



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

**February 8, 2019**  
**6:30pm**  
**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 8, 2019 at 6:30 pm** in the APUS Board Room at the North Borden office.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package (page 4 – 8)
- III. Executive Reports (page 8 – 13)
- 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: Kearns

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

### **3. Approval of Minutes**

MOTION          Moved: Froom          Seconded: Pyne

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

- a. Board of Directors Meeting #5 – December 10, 2018

### **4. Annual General Meeting 2018-2019**

MOTION          Moved: Kearns          Seconded: Kashyap

Be it resolved that in accordance with Article 4.01 of the APUS bylaws, the Annual General Meeting be held on March 15, 2019.

### **5. APUS Board of Director Elections 2019-2020**

MOTION          Moved: Coggon          Seconded: Froom

Be it resolved that the APUS Assembly meeting where the Board of Directors for 2019-2020 is elected be held on March 15, 2019.

### **6. Council on Student Services Operating Budgets**

MOTION          Moved: Pyne          Seconded: Coggon

Be it 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.

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

### **7. Executive Reports**

1. President
2. Vice-President Internal
3. Vice-President External
4. Vice-President Events and Outreach
5. Vice-President Equity

### **8. Adjournment**

## II. MINUTES

### a) Board of Directors Meeting #5 – December 10, 2018

In attendance: Mala Kashyap, Susan Froom, Jaime Kearns, Jennifer Coggon, Richie Pyne, Jose Wilson (on phone)

Staff: Caitlin Campisi

Speaker: Nadia Kanani

#### 1. Call to Order

The meeting is called to order at 5:58pm.

Everyone introduces themselves and states their access needs.

#### 2. Approval of Agenda

MOTION            Moved: Kashyap            Seconded: Coggon

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

*Vote carries.*

#### 3. Approval of Minutes

MOTION            Moved: Froom            Seconded: Kearns

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

a. Board of Directors Meeting #4 – November 23, 2018

*Vote carries.*

#### 4. Bylaw Amendments

MOTION            Moved: Froom            Seconded: Coggon

Be it resolved that the Board of Directors approve the Bylaw Amendments as recommended by the Bylaw Review Committee, and proposed in the addendum; and

Be it further resolved that the Board cause a copy of the Bylaw Amendments to be sent to the Assembly for confirmation.

#### DISCUSSION

Froom notes that the Bylaw amendments were sent out to the Board in advance and are in the Board package starting on page 9. She states that the Bylaw Review Committee developed these amendments and is recommending them to the Board. Froom reviews each of the 16 amendments and notes that many relate to each other or are correcting typos and numbering. Amendment 1 is to reflect the current reality that students over the age of 65 pay tuition and not incidental fees but are still APUS members. Amendment 2 is re-numbering due to a typo. Amendment 3 is re-numbering due to a typo. Amendment 4 is substantive but does not change how the organization currently functions. She states that currently representatives at UTM and

UTSC and the part-time student governors have identical rights but different titles under our Bylaws. A number of amendments speak to keeping the same rights for these representatives but changing the titles. Amendments 6, 7 and 8 deal with this issue as well. Amendment 8 remedies the overall change to maintain speaking rights and rights to notice for the immediate past president, the two part-time student governing council representatives, the UTM representative, and the UTSC representative as is currently the case but without the formal title of ex-officio director. Amendment 5 is to bring in line with our current practice and allows us to change this practice in the future if desired. Amendment 9 is also substantive as currently a person who works at APUS must wait 6 months to become a member of the Assembly. In our new Collective Agreement there will be student contract employees. This amendment will ensure that a part time student info clerk will no longer have to wait 6 months to become a Class representative after the end of their contract. Amendment 10 corrects a spelling mistake. Amendment 11 and 12 are re-numbering. Amendment 13 speaks to timing of Operating Budget which currently must be reported by December 1. We have tried out December 1 as the reporting date for the past two years but this has not been ideal because at that point in time we do not know our final membership numbers and fees. We therefore do not have significantly more substantive information in December than in the Preliminary Budget whereas at February 1 we can engage in more informed decision making. Amendment 14 corrects a typo. Amendment 15 and 16 are correcting an error confusing the Executive Committee and the Board of Directors and Officers and Directors. Froom states that she welcomes questions or comments.

Coggon asks for additional clarification regarding why the bylaws were originally amended to present the Operating Budget in December.

Froom states that the December reporting is close to when the audited financial statements from the previous year are presented. Campisi clarifies that December 1 is closer to the halfway point in the fiscal year however it is early in terms of the fee remittance year according to when our fees are distributed by the University of Toronto.

