

BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students
Board of Directors Meeting, February 3, 2021, Virtual Call

15:00 – CALL TO ORDER

Directors Present

President (meeting chair).....	Ali Poostizadeh
Vice-President Finance & Operations.....	Abid Wahab
Vice-President External.....	Taylor Dotto
Vice-President Internal.....	Tashia Kootenayoo
Vice-President Campus Life	Ahmed Fayed
Director at Large.....	Kai Rogers
Director at Large.....	Jakson Pashelka
Director at Large.....	Taha Ilyas
Director at Large.....	Rohan Dabral
Faculty of Arts and Social Sciences Representative	<i>vacant</i>
Faculty of Creative & Critical Studies Representative	Sage Cannon
Graduate Studies Representative	Cassidy Wallis
Faculty of Science Representative.....	Arshdeep Purba
Faculty of Management Representative	Mohana Rambe
Faculty of Applied Science Representative	Richardo Brown
Faculty of Health & Social Development Representative.....	Naomi Maldonado-Rodriguez
Faculty of Education Representative	<i>vacant</i>
Board of Governors Representative (<i>ex-officio</i>)	Jassim Naqvi
Senate Caucus Student Representative (<i>ex-officio</i>).....	Rhys Herzberg

Directors Absent

Staff Present

General Manager.....	Lori Stevenson
Advocacy & Governance Coordinator	Sarah Furgason

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

21/02/03.01 MOTION

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Be it resolved that the agenda be adopted.

21/02/03.02 MOTION

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Be it resolved that the resignation of Cody Isaac be accepted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

21/02/03.03 MOTION

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Be it resolved that minutes of the meeting held January 20, 2021 be adopted.

4. PRESENTATIONS

4.1 Strategic Plan Review

4.2 Pay Restructure Proposal

4.3 Oversight Regulation Consult

5. COMMITTEE BUSINESS

5.1 Executive Committee

21/02/03.04 MOTION

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Be it resolved that the minutes of the meeting held January 27, 2021 be adopted.

5.2 Finance Committee

21/02/03.05 MOTION

Wahab/

Be it resolved that the minutes of the meeting held January 27, 2021 be adopted.

5.3 Policy Committee

21/02/03.06 MOTION

Kootenayoo/

Be it resolved that the minutes of the meeting held December 11, 202 be adopted.

21/02/03.07 MOTION

Kootenayoo/

Be it resolved that the minutes of the meeting held January 22, 2021 be adopted.

5.4 Campus Life Committee

21/02/03.08 MOTION

Fayed/

Be it resolved that the minutes of the meeting held January 26, 2021 be adopted.

5.5 Campaigns Committee

21/02/03.09 MOTION

Dotto/

Be it resolved that the minutes of the meeting held January 21, 2021 be adopted.

5.6 Oversight Committee

21/02/03.10 MOTION

/

Be it resolved that the minutes of the meeting held January 19, 2021 be adopted.

5.7 Student Association Funding Committee

21/02/03.11 MOTION

Wahab/

Be it resolved that the minutes of the meeting held January 26, 2021 be adopted.

5.8 Graduate Student Committee

21/02/03.12 MOTION

Wallis/

Be it resolved that the minutes of the meeting held January 25, 2021 be adopted.

21/02/03.13 MOTION

Wallis/

Be it resolved that the Minimum Stipend Petition letter be adopted as attached.

6. REPORT ON UNIVERSITY RELATIONS

6.1 Board of Governors

6.2 Senate

6.3 Other University Committees

7. NEW BUSINESS

21/02/03.14 MOTION

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Be it resolved that Maya Peterson be appointed Deputy Returning Officer for the 2021 General Election.

8. INFORMATION ITEMS

8.1 Procedures Manual

8.2 Student Book Initiative

8.3 Next Board Meeting Date

9. ADJOURNMENT



To my fellow board members and peers,

It is with great difficulty and consideration that I have decided to resign from my position as the Faculty of Arts Representative as of February 1st, 2021. With the passing of my mother in late August 2020, I have been very busy with family matters, school, student union work and trying to maintain our family business. I believed that I could work through it all and kept telling myself I just need to make it to April. What I was not expecting was the Christmas break where things slowed down and I finally had some time to reflect on myself and my healing journey.

