors' meeting #5 be adopted as amended.

DISCUSSION

Pyne amends agenda to move Item 5 ahead of Item 4 due to need for auditor's attendance.

Vote carries.

3. Approval of Minutes

MOTION Moved: Pyne Seconded: Ebifegha

Be it resolved that the minutes' package be approved as presented.

- a. Board of Directors Meeting – October 20, 2017
- b. Executive Committee Meeting – August 30, 2017
- c. Executive Committee Meeting – September 25, 2017
- d. Executive Committee Meeting – October 6, 2017

4. Motion to adopt Operating Budget 2017-2018

MOTION Moved: Froom Seconded: Pyne

Whereas Article 6.01(f) requires the Board to set the Budgets of the Corporation, on the advice of the Finance Committee; and

Whereas Article 13 requires the Board to cause a copy of the budget to be sent to the Assembly,

Be it resolved that the Board of Directors approve the Operating Budget 2017-2018 Budget, as proposed in the addendum; and

Be it further resolved that the Board cause a copy of the Operating Budget 2017-2018 to be sent to the Assembly for confirmation.

DISCUSSION

Froom notes this is the Operating budget and is reflective of financial information available as of the end of October. This timeline is a change from last year due to a Bylaw amendment. In the past we have presented the Operating budget as of January. Therefore we are being cautious in our budgeting because we do not yet have our final enrolment numbers or January membership fees. Froom notes there are very few changes from the Preliminary budget. Our summer fee revenues are now final and there is a small increase in revenue based on fall fees received. Therefore we have slightly increased our expenses in terms of computer supplies and maintenance, as well as CFS meetings. We also have a slight surplus projected.

Pyne asks regarding OPIRG and CFS fees in both revenue and expenses. Froom clarifies that there are amounts that are received and disbursed based on actual membership numbers as per referenda. Pyne asks regarding a distinction between CFS and CFS-O fees. Campisi states we have not made this distinction in the past but could in the future if the Board would like. Pyne states he is comfortable with the CFS fees as recorded.

Coggon asks regarding the change in the presentation of the Operating budget from January to October. Campisi states that the earlier timeline gives the Board the power to make changes to the budget in a logistical sense, as the previous timeline of January was close to the end of fiscal year. Froom states that she would still encourage the Board to be financially prudent and project a small surplus until we receive all membership fees.

Pyne notes the Accessibility budget line went from \$250 to 0 in the Operating budget. Campisi states it was a typographical error and will be fixed.

Vote carries.

5. APUS Audited Financial Statements

Moved: Froom Seconded: Zhao

Be it resolved the APUS Audited Financial Statements for the fiscal year ending April 30, 2017 be approved as presented.

DISCUSSION

Rasmussen presents the APUS audited financial statements for the fiscal year ending April 30, 2017 and notes they are very similar to last year. He notes there is no fraud, irregularities, or significant changes from last year. Members review their copies of the audited financial statements.

Coggon asks regarding any upcoming tax changes that will affect APUS. Lane states that upcoming tax changes would affect us only if we had businesses. He states we are a not for profit organization and therefore should not generate much profit. He notes our surplus for the 2016-2017 year was high and we could generate lower surpluses in the future. Members engage in a discussion regarding current risks, preparation for future risks, the need for healthy reserves as well as supporting current students. Zhao states that the scope of motion is the accuracy of audit. Lane confirms the audit is accurate.

Vote carries.

6. APUS Accessibility for Ontarians with Disability Act (AODA) Report

MOTION Moved: Coggon Seconded: Zhao

BIRT the Executive investigate AODA reporting requirements and report back to the Board.

DISCUSSION

Coggon states she requested this item as she is aware that AODA reports are due on December 31, 2017 for some organizations. She states as a non profit with less than 20 employees she does not think we are legally required to do so but suggests we could anyway. Coggon suggests we could look at how other similar organizations have created reports.

Kanani clarifies that as a non-profit with less than 20 employees but more than 1 employee we do still need to develop an AODA report but not by December 2017.

Froom states it would be prudent for APUS to develop a policy on accessibility. The policy could be brought to a future Board meeting. She suggests the Executive begin by looking into webinars and other educational sources.