Wilson asks whether there will be any repercussion in changing the reporting to February 1.

Froom states that there are no legal or other repercussions in changing the reporting to February 1.

Coggon states that while the earlier timeline may appear to be more democratic, we have to deal with the reality of the fluidity of part-time status which is determined in the Winter semester. She states that this makes us unique in terms of membership at APUS.

Kashyap asks how many times the Bylaw Review Committee met.

Froom states the Bylaw Review Committee held one long meeting and multiple email communications and worked on shared online documents. She clarifies that the Bylaw Review Committee consisted of Froom, Coggon, Campisi, and Pyne.

Coggon and Froom speak to differences regarding ex-officio directors in terms of whether an organization is provincially or federally incorporated. APUS is provincially incorporated under ONCA. She notes our bylaws are legal.

*Vote carries.*

## **5. Review of APUS Operational Policy on Health & Safety**

Campisi states that under the Occupational Health and Safety Act, this health and safety policy must be reviewed on an annual basis. She states that she met with shop steward to discuss this policy and that there are no recommended changes coming out of this discussion. She states that the policy serves its purpose, and as Executive Director she continues to develop case and situation-specific protocols under this policy as they arise. She states that management is simply reporting to the Board that a review has taken place.

Discussion of reporting mechanisms under the Occupational Health and Safety Act.

Kearns exits the meeting.

## **6. Review of APUS Operational Policy on Workplace Harassment and Violence**

Campisi states that under OHSA, this workplace harassment and violence policy must be reviewed on an annual basis. She states that she met with shop steward to discuss this policy and that there are no recommended changes coming out of this discussion. She states that the policy serves its purpose, and as Executive Director she continues to develop case and situation-specific protocols under this policy as they arise. She states that management is simply reporting to the Board that a review has taken place.

Discussion on this policy being specific to APUS as a workplace and APUS' role as an employer. Froom states that this policy is to ensure that our employees have a safe and equitable workplace under the guidelines of the Ministry of Labour. Coggon asks how this policy interacts with other policies on campus, such as the sexual violence policy. Pyne states that Bill 132 applies to universities and that looking at this might help be helpful but that this policy is for the university as a whole rather than APUS specifically. Pyne thanks folks for doing this review.

## **7. Executive Updates**

### **1. President**

Kashyap notes that the Executive attended a meeting with the Office of the Vice-Provost Students as a team on November 28. There was discussion around improving guidelines to the University-Mandated Leave of Absence Policy and the sexual violence climate survey data. She has been attending COSS meetings to review the presentations. She notes we will vote on these in the new year. She has also been attending Hart House Board of Stewards meetings and Woodsworth Council meetings. She also attended the Confronting the Crisis conference and the Multi-Faith Centre's 10th anniversary.

### **2. Vice-President Internal**

Froom notes she also attended a meeting of the Office with the Vice-Provost Students as a team on November 28. She notes a concerning lack of reporting in relation to the sexual violence and harassment policy. The University administration is not reporting back on this policy and she hopes this will change. Froom notes she and Coggon attended the U of T Remembrance Day Ceremony. She has also been attending the Community Liaison Committee meetings and notes the Committee is focusing on the Landmark Project which will make changes to the front campus including becoming car-free, more accessible, and creating an Indigenous heritage area. She attended the CFS National meeting and served on the budget committee. APUS

successfully moved a motion to amend the national budget to have a regular meeting in the spring and it was unanimously supported. She notes APUS made other successful amendments. She has also prepared four motions for the upcoming CFS-Ontario meeting. She has also been doing research on the Smoke-Free Policy and talking to labour unions and students about this policy.

Coggon notes that Froom did a wonderful job at the CFS National meeting and researching the sexual violence policy reporting mechanisms. Froom states that credit should also go to our Campaigns and Advocacy Coordinator who was instrumental in conducting the research on the sexual violence policy reporting mechanisms.

### **3. Vice-President External**

Kearns has provided a written report in the package.

### **4. Vice-President Events and Outreach**

Pyne states that he has been attending the COSS meetings. He has also been to UTSC for a day of outreach and attended an SCSU Board meeting. He is trying to figure out how to implement the CFS Reconciliation campaign at U of T as there are already Indigenous language courses offered. He notes there are other asks on this campaign. He is trying to figure what the climate is here at U of T and what a working group for Reconciliation could look like. He is open to answering questions about this campaign which is to reclaim and promote Indigenous languages, courses and degrees on post-secondary campuses as well as hiring more Indigenous faculty. He has been doing some research on the Indigenous Studies Program and he notes that it is St. George centric and he will look at the other campuses as well. Kashyap notes that there are people at APUS who could support the campaign and strongly encourages Pyne to seek out this support.

