



BOARD MEETING ATTENDANCE
DATE: Tuesday, June 20th, 2024
TIME: 11:00- 1:00 pm
LOCATION: Virtually- Zoom Apps

Note: Please ensure to add the attendance if they are attending virtually or at the venue and the Proxy name and title if being represented.

AUSU BOARD MEMBERS	TITLE	AUTHORIZED PROXY NAME	ATTENDANCE P- Virtual P- On the venue
Minion Paul (V)	AUSU President		P- Virtual
Abdul Hayyi (V)	VP Campus Affairs		P- Virtual
Nidhi Patel (V)	VP Student Life		P- Virtual
Vacant	VP Indigenous		-
Anvi Thakkar (V)	Brampton Representative		P- Virtual
Wayne Thompson (V)	Timmins Representative		P- Virtual
Pushya Patel (V)	Accessibility Representative		P- Virtual
Karma Gurung (NV)	International Representative		P- Virtual
Ashwin Sharma (NV)	Business Representative		A
Pushp Magoo (NV)	Cross Cultural Representative		A
Ryan Mwaura (V)	Queer & Trans Representative		P- Virtual
Nina Toulouse (V)	SASA President/ Rep		A
Vani (NV)	Faculty of Science Representative		P- Virtual

AUSU BOARD MEMBERS	TITLE	AUTHORIZED PROXY NAME	ATTENDANCE P- Virtual P- On the venue
Harleen Dhillon (NV)	Faculty of Humanities and Social Science Representative		P- Virtual
Vidhi (V)	Women's Affairs Representative		A
Sierra Macslaac (NV)	Residence Representative		P- Virtual
Vacant	Mature & Part time Representative		-
STAFF NAME	TITLE		
Teresa Placha (NV)	Ombudsperson		P- Virtual
Marissa Ditoro (NV)	Equity Centre Director		A
Matt Trainor (NV)	General Manager		P- Virtual
Zanzy Polycarp (NV)	HR Manager		P- Virtual
Hunter Greer (NV)	Finance Manager		P- Virtual
John Holland (NV)	Food Service Manager		A
Brenna Tomas (NV)	Communication & Marketing Lead		P- Virtual
Gurwinder Chawla (NV)	Food Pantry Coordinator		A
Krutika Savla (NV)	Finance Coordinator		A
Arjan Suri (NV)	Brampton Facilitator		A
Keila Kontulainen (NV)	Media Coordinator		A
Alma Bau (NV)	Admin Assistant		P- Virtual

Legend:

- V- Voter**
- NV- Non Voter**



BOARD MEETING MINUTES

DATE: Thursday, June 20th, 2024

TIME: 11:00 am - 1:00 pm

Chairperson: Alice Wu, CFS Finance Coordinator

1. Land Acknowledgement:

“As members and employees of Algoma University Student Union (AUSU) of Algoma University (AU), we acknowledge that we are on Robinson-Huron Treaty, treaty 19, and Treaty 9 territory, and that the land on which we gather is in the traditional territory which spans across Sault Ste. Marie (Bawating), Brampton and Mississauga (Mississaugas), and Timmins (Cree) campuses respectively.

We also acknowledge that we serve the community based on sacred lands set aside for education as envisioned by Chief Shingwauk for our peers, children, and for those as yet unborn. Let us embrace that vision and commit to working towards bringing this vision into creation through the work that we do together.”

2. Appointment of Temporary BOD Chair (2024/00:00)- AUSU President

Motion:	Whereas a temporary board chair will be appointed to chair this meeting. Be it resolved that Alice Wu , will be appointed as the chairperson of the June 20th Board Meeting.		
Mover:	VP Campus Affairs	Seconded:	Timmins Rep.
Discussion:	No Questions		
Vote count:	In favour: 3	Opposed: 0	Abstain: 0
Action	Motion has been carried.		

3. Call to Order:

The meeting was called to order at 11:09 am, by Alice Wu, CFS Finance Coordinator appointed temporary chairperson for this meeting.

Alice shared a short introduction.