Since we have returned to classes in January, I am painfully aware of how my mental health is has suffered, that neglecting my healing has affected me more than I initially thought. There is a tradition or a belief within my nation "Syilx/Okanagan" that when one is in a leadership position they should do so with a healthy mind, body, and spirit, for they will have clear judgement and lead by example. This is something I truly believe in and at this time my mind, body and spirit are hurting, I do not feel as though I can be in a position of leadership to the best of my abilities. I also do not believe it is fair to my peers as well as those who helped me to be elected for this position that I continue on.

I would like to thank each and every person who has supported me during the three years I have spent within the SUO. My journey has been nothing short of amazing, I have made some amazing friends and helped to fight for student rights as well as trying to bridge gaps and create strong relationships between Indigenous and Non-Indigenous students, faculty, and professors across campus. I will not be running in the upcoming elections as I feel I need to take time for myself and focus on my education as that has been challenging enough during COVID times.

I encourage the students of UBCO to get involved with the student union, run for the elected positions, and keep the student movement alive and strong. The work will always be there, and we need students to bring fresh Ideas and passion to the student union. In these times we have to be loud and express what we need to create a better, more inclusive, equally representative university for the future generations to come.

I took great pride in serving you the students and I hope that I have your support in my decision to take time for myself and my healing journey.

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Cody Isaac

2020/2021 Strategic Plan Review

Delayed/Cancelled

- Board Engagement (President)
- Raise Awareness of All-gendered Washrooms; Work to Change UBC's Sign Policy Addressing Same (External Affairs)
- Enhance the SUO's Current Student Leadership/Volunteer Program (Campus Life)

Complete

- Continue work in BCFS Campaigns and Government Relations (External Affairs)
- Better Define Events and Seek to Fill Gaps in Event Offerings (Campus Life)
- Engage UBCO Students on Issues That Matter to Our Campus (External Affairs)

Partially Complete/In Progress

- New Building Referendum (President)
- Implement Long-Term Planning Processes (President)
- Lobby Federal Government Representatives to Eliminate Federal Interest on Student Loans (External Affairs)
- Reduce the use of Single-Use Plastics on Campus (External Affairs)
- Develop a Comprehensive Engagement Strategy (Campus Life)
- Tighter Fiscal Responsibility Through Consultation (Finance & Admin.)
- Efficient Planning and Marketing to Ensure Budget Use (Finance & Admin.)

President's Strategic Plan Progress

February 2021

Ali Poostizadeh

KEY:

Complete

In Progress

Delayed/Cancelled

1. Student Union Spaces

It is quickly becoming obvious that in order to keep pace with existing and proposed campus growth, the SUO is going to need more space in order to provide students with the services and amenities that a campus of UBCO's size deserves and demands.

1.1 New Building Referendum

One of the goals from 2019/20 was to work with UBCO on a proposal for increasing Student Union space in the UNC building, as the scheduled opening of Nechako in fall 2021 may result in additional space available within the building. As a result of conversations with UBCO, it was apparent that any additional space that the SUO could secure in the building would not be sufficient for any meaningful long-term growth or expansion.

In 2020/21 the Students' Union will:

- **Present a building proposal for board approval;**

- The SUO Future Plan was approved in July, and in the first Board meeting of 2021 the Capital Proposal was formally approved by the SUO Board of Directors
- Approval of the Capital Proposal gives clearance to proceed with the entirety of the UBC Capital Development Process
- Next steps are the striking of a Capital Project Committee in collaboration with UBC
- Executive 1 will be completed prior to completion of my term

- **Consult with and engage Student Associations in the planning process;**

- Discussion with UBC determined this step comes further along in the development process
- Student Associations will be heavily consulted prior to referendum as their endorsement is essential to its success
- Next step will be the concept presentation to student associations in preparation for a referendum in 2022

- **Lay the ground-work for a referendum to the membership;**
 - Referendum process delayed due to potential financial impact on students resulting from the pandemic. This was simply not the year to ask students whether they are willing to finance a building
 - In order to ensure there is enough preparation, the referendum is pushed to 2022. This not only allows students some time to recover from the pandemic, but also enough time to have financial support in place for students who may be adversely affected by the pandemic
- **Initiate the consultative process with University Executives in the preliminary approval process, site selection, and planning process.**
 - This process has informally begun
 - Site selection has been a constant topic of discussion with the administration, and we continue to lobby for a desirable location
 - Actual site selection will take place further in the development process
 - There has been extensive conversation with UBC Executives in regard to planning and the approval process
 - Committee struck with UBC will ensure this process is fruitful

1. Planning Processes

A constant challenge in the students' union environment is the yearly turnover of elected officials, which can often lead to disjointed, inconsistent, or impulsive planning and direction. Identification in 2018 of the three pillars of service, advocacy and campus life that guide our mandate was the first step in combating this unique challenge. A further support to ensuring consistency and focus was the move in 2019 to include unmet priorities from the prior year in current strategic plans. Growth in this area will continue, as we look to strengthen our planning processes.