Pyne states that he is trying to be at UTSC more often and doing outreach there.

Coggon asks what are some UTSC specific issues he has identified.

Pyne states that he attended an SCSU Board member as an observer and that it was interesting to see the dynamics at UTSC.

Froom asks whether issues arose at the COSS Student Life presentation, specifically in relation to mental health. Coggon states that she asked a question on this topic. Pyne states that there was discussion surrounding accessibility, improvements to mental health services, and embedded counsellors.

### **5. Vice-President Equity**

Coggon states that she asked questions at COSS about field placements and was told there are online links for these opportunities. She asked additional questions surrounding the services offered by Student Life for students. She has been working on the Indigenous signage project with Kearns. She notes that it is important to have a coherent and well thought out process regarding why are we putting the signs up in the first place, for example, an educational purpose. She has been doing a lot of research and wants to treat this project with great care. She has been exploring QR codes as a possibility, which was used to create Indigenous

language teaching at Hart House and was a great teaching tool. She also found online interactive tools that were used at the Woodsworth Alumni Cafe that we could integrate at Sid Smith while people are waiting to print, etc. She notes the Reconciliation posters could be part of this educational initiative. She notes a Committee could be helpful for this project so that we can move forward as a group in an interactive way. She notes the similar project at Hart House took a lot of time to put together and do well. She notes that the Committee could also be working on our own land acknowledgement. She has done a lot of research around different land acknowledgments and gives examples.

#### **8. Adjournment**

MOTION

Moved: Froom

Seconded: Kashyap

The meeting is adjourned at 7:11pm.

*Vote carries.*

### **III. EXECUTIVE REPORTS**

#### **1. President**

##### **Recent Ontario government policy announcement:**

On January 17, 2019, the Ontario Provincial Government announced major changes to the Ontario's Student Loan Program (OSAP), a 10% tuition fee decrease for domestic students and making fees for valuable student services on U of T campuses optional. The details of this announcement can be viewed at: <https://news.ontario.ca/maesd/en/2019/01/affordability-of-postsecondary-education-in-ontario.html>. Students swiftly responded to this announcement by organizing a rally the next day on Friday February 18, 2019 at Queen's Park. Several members of APUS attended along with several other student unions, student groups, clubs and services along with allied labour unions and the Canadian Federation of Students standing in solidarity against these changes. At APUS, it is recognized that many of the services that would be impacted are not only beneficial but essential for students and the overall quality of education and student life will certainly be negatively impacted as a result of these changes imposed by the current provincial government. These student groups and services add to the enrichment of student experiences through meaningful communication, effort, activism and civic engagement. APUS will continue to monitor this situation, work with all allies and focus on advocating for the interest of part-time students at U of T. Members can contact myself or anyone at APUS for more information.

##### **Hart House and Kinesiology and Physical Education (KPE) 2019-20 presentations:**

After attending presentations over of the 2018-2019 academic year from various committees at Hart House, the Hart House Board of Stewards Committee met on Thursday January 10, 2019 for a final review and vote of the budget for next year. The vote passed and will move on to next approval stage which will be Council of Student Services (COSS) on Friday February 15, 2019. I also attended the final KPE services and budget presentation on Monday, January 14, 2019. This budget also passed and move on the next approval stage which will be at COSS on Friday February 15, 2019. Also, KPE released the Task Force of Race and Indigeneity Report which can be found at <https://kpe.utoronto.ca/about/special-projects-initiatives/kpe-task-force-race->

and-indigeneity This Task Force was initiated in 2017 and contains several key recommendations promoting diversity and inclusion in U of T KPE programs and services.

## 2. Vice-President Internal

### A) APUS Meetings/Events

**Executive Committee:** I participated in regular meetings.

**Finance and Management Committee:** I met as needed to discuss security matters management items and finalize the new Collective Agreement.

### B) U of T Governing Body Meetings

**Provost's Undergraduate Student Advisory Committee:** I attended a meeting of this Committee on December 17 which focused on sustainability issues, the Smoke-Free Policy, and free menstrual products.

### C) CFS, External or Community Meetings Events

**CFS Ontario General Meeting:** On January 17-20, I attended the CFS-Ontario meeting along with the APUS team.

### D) Outreach and Office Hours

**Exam Jam with CFS Ontario:** On December 11, I did outreach with other APUS staff and Execs and CFS-Ontario to students de-stressing from exams.