4. Attendance – (Board Members and Staff)

Alice took everyone’s attendance

5. Approval of the Agenda (2024/00:000)

Motion:	Be it resolved that the June 20th, 2024 meeting agenda be approved as presented.		
Mover:	VP Campus Affairs	Second:	Timmins Rep.
Discussion:	None		
Vote count:	In favour: 6	Opposed: 0	Abstain: 0
Action:	Approved unanimously		

6. Approval of Previous Minutes (2024/00:000)

Minutes of meeting dated May 28, 2024

Motion:	Whereas meeting minutes dated May 28, 2024, have been pending approval; be it resolved that minutes are approved as presented.		
Mover:	VP Campus Affairs	Second:	Brampton Rep.
Discussion	none		
Vote count:	In favour: 6	Opposed: 0	Abstain: 0
Action:	Motion has been carried.		

7. Ratification of VP Indigenous: (2024/00:000)

Motion:	Be it resolved that <u>Cheryl Toulouse</u> is appointed as the VP Indigenous for the term 2024/25.		
Mover:	President	Seconded:	Timmins Rep.
Discussion	Minion motivated that Cheryl has been appointed by SASA. According to the by-laws, they have the right to appoint a VP indigenous for AUSU. Cheryl gave a quick introduction. Wayne asked if Cheryl will have the right to vote for this remaining board meeting as well. Alice clarified that once the ratification goes through, Cheryl will have the right to vote.		
Vote count:	In favour: 7	Opposed: 0	Abstain: 0
Action:	Approved unanimously.		

8. Adoption of Reports: (2024/00:000)

8.1.1. Executives report

- [President Report](#) - Minion Paul
- [VP Campus Affairs](#) - Abdul Hayyi
- [VP Student Life](#) - Nidhi Patel
- [Brampton Representative](#)- Anvi Thakkar
- [Timmins Representative](#)- Wayne Thompson

President Report:

Minion Paul, AUSU President, gave a brief update on how her time was spent in May. Most of her time was spent on learning about the organization/AUSU from a different perspective, from being VP advocacy to being the President. In order to do that and in order to identify the issues within the organization and to find a way to work together, Minion requested for a Project report from each department. Briefly, she stated that AUSU conducted its 1st strategic planning meeting on May 23rd. AUSU is focused on creating a more organized structure and is in preparation for a revision of its bylaws, policies, and other governing documents of AUSU. She

further added that the executives are preparing a list of events for the coming year that they will be presenting in the upcoming board meetings. As part of the governance, she fulfilled her role by collecting agendas for the board meetings in the absence of the Board Chair, preparing the training for executives/boards along with the Admin Assistant, organizing board meetings and town hall meeting, establishing required committees, ensuring timely budget setup, ensuring regular checkups and tasks with the staff and executives, and leading discussions in meetings.

In terms of projects, she stated that most of her work is focused on mental health, working together with the Student VIP virtual clinic, and establishing necessary training. Minion further shared that they are hoping to provide in-house training for the student body i.e., Queer101, Leadership training, Email workshops, etc., which will be open to the whole student body of AU, for increased student engagement, so that students are actively participating. She also briefly stated how they are working on AUSU Bylaws and policy revision.

Minion further shared updates on her training and the different committees that she is involved in, like the Ontario Executive Committee (CFS- on), Operational Review Committee, Finance Committee, and the HR Policy Committee

VP Campus Affairs:

Abdul Hayyi, VP Campus Affairs, provided general updates on his involvements during the past month of the term. As part of governance, he stated that he reviewed old documents to see how they can be used as the base to work on the policies and bylaws. Furthermore, as a VP Campus Affairs, he took part in all Executive and Board meetings and made sure that the involvement from the VP's role was quite visible. This was done by either being the mover or seconder for different motions brought forward in both meetings. Abdul further added how he worked with the president and administration assistant on the agenda to get an idea on how to prepare an agenda. He briefly stated about his meeting with different departments in the university to get an insight as to what can be worked on for students. He also took part in Strategic planning for AUSU. As for training, he shared that he completed all the training that included Roberts Rule of Order, Student VIP, CFS and ASIST training, and all the Mandatory HR training. Abdul further gave a brief update on his projects. For instance, the Student VIP Virtual Clinic, a Welcome Party that was conducted as no event was planned for orientation, AUSU Cares, a Google form to send out to the student body to understand how AUSU can help the students and a Plastic free campus campaign, and lastly Advocacy for students, where he shared a case about a student at Brampton campus in which the student needed financial and academic support and AUSU provided that with the help of

the communication with the Ombudsperson and staff from wellness and student success.