1.1 Implement Long-Term Planning Processes

It is recognized that clearly defined, long-term goals are key to any organization's success. The UBCO Campus taking a strong lead in this direction with the establishment of a 2040 campus plan has highlighted the fact that a longer-term vision is necessary for the SUO, to enable us to keep pace and grow in tandem with our institution. In 2020/21, the Students' Union will:

- **Engage an external consulting firm to begin the process of establishing a long term vision and plan for the organization;**
 - One firm has been approached, and an official RFP is being drafted to be sent to a plethora of firms
 - Process was both delayed due to COVID, and required more concrete plans for a capital project as that is what the bulk of the plan will revolve around

- Next steps are the distribution of RFP, shortlisting, and then approval from the Board of Directors. Projected completion of the hiring process by March

- **Utilize the data gathered from the Student Experience Survey to drive the long term planning process;**

- This will be a crucial part of the long term planning process, but is delayed until a firm is selected

- Data is currently being compiled into a set of recommendations for the Board

- **Establish the necessary mechanisms via procedure, regulation, and committee mandates to ensure alignment of activities and progress toward longer term goals.**

- Again, due to COVID much of this has been delayed

- Next steps are consultation with the Policy Committee to establish regulation which would mandate one Board Meeting per quarter be dedicated to reviewing progress on the Long Term Strategic plan upon completion

2. Board Engagement

An engaged and active board is the cornerstone to the success of the Students' Union. Despite individual best intentions, this is often as difficult as it is important. Board responsibilities compete with a number of other individual priorities, including academic and employment commitments, family and social pursuits, and limited time and energy. Time invested in building a strong team will pay dividends in the impact that we are able to make. In 2020/21, the Students' Union will continue to:

Due to COVID, this goal has faced several challenges. Socials are challenging in an online world where Zoom fatigue is a real issue for students. In addition, the challenge of online meetings makes it difficult for off the cuff conversations which traditionally breed Board engagement. Much of this fall on committee chairs to distribute responsibilities and tasks to their committee members in order to draw out engagement.

Once key areas are identified in the Strategic Plan Review, Executives will be tasked with engaging Board Members to assist in their completion.

Strat Plan Review

Vice President External

Complete

In Progress

Will not be Completed / Edits

1. BCFS Campaigns and Govt Relations

a. Lobby federal govt. To eliminate federal interes → in progress*

- i. *Currently setting up meetings with local MPs to discuss the Knock out Interest Campaign during the Week of Action (February 8-13)

b. Continue to engage members with campaigns

2. Engage issues that matter to our campus

a. All gendered washroom → not complete*

- i. * Changed to: Host OER Champions Event highlighting professors/faculty at UBCO that are champions in Open Education
 - Have already begun taking steps towards this goal such as creating the nomination form, setting the timeline for the nomination/event, planning the review process, and working with university partners

3. Reduce use of single plastics

a. Encourage businesses to cease sale → not complete *

- i. * Need to discuss at next staff/exec meetings re: leased businesses sustainability initiatives
- ii. * Could potentially require leasee in new Fusion space to not sell any plastic bottles (?)

b. Work with UBC foods

c. Consult colleagues

d. Launch a pilot project → ALMOST DONE*

- i. *Final steps include ordering the water bottles, putting them into vending machines/businesses, marketing, and launching the project

ii. ***Will be completed before April 2021**

e. Adequate water stops → not complete*

- i. *Will check-in with facilities/ UBC Food Services to see any future plans for implementation of more water stops
- ii. *Could leave recommendation for 2021/2022 board to fully fund/implement their own water stop

f. Better market water stops → not complete*

- i. *Had requested an update to the UBC Drinks Tap water website for an Okanagan specific map in June 2020
- ii. *Will check in with UBC Food Services / UBC Sustainability for an update on the UBC Drinks Tap Water website

1 Enhance the SUO's Current Student Leadership/Volunteer Program

- **A framework is currently under way for this.**

So far, a lot of work has gone into researching a framework for this including a few meetings with our AVPS, however, I have not been able to complete this task yet.