**Cupcakes and Chill:** I participated and outreached at our January 16 and 30 events at the Sid Smith office.

**\$5 Buck Lunch:** On January 29, I attended and did outreach and tabling along with APUS and SBA staff at our \$5 Buck Lunch at Hart House, which was very well attended.

**Class Talks:** On January 30 and 31, I did class talks to encourage part-time students to get involved in APUS.

### E) Campaigns, Advocacy and Research

I researched, reviewed and amended motions for **CFS-Ontario General Meeting**.

I reviewed the **Smoke Free Policy** and shared my concerns with Community Liaison Committee and U of T Labour and Student Unions and U of T Governors.

I researched possible impacts and responses to provincial changes to funding of PSE.

I participated in the **rally against the cuts to post-secondary education** at Queen's Park on January 18.

## 3. Vice-President External

### A) APUS Meetings/Events

**Cupcakes and Chill:** This event is a new weekly program that started this month that is aimed at engaging students at our Sid Smith office. We have hosted three in the month of January, on the 16<sup>th</sup>, 23<sup>rd</sup>, and the 30<sup>th</sup>. I have participated in all the events.

I participated in the **Executive Committee meeting** held on January 23<sup>rd</sup> and the **CFS-Ontario prep meeting** on January 16<sup>th</sup>.

## **B) U of T Governing Body Meetings**

This semester, the **Student Initiative Fund** had received over 90 applications from student groups. I was able to attend pitches and meeting for the voting committee on January 18<sup>th</sup> and the 21<sup>st</sup> as the APUS representative.

## **C) CFS, External or Community Meetings/ Events**

From January 17<sup>th</sup> -20<sup>th</sup> I attended the **CFS Ontario Semi-Annual Meeting**. There were great discussion around the cuts to OSAP.

A **CFS-Ontario Rally** was held on January 18 where numerous students, including APUS staff and Executives, protested at Queens Park against the cuts to post-secondary education and OSAP.

## **D) Outreach and Office Hours**

As part of the outreach initiative, I was able to do a **class talk** on January 23<sup>rd</sup> to engage part-time students and encourage them to be class reps.

## **E) Campaigns, Advocacy and Research**

**Banner Making** on January 24<sup>th</sup> was a great, last-minute event that APUS co-hosted with OPIRG. It was well attended, where placards were made by many students, staff, and execs. It was in preparation for the **Rally** from Dundas to Queens Park January 25<sup>th</sup>. I was able to participate in both events.

## **4. Vice-President Events and Outreach**

### **A) APUS Meetings/Events**

#### **Cupcakes and Chill (Weekly Wednesdays – January 2019)**

I, along with APUS Staff and Execs, were at the APUS Sidney Smith Office outreaching and socializing with students who wanted take time to de-stress, enjoy cupcakes, button-making, snacks, and a 1000-piece puzzle. This event series is running weekly on Wednesdays throughout the month of January from 2pm - 4pm.

#### **Ninth Floor Film Screening (January 30<sup>th</sup>, 2019)**

APUS hosted a documentary film screening of the “Ninth Floor” (2015), based on the 1969 Sir George Williams University Black Student-led Occupation in Montreal, Quebec.

This film explores the events and reflections of the Black-Caribbean students and allies involved in the occupation.

## **B) U of T Governing Body Meetings**

### **Council on Student Services Meeting #4 (January 11<sup>th</sup>, 2019)**

I and the VP Equity attended the fourth COSS Meeting for this year. This is the fourth meeting where there was a services presentation by the Faculty of Kinesiology and Physical Education (KPE), along with a question period. Sayeh Yousefi, a former Chair of the VUSAC (Victoria

University Students' Administrative Council), temporarily chaired the meeting in place of Cameron Davies, who had a scheduling conflict.

**Council on Student Services Meeting #5 (January 25<sup>th</sup>, 2019)**

I and the VP Equity attended the 5<sup>th</sup> COSS Meeting for this year. This is the fifth meeting where there were Budget presentations by the Faculty of Kinesiology and Physical Education (KPE), Hart House, and Student Life with a question period.

**C) CFS, External or Community Meetings/ Events**

**Canadian Federation of Students – Ontario General Meeting (Jan 17<sup>th</sup> – Jan 20<sup>th</sup>, 2019)**

I and APUS delegates attended the Canadian Federation of Students Ontario General Meeting at the Yorkdale Holiday Inn from Jan 17<sup>th</sup> - 20<sup>th</sup>, 2019. Folks were able to talk about current student issues in post-secondary education and the latest announcement from the provincial government concerning changes to the Tuition Fee Framework and OSAP.