Kashyap asks if Coggon is asking us to consider a particular type of report or policy.

Coggon states that she believes we are already accessible in many ways and it would be good to report that to members.

Froom states that we are additionally an employer and should ensure we meet requirement regarding that role, as well as towards our membership.

Kanani clarifies that the AODA report referred to earlier is in relation to our role as an Employer, not our role in relation to our members.

Pyne thanks Coggon for bringing this up as a discussion item. He notes we are meeting requirements as an Employer regarding accessibility. Pyne would like to do meaningful work for our members, such as making sure our events are accessible.

Kanani clarifies that the original point is the AODA report and asks whether Coggon would like to move a motion.

Kashyap states that what she is hearing is a motion to investigate AODA reporting requirements, as well as a broader discussion regarding Executive portfolios and our role as an Employer. She states we have always been committed to the principles of accessibility but that does not mean that we are up-to-date in terms of language within the organization. She is in support of a motion to investigate AODA requirements and report back to Board.

Vote carries.

7. Executive Reports

MOTION Moved: Kashyap Seconded: Ebifegha

Be it resolved that the Executive Reports be approved as presented.

1. President

Kashyap states that two main focuses for this year are Council on Student Services (COSS) and the University-Mandated Leave of Absence Policy. She notes Pyne has been appointed as COSS Chair and we are all looking forward to the meetings. She spoke at Academic Board about the University-Mandated Leave of Absence Policy last week. She also went to an Anti-Racism and Cultural Diversity Office (ARCDO) meeting today with Ebifegha where the Policy was discussed.

2. Vice-President Internal

From notes the budget and audited financial statements have been presented. Siva Sivarajah has been hired as the new Member Services Coordinator and is settling in well. From notes she and Campisi recently attended a labour law workshop on changes to provincial legislation. She notes Campisi will be attending health & safety training next week. She also attended a CFS National Meeting recently.

3. Vice-President Equity

Ebifegha notes she attended an interesting CFS National Meeting where we elected National Chairperson, Deputy Chairperson and Treasurer. She states there was good attendance at the meeting and much discussion from students. She notes she discussed Indigenous language signage with the Centre for Indigenous Studies. She will be participating in the discussion regarding racialized students and University-Mandated Leave of Absence Policy.

4. Vice-President Events & Outreach

Pyne notes that he is very happy to have been appointed COSS Chair. He also attended the CFS National Meeting. He really enjoyed the workshop on students organizing across borders, specifically organizing within systems that were not meant for marginalized folks. He notes that the work we do is criminalized elsewhere and is reflecting on this, as well as how to support trans people in our movements. He notes exam destressors are coming up on all three campuses in December exam period.

5. Vice-President External

Zhao states he has been busy with his heavy course load and notes that the Resisting Education event is coming up on Thursday regarding access to education.

Vote carries.

8. Adjournment

MOTION Moved: Pyne Seconded: Kashyap

The meeting is adjourned at 8:28pm.

b) Executive Committee Meeting – November 14, 2017

In attendance: Mala Kashyap, Susan Froom, Margaret Ebifegha, Jackie Zhao (on phone), Richie Pyne

Staff: Caitlin Campisi

MINUTES

1. Call to order

The meeting was called to order at 6:35 pm.

2. Approval of Agenda

MOTION Moved: Pyne Seconded: Froom

Be it resolved that the meeting agenda be approved as amended.

DISCUSSION

Froom adds Business Arising as Item 4.

3. Approval of Minutes

MOTION Moved: Froom Seconded: Ebifegha

Be it resolved that the minutes package be approved as amended.

- a) EC #10 – August 30, 2017
- b) EC #11 – September 25, 2017
- c) EC #12 – October 6, 2017

DISCUSSION

Froom amends the EC #10 - August 30, 2017 Minutes Item 7 to include the list of names of APUS representatives as decided on at the meeting.

4. Business Arising

Campisi to follow-up with University committees to ensure proper communication to APUS representatives as decided on at EC #10.

APUS representatives to follow-up with Faculty of Arts & Science regarding exam deferral process as noted in EC #11.