As the VP Campus Affairs, he talked about some strategies that can be implemented. For instance, he shared that the goal with these projects is to use as many resources as possible that are provided by Algoma University and to use all those resources to see “how we can outreach students and communicate and to let the students know that we are here.”

VP Student Life

Anvi Thakkar, Brampton Rep., presented the report on behalf of Nidhi.

To start with the report, it was stated that over the past one and a half month, substantial progress has been made in various training programs, committee involvement and project initiatives, as in enhancing the overall student experience.

The start of the term was all about trainings like the HR onboarding trainings, Robert's rule training, and CFS trainings, mental well-being training, and sexual violence training. Apart from the training sessions, she was also a part of the operational policy review committee and she is currently a part of it as well, which aimed at reviewing the bylaws and the constitution and making changes to bylaws where it's needed. It was further added that she was also a part of the HR review committee, where it is all about reviewing the policies of HR and the handbook created by Zany Polycarp, the HR Manager. Including that, she's also part of the Quality Assurance Committee, which ensures the quality of services and activities provided by the Student Union. In terms of her future projects and recommendations, she was actively working on the calendar for preparing the events for the whole year, a rough idea setup in the Excel sheet is provided in the project report.

The event campaign strategy was also set up by her which included collaborating with campus coordinators and student representatives and student life.

As the VP Student Life, she recommended strategies like using insights from one on one meetings to tailor events to student needs, and application of the knowledge from Robert's rules for any campaigns or any other collaboration that she has to do with the VP Campus Affairs.

Brampton Representative:

Anvi Thakkar, the Brampton Rep., gave a brief update on her trainings, from the workplace safety onboarding training, CFS training, mental well-being, sexual violence training, student VIP sessions etc. She further added that she was also present at the execution of all the events for the spring orientation, collaborating with student life. Most of her time went in researching various ideas for upcoming projects of fundraising which they

are actively working on for food and security. One of the other projects that she has been actively working on, is creating resources for job opportunities and rental opportunities for the Brampton campus students and side by side helping the SSM campus. She gave brief detail on the committees that she's been a part of like the operational committee and finance committee. As part of governance, she said she was a part of the interview process for the board chair position and is also going to be a part of the regulations and petitions committee and technical learning committee.

In terms of project involvements, she added, she has been part of the Mississauga outreach, to focus on the Creek Bank campus and to figure out how to help students and guide students. She has also been actively collaborating with VP Student Life to create the events calendar.

Timmins Representative:

Wayne Thompson, the Timmins Rep., gave a brief report on what he has been involved in for the month of June 2024. He stated about having made some good connections with the Student union in Northern College, and the First Nation community, the Legion. He also briefly stated about working with Lee, the AU person in Timmins, and about his nomination as the representative for the AU curriculum committee. Additionally, he mentioned attending Blessings of People's Garden. As an executive, he participated in the 1st Operations Policy working group. Furthermore, he stated how he provided Hunter with draft expenses for Timmins Rep – 2024-25 as requested. He also talked about attending the CFS Skills Symposium Workshop at York University (Keele campus). As a part of the board and executives, he provided a few suggestions that included setting up campaigns that will benefit students at all 4 campuses, working on to try and put together some type of orientation package for the fall, and continuing the connection with Northern College.

Motion:	Be it resolved that the Executives reports be approved as presented.		
Mover:	President	Second:	Brampton rep.
Discussion:	Abdul stated that if anyone sees anything that needs to be improved by the executives or if anyone has any ideas for campaigns or anything they can work on, they are open to hearing suggestions.		
Vote count:	In favour: 9	Opposed: 0	Abstain: 0
Action:	Approved unanimously		

8.1.2. [Event Program Calendar-](#) Nidhi Patel

8.1.3. [Campaigns Approval](#) - Abdul Hayyi

8.2. **[Voting Items: \(2024/00:000\)](#)**

8.2.1. **AUSU Budget for year 2024-25** - Hunter Greer, Finance Manager/ BDO Representative

[AUSU Budget for year 2024-25](#)