On Jan 18<sup>th</sup>, 2019, delegates were also invited to participate in the ***We Are the Students: Emergency Rally at Queen's Park*** against Doug Ford's Post-secondary cuts and proposed OSAP changes.

Elections for the CFS-ON At-Large Executive positions were also held at this meeting. The results are:

Felipe Nagata – *Chairperson*  
Kayla Weiler – *National Executive Representative*  
Fabrice Jean Baptiste – *Treasurer*

**D) Outreach and Office Hours**

**APUS & Canadian Federation of Students – Ontario “Exam Jam” (Dec 11<sup>th</sup>, 2018)**

I amongst CFS-ON staff and APUS Execs were tabling and outreaching inside the Sidney Smith lobby about APUS and CFS campaigns and services while handing out exam de-stressor kits. The Exam Jam also took place at New College, and Sidney Smith on later dates.

**E) Other Activities**

**Hart House Infrastructure Renewal Project Planning Committee Meeting #3 (January 11<sup>th</sup>, 2019)**

I attended as a member of the Hart House Infrastructure Renewal Project Planning Committee to discuss the future renovation(s) and building upgrades of the Hart House.

**UofT March Against OSAP Cuts - Banner Making (Jan 24<sup>th</sup>, 2019)**

APUS, OPRIG –Toronto, and University of Toronto Graduate Students' Union (UTGSU) held a banner and poster making session for community members inside the APUS Board Room. This was an event for people to create their own banners and or posters for the March Against Cuts to OSAP Rally at Yonge and Dundas (which occurred the next day).

**5. Vice-President Equity**

**A) APUS Meetings/Events:**

**Bylaw Committee Meeting:** On December 3 the Bylaw Committee met to discuss amendments to the Bylaws and correct typos and small changes.

**Exam Jam at New College:** On December 12, with help from CFS-Ontario, the Events Coordinator and I distributed our artistically-designed goodie bags to passing students. Back at North Borden we all assembled over 100 goodie bags for the next day's exam jam.

**Cupcakes and Chill:** On January 16 I baked cookies and purchased boxed chocolates for the event and participated with the team on a 1000-piece puzzle. Our Events Coordinator did a great job organizing and hosting this weekly series that got a great response from students.

## **B) U of T Governing Body Meetings**

**COSS Presentations:** On January 11 and January 25, I attended COSS meetings as an APUS representative for KPE and budget presentations.

## **C) CFS, External or Community Meetings/ Events**

**Student-led Sexual Violence Policy Review Committee:** Our student committee met with Ben Poynton from U of T's AODA office concerning accessibility requirements for the student consultation. Our Campaigns and Advocacy Coordinator and I conducted a search for suitable rooms for our February dates; reviewed movies to show for the Feb. 27 consultation; helped draft consultation questions; helped draft a Land Acknowledgement for approval by FNH and ISSU; communicated with the Indigenous Studies Student Union; met with the consultation facilitator; and finalized logistics with expert assistance of Campaigns and Advocacy Coordinator and the ongoing leadership of UTGSU Governance Commissioner.

**Students Against Israeli Apartheid (SAIA) donation request for Israeli Apartheid Week:** I facilitated this request for a donation of \$250.

**SBA ASL Winter 2019 course request for in-kind donation:** I am currently facilitating this donation request.

**CFS Ontario Semi-Annual General Meeting:** On January 18-20, I attended the CFS-Ontario General Meeting. Besides attending requisite team prep meeting, workshops, constituency groups, caucuses and plenaries, I put forward APUS's amendments to several motions in the Campaigns and Government Relations sub-committee and was part of our team representation at the Queen's Park Rally to protest MTCU's announcement of its "Student Choice Initiative," involving cuts to OSAP and opt-out for student union fees.

**Toronto Solidarity with Wet'suwet'en:** On January 8, the Campaigns and Advocacy Coordinator, VP External and I walked with hundreds of others along downtown Toronto streets to protest RCMP arrests at the Gidimt'en Access Checkpoint.

## **D) Outreach and Office Hours**

**Office Hours:** On Monday mornings, I outreached to students at our Sid Smith office.

**Outreach:** I helped promote the WCSA workshop series for mature students by printing posters for Sid Smith office. I also helped with Winter Bursary Outreach to Woodsworth.

## **E) Campaigns, Advocacy and Research**

**Sexual Violence Policies, Smoke-Free Policies, and student protests against MTCU announced cuts:** I circulated related news items, forums and research.

**APUS Services Survey:** I helped test the APUS Services Survey led by our Member Services Coordinator.

**APUS statements on Smoke-Free Policy and MTCU announcement:** I helped edit these statements along with other team members.