5. Items of Business

a. President

i. Academic Bridging Symposium

MOTION Moved: Kashyap Seconded: Pyne

BIRT APUS send two part-time students to the Academic Bridging Symposium; and

BIFRT APUS cover the cost of registration.

DISCUSSION

Executives discuss the cost of registration for the Academic Bridging Symposium. Kashyap notes the cost is \$50 per person.

Vote carries.

ii. Meetings with Student Life

Kashyap suggests meeting with the Senior Directors of Student Life and with the Vice Provost Students before the Cycle 2 Governing Council meeting. The meetings would be to discuss APUS' position on the University-Mandated Leave of Absence Policy. Executives note their support and interest. Kashyap to follow up via email to schedule meeting.

iii. University-Mandated Leave of Absence Policy

Kashyap notes she has been listening to and speaking with many members of the University community regarding this draft policy, including psychiatric survivors and racialized people. She attended the SBA open forum on this draft policy. She will also be speaking on behalf of APUS at Academic Board on this policy. She notes the policy now appears to be going forward for information, rather than approval as previously, in Governance Cycle 2. Executives discuss aspects of the policy, including the lack of support for students with accessibility needs more broadly across the campuses. Executives review and discuss the SBA petition. Executives discuss issuing a letter to Governing Council bodies expressing concerns on the policy.

MOTION Moved: Pyne Seconded: Zhao

BIRT APUS endorse the SBA petition.

Vote carries.

MOTION Moved: Froom Seconded: Ebifegha

BIRT APUS issue a letter to be submitted to Governing Council expressing concerns on the University-Mandated Leave of Absence Policy.

Vote carries.

b. Vice-President Internal

i. Board Meeting

MOTION Moved: Froom Seconded: Kashyap

BIRT APUS hold a Board Meeting on November 28.

Vote carries.

ii. APUS Fees

Motion to go in camera at 7:27pm.
Froom/Pyne

Motion to go out of camera at 7:42pm.
Froom/Kashyap

- c. Vice-President External
 - i. Resisting Education Panel Event

Zhao notes the Resisting Education panel event will be taking place on November 30 at 6pm, notes the panellists and invites Executives to attend.

- d. Vice-President Equity
 - i. Member Services Hiring Process Update

Motion to go in camera at 7:45pm.
Ebifegha/Kashyap

Motion to go out of camera at 7:59pm.
Froom/Kashyap

BIRT that Siva Sivarajah be hired as APUS Member Services Coordinator.

Vote carries.

- ii. Report-back

Ebifegha notes she and Campisi met with the Centre for Indigenous Studies regarding implementing Indigenous language signage at APUS.

- e. Vice-President Events & Outreach
 - i. Report-back

Pyne notes that at the last COSS meeting, he was recommended as COSS Chair to UAB. The recommendation now goes to UAB for approval. He additionally exam destressors will be taking place in December on all three campuses.

6. Adjournment

MOTION TO ADJOURN

Moved: Froom

Seconded: Pyne

The meeting is adjourned at 8:04pm.

III. EXECUTIVE REPORTS

1. President

University-Mandated Leave of Absence Policy: This policy has been moving through the Governing Council approval process. It was approved at the Academic Board on January 25, 2018. On January 30, 2018, APUS was informed that the Governing Council was presented with a letter from the Ontario Human Rights Commission to put this hold and the policy was withdrawn from the approval process at the UAB meeting.

Council of Athletics and Recreation (CAR) Committee:

I have been regularly attending the CAR and CAR Equity meetings. At CAR, the focus has been mainly on finalizing the budget which was approved on January 9, 2018. This budget will now be presented to COSS for approval. CAR Equity is currently planning an event for International Women's Day. More details on this event will follow in the coming weeks.

University of Toronto's Employees Associations and Unions (UTEAU):

I attending a meeting on January 24, 2018 with Campisi where we were provided with updates from others unions. Some of the unions are in bargaining with the University. We were also asked to help with promoting an panel event called Asbestos on Our Campus - One Year Later. We also provided an update to others on the Day of Action on February 1, 2018 and the University Mandated Leave Policy.

Council of Student Services (COSS):

Several COSS Meetings have taken place including presentations from Hart House, Kinesiology and Physical Education and Students Life. The votes will take place on February 12, 2018. If you would like more information on this, please contact myself or Campisi.