Motion:	Whereas the finance committee reviewed and finalized the proposed budget for the year 2024-2025. Be it resolved that the AUSU Budget for the year 2024-2025 are to be approved as presented.		
Mover:	President	Second:	VP Campus Affairs
Discussion:	<p>Minion motivated the motion and stated that Hunter has been collecting the data for AUSU. According to bylaws, the budget has to be provided before 30th June, which is on time. Minion also briefly mentioned about an addition of budget line for VP indigenous</p> <p>Hunter Greer, the Finance Manager explained the report:</p> <ul style="list-style-type: none">• 1st section of the budget is the Revenue section, the revenue of the student fees. He explained that this is an estimated number that is made up by using an expected number of students to attend Algoma University full-time and a ratio of Full-time students to part-time students, times the Student Fee.• The next is the health plan premiums revenue section, where he explained that they used calculations based on the number of students from Algoma University and used ratios again to put part-time students who can opt into the insurance, and found an estimate of about 3.25 million CAD. He highlighted that these 2 are the main revenue sources for the year.• He also mentioned revenue from the events and food bank donations where he further stated about the donation that they are hoping to receive from Algoma University to help set up the Brampton food pantry as well as for the food pantry.• Hunter briefly stated about the Miscellaneous and the Interest revenue. Below, is the wage subsidy, where he said they can get up to a maximum of \$35,000 in wage subsidies to cover salaries or 50% of a salary if less, and this number is from Northern Ontario Heritage Fund Corporation.		

- A new area of revenue has been added to the budget called the Sales of Product Income, which is about selling AUSU clothing where he talked about a plan on buying 10,000 worth of Clothing and selling them at a 100% markup.
- Moving forward to the Equity Service, Hunter mentioned that there is nothing in the 5074 accounts since all amounts are spread out in the below Categories in this department. For the people's garden, he mentioned that it has gone up a bit, since there is a lot of repairs and maintenance that has to be done this year. The increase in the food pantry is also mostly due to the Brampton food pantry operations.
- For branding, advertising, and communications, Hunter stated that it is pretty similar to last year. He mentioned that they do not have anything in the actual head of communications and marketing because they've been separated out to the other accounts, and have 0 in handbooks because this year they are not doing handbooks. There has been a significant decrease in the online subscription, and for website maintenance, he mentioned that they've lowered it down with one.
- The increase in the Training, Checks, and Recreation comes from Joint health and safety training, dinners, and training for all equity center personnel. Furthermore, he mentioned that it is 0 in the AUSU Health Bursaries, as the amounts that used to be in here are included in account 5101. An increase in the Honorariums is because a lot of it has not been paid for in prior Years. He also highlighted the increase in the Staff compensation, wages, salaries, and benefits due to new proposed staff positions and from an increase in the staff.
- Moving on to the bigger expenses, the Student Health Plan, Hunter explained that it is similar but quite higher to last year, that's because of the virtual health clinic, which would probably cost around \$320,000 to run.
- As mentioned by Minion, a new account for the indigenous events has been made, allotting them with \$5,000 for events for the year. In addition to that, uncategorized special projects, which was \$47,000 last year, is 0 this year, since they are looking to categorize all the expenses.
- Hunter talked about the club expenses, stating that in order to accurately budget for each club, trying to not favor one club over another, a list of active clubs will be brought out, which will be revised in the winter when the budget will be redone to see which clubs used it, which clubs didn't, and how much is left in the budget. At the same time, he also briefed about the club budget not being carried forward.

	<ul style="list-style-type: none"> Finally, he briefed on the last section, which included other expenses like COGS Merchandise, a new account that relates to that one revenue account about planning on selling AUSU merchandise, Miscellaneous expenses, and the SWAG & Merchandise account, which is to buy AUSU banded clothing for executives' board and staff. <p>The total revenue for the year would be about 4.8 million and total bill expenses would be 4.2 million dollars with a surplus of \$400,000 at the end.</p>		
Vote count:	In favour: 7	Opposed: 0	Abstain:0

9. Discussion: *Teresa Placha, AUSU Ombudsperson*

9.1. Proctoring EXAMITY

[Letter to AU President and VPAR](#)

Teresa Placha, AUSU Ombudsperson, proposed to the AUSU executives to send out the letter above attached, to the President and Vice President of AU.