2. Vice-President Internal

Finance: The operating budget approved by the Board of Directors at its last meeting will be presented to the APUS Assembly scheduled for Feb. 9, 2018. The Audit for the last fiscal year (ending April 30, 2017) which was accepted by the Board of Directors at its last meeting will be presented to the Annual General Meeting in March.

Human Resources:

Hiring for Info Clerks: A Memorandum of Understanding has been signed with CUPE 1281 extending the terms of our two contract part-time student info-clerks until April 27, 2018.

Training: The Executive Director, Caitlin Campisi, attended a four day provincial Health and Safety Training in December 2017. An all staff meeting was held in early January to discuss Health and Safety, training needs and other concerns.

Advisory Committee on the U of T Library System: I represent APUS on this committee. Developments of note include: Robarts Commons is on track to be completed Fall 2019, which will create 1200 new study spaces; there is a plan to create family space at Robarts where students can work with their kids present; there is a plan to renovate the Robarts reading rooms on floors 2-4 (updating furniture now 40 years old); Gerstein library is also being renovated. It will include space for use by Indigenous elders that can accommodate smudging. Space with recliners for students to nap is also being considered.

Other Activities: I was an APUS delegate to the Canadian Federation of Students Annual General Meeting. I participated in outreach to students on the Feb 1 Day of Action.

3. Vice-President Equity

Woodsworth College Student Association (WCSA): I attended a presentation by WCSA to mature students, which included a discussion of intrinsic and extrinsic motivation in relation to student engagement and how stress affects students and the best way to manage different forms of stress.

University-Mandated Leave of Absence Policy: The Student for Barrier Free Access (SBA) held a panel discussion to highlight how the mandated leave policy is impacting students with disabilities and highlighting inequities within the Policy. All panelists spoke against this policy as it does more harm than good.

Meeting with the Office of the Vice-Provost Students: This meeting went very well as we used the opportunity to express our concern about the Mandated Leave Policy highlighting how this might impact marginalized students.

Provincial Day of Action Feb 1: We had a very successful day leafleting and doing class talks to highlight the new Fairness for Student campaign. The campaign focuses on issues such as; reduction and elimination of tuition fees for all; affordable, secure and safe housing; recognition for First Nations Metis and Inuit students and their rights to education; OHIP for international students and more.

CFS Ontario Semi-Annual General Meeting: This was held from the 18th-21st of January 2018. This meeting went very well with various universities and colleges sending representatives. The new Part Time Caucus was constituted and Richie Pyne was elected as the Chair of the Caucus. New provincial executives were also elected. Workshops about ageism, Fairness for Students, mental health and supporting transfer students were held.

4. Vice-President Events & Outreach

Canadian Federation of Students - Ontario Meeting (Jan 19th - 21st, 2018):

I amongst other APUS Delegates attended the CFS-ON meeting and discussed services, campaigns, and the plans for the Provincial Day of Action. At this meeting I have been elected as the Chairperson for the new Part-Time and Continuing Education Caucus (formerly made up of the Part-Time and Mature Student Constituency). Along with this there was an election for the at-large executive positions of Chairperson, National Executive Representative, and Treasurer.

Nour Alideeb - Chairperson

Sami Pritchard - National Executive Representative

Mary Asekome - Treasurer

Council on Student Services (COSS): I have been chairing many meetings of COSS leading up to the vote on Student Life, Hart House and Kinesiology and Physical Education

5. Vice-President External

Over the past couple months I was busy with exams in December and went home to visit where I had limited access to my email. I was therefore was not able to attend the CFS meetings, but I'm thankful that our team showed up and represented APUS and the best interests of our members. On the Provincial Day of Action on Feb 1st, it was amazing to see all the staff and executives of APUS showing up to do outreach, talking to students on a genuine basis about the possibilities and struggles to accessible post-secondary education.

IV. OPERATING BUDGETS FOR STUDENT LIFE, HART HOUSE AND KPE

Please see attached pdfs for the Operating Budgets for Student Life, Kinesiology and Physical Education (KPE), and Hart House.