Teresa provided a brief context about the protest that happened in January of last year when many students failed for a second time in subjects with high failure rates. The university's response to the protest was to have the President ask the Deans of faculty to initiate online proctoring for final exams, Examity. Their understanding was that a lot of these protests were a result of students failing due to academic dishonesty, and so their rationale for attempting to implement and standardize online proctoring tools was that all of the academic appeals for academic dishonesty would disappear.

Teresa further stated that in May this year, the Senate approved the implementation of Examity in online courses.

Teresa talked about several issues that come with implementing AI tools:

- The right to inform consent was breached, because when students registered for the degree, they were not informed that their online exams would be proctored by AI. The Dean of Science has now advised instructors of online courses to include within their course syllabi, "an online proctoring tool may be used", thereby allowing students to make an informed decision and choice of their course selections. If students do not agree, they can simply withdraw from the course and find another course.

However, this is not so easily done because these courses are not always available in another format and if they are, they're not always available in the same semester.

- Privacy breaches: “How will the data from proctoring be collected, processed, used, retained, and possibly disposed of?” This is a question that students deserve an answer to because it's their information that is being used by a 3rd party, in this case.
- EDI related breaches:
 - Trans students who are forced to provide ID that may be out of date, the inability of the facial recognition software to identify someone.
 - Students with disabilities are often flagged for aggressive behavior and even students who don't have disabilities have been given a 0 because they've been flagged because they moved their head too much and they may have looked up to think.
 - Discrimination may occur for students who may be forced to remove their religious apparel for ID purposes.
- MIT has provided evidence for software like Examity as essentially being racist, sexist, and transphobic, which goes against Algoma and AUSU's values and EDI strategic plan.
- Teresa asked, “How will AU address this high-level risk of discrimination?”
- Problems in finding an appropriate physical space to write an AI-proctored exam.
- Increase in expenses for students. A student enrolled in a 4-year Faculty of Science online program would end up paying an additional US \$960 or Cdn \$1300. If midterms as well as finals are proctored by Examity then the additional amount students would pay is doubled to Cdn \$2600!

Proposed action items:

- AUSU recommends AU provide alternate and “AI-appropriate” spaces for all students to write their exams.
- Hiring instructors who can spend more time administering their courses and communicating with students.
- Hiring more tutors and exam markers for exams. Encouraging instructors to create original questions and forms of assessment instead of relying on test banks and recycling of exams.
- Providing students with equitable, accessible alternatives to online proctoring. Keeping in mind also that traveling to campus is not always an option available to every student.
- Ensuring there is enough staff and resources available for students. Prior to enrolling more students.
- Alternate means to assess students in ways that are fair, protect their privacy, and also result in better educational standards.
- Request to co-host an open town hall meeting, open to the entire AU community.

10. Yummy Board Inc.

10.1. AUSU Food Service Committee Terms of Reference

Motion:

Whereas Yummy Inc. completed its first fiscal year of operation on April 30, 2024.

Whereas the operational and strategic adjustments are required for the long-term sustainability of Yummy Inc.;

Whereas data gathering and data analysis with student and staff input is required;

Motion:	Be it resolved that the Yummy Inc. board approves the AUSU Food Service Committee Terms of Reference as presented.		
Mover:	President	Second:	Brampton Rep.
Discussion	<p>Minion motivated stating that the staff has been working diligently to look at the concerns that might be occurring with the food services that AUSU is providing on campus, The Kitchen. To ensure the needs of the students are fulfilled, staff has requested to come up with a food service committee, which will be made of, folks from executives, students who are staff at the food service, along with some staffing from AU. This committee will make sure to hear students' needs and concerns.</p> <p>no discussion</p> <p>Minion asked: Since the terms of reference have some executives on the list, can they still vote or it will be a conflict of interest?</p> <p>Alice clarified that they can still vote, if there is any committee or any subcommittee and they vote for themselves there is no problem in that. However, if any external group committee that someone is a part of and so if there are any tangible monetary gains or gains of power not within the board but external to it, that will be declared as a conflict of interest.</p>		
Vote count:	In favour: 7	Opposed: 0	Abstain: 1
Action:	Motion has been carried		

10.2. [2023/24 Yummy Inc. Profit and Loss Report](#)- John Holland/Hunter Greer

Matt Trainor, General Manager provided an overview of the report. He explained that the report shows all revenues from all sources along with the expenses that occurred during the 1st year of operations of the yummy ink, and the cash flow position at the end of the year and throughout the year. Part of the reason why the food service committee was proposed was due to the revenue and cost concerns that were identified in the reporting and student input is needed in order to move forward with changes to ensure the long-term success of the operation.

Hunter Greer, The Finance Manager addressed each section. He stated that the operational year was from September to April. The majority of the sales come from meal plan income, and then the normal day-to-day sales and services and discounts.

Furthermore, when he compared the sales to the cost of goods sold, he explained that the net income for the year is about a thousand dollars at the bottom. The report shows that the profit was \$42,000, taking out the \$350,000 of the AUSU investments, which clearly indicates that there is a loss of about \$310,000.

- Wayne asked Hunter to explain what discounts are. He further asked if the \$350,000 was the money that the previous AUSU executives voted in favor of to give The Kitchen to start up.
For the discounts, Hunter explained that these are sometimes the staff discount, Hunter stated that John could provide more details on that. Also, he clarified that it was the previous executives who voted in favor of helping the Kitchen.
- Hunter further briefed about the account called “due to”, which is not shown in the report, and with that altogether, it is about \$560,000 that The Kitchen owes AUSU.
Wayne asked if the money was the salaries that AUSU covered when they didn’t have money to pay their staff. Matt clarified that yes, all that money has been balanced out with the temporary transfer of lines of salaries.
- Sierra Macslaac, the Residence representative raised a question regarding increasing the prices and how much. Hunter said they have done some preliminary work with John where they’ve come up with food costs and more reports to show that needs to be done with the new committee. There are some items that they are 100% sure that they need to increase. Teresa further added to the question about increasing the cost of the food and products in the kitchen and suggested having a working group established to sort of look at costs and revision of the menu in light of the increasing costs, looking at opportunities to cater for other organizations within Sault St. Marie.
Matt stated that that would be the main purpose of the proposed committee.
- Brenna suggested putting forward her name for the committee and asked if they are taking nominations for that committee right now.
Matt said positions are listed there but he further clarified that it is not necessarily a closed committee, so additional resources can simply be added.
- Teresa stated that she didn’t see the terms of reference and asked if she could see the terms of reference.
- Minion clarified that the motion does include the terms of reference at the very end, in the provided PDF, when you click on the link.

Having no questions and discussion the chairperson proceeded with the next agenda item.

11. Adjournment (2024/00:000)

Motion to adjourn:	Whereas there is no further business for discussion. Be it resolved that this meeting be adjourned.		
Mover:	VP Campus Affairs	Seconded:	VP Indigenous
Vote count	In favour: 7	Opposed: 0	Abstain: 0
Time Adjourned	12:40 PM		

Recording Secretary:

Humaira

Humaira Ughradar
Recording Secretary - AUSU

02 / 08 / 2024

Date

Approved by:

Alice Wu


Alice Wu, CFS Finance Coordinator
Board Chair (Temporary)

06 / 08 / 2024

Date

Title	For Signature: AUSU Board Meeting Minutes dated June 20,...
File name	Minutes_BOD_Meeting.June_20__2024.docx
Document ID	a8f190dd73be82735485eeb6e49e021889d9753e
Audit trail date format	DD / MM / YYYY
Status	● Signed

Document history

 SENT	02 / 08 / 2024 15:51:06 UTC-4	Sent for signature to Humaira Ughradar (recordingsecretary@ausu82.ca) and Alice Wu (a.wu@cfsontario.ca) from generalmanager@ausu.algomau.ca IP: 199.212.55.162
 VIEWED	02 / 08 / 2024 17:19:28 UTC-4	Viewed by Humaira Ughradar (recordingsecretary@ausu82.ca) IP: 104.28.133.5
 SIGNED	02 / 08 / 2024 17:20:28 UTC-4	Signed by Humaira Ughradar (recordingsecretary@ausu82.ca) IP: 104.28.133.5
 VIEWED	06 / 08 / 2024 09:58:29 UTC-4	Viewed by Alice Wu (a.wu@cfsontario.ca) IP: 198.98.124.217
 SIGNED	06 / 08 / 2024 09:59:21 UTC-4	Signed by Alice Wu (a.wu@cfsontario.ca) IP: 198.98.124.217
 COMPLETED	06 / 08 / 2024 09:59:21 UTC-4	The document has been completed.