2 Better Define Events and Seek to Fill Gaps in Event Offerings

- Continue to collaborate with campus partners on event planning, marketing, and execution.

This has been done through the AVPS by doing the listening session series in term 1 and many clubs through events such as Chess Night and orientation movie night.

- Continue to investigate new and unique event offerings; **Social Justice related events, Finding Identity Events, Drag Bingo Events, Among Us Event (eSports Events).**

- Bring speakers of interest to our members;

We have done 2 major speaker events: A conversation with Angela Davis and Finding Identity.

- Increase the number of well-being initiatives offered to members;

We have had Yoga night and offered programming that represents our diverse campus community. For example, a finding identity event which goes hand in hand with the importance of mental health.

- Seek opportunities to engage with Student Associations in the planning and execution of cultural events, thus promoting diversity on campus;

I have partnered with many student associations including eSports, and in the process of partnering with the Visual Arts Course Union & ACSC. We also tried to partner with UBC Games with no avail. We have also partnered with 5 different universities to provide programming during a pandemic.

- Provide better incentives to encourage event attendance.

We have provided many giveaways and prizes for students who attended or participated in our events.

3 Develop a Comprehensive Engagement Strategy

- Continue to build on our Social Media plan to ensure we are speaking in one voice, have clear messaging, and are providing regular postings on both informative and entertainment issues;

Joe has done an excellent job with this as well as when we did the Instagram takeovers.

- Complete the rebrand begun in 2019/20;

Out of our scope.

- Continue to seek opportunities to engage personally with students on a regular basis through forums, meetings, tabling, and events;

I have done this through clubs and through personal student interactions via my email and the AVPS listening series which involved students joining me and Dale to listen on to their concerns. Moreover, we have done giveaways and prizes.

- Investigate an opt-in Students' Union component on Canvas to be better accessible to our members.

I have begun work with the AVPS to investigate a similar project.

Strategic Plan Review 2020/21 – VP Finance Abid Wahab

1. Tighter fiscal responsibility through consultations

The idea behind this goal was that the entire 3 month budgeting process should be highly collaborative and engaging with all executives while being overseen by the VP Finance, instead of the VP Finance creating the budget without any input as was seen in the past years. All in all, our annual budget was a success and tighter fiscal responsibility has been maintained with proper communication and collaboration. There were also efficiencies gained due to the lack of friction.

Overall, financially speaking it has been a success because I have closely monitored all budget lines week by week, ensuring that communication takes place with the relevant party immediately whenever we foresaw potential overages on certain budget lines. As a result, we have not experienced any particular budget lines going over budget and if it were to happen, it was brought forward to our attention immediately.

2. Efficient planning and marketing use

Back in May, one of my goals behind this plan was to increase marketing and awareness on under-utilized budget lines such as the Legacy Fund. However, in September, as all classes were online, campus population less than a fourth of normal population, and students scattered across the globe. Marketing for our student services like the legacy fund would not be feasible due to covid restrictions on travel bans. Instead, I focused on the following:

- A. In September, with the close consultation with my staff partner and our General Manager, we agreed that marketing for Legacy Fund should not be a priority for this year. Instead, we decided it would be more feasible to prioritize my other goal of introducing financial literacy workshops to all students.
 - a. Collaborated with RBC and the Campus Life committee to bring the financial literacy workshops into fruition; held bi-weekly
 - i. Marketed this service to niche groups such as across the Management classes and incentivized students to attend by offering a chance to win grocery gift cards
- B. Potential capstone collaboration with Management faculty to support SUO businesses, task of creating the building blocks for capstone collaboration in 2021-22
 - a. My idea behind this goal is to primarily support our SUO business solve some challenges they are facing, increase sales and help them market their products better

- b. Discussions with finance committee → in the short term, I will be requesting monthly goals from each business manager. Lori and I will be consulting each of the business at the end of the month; checking on progress, and help find solutions. This will create greater accountability and purpose.
- c. Meeting with Lori → we have created a brief timeline of how the capstone collaboration will look like. We are aiming to create the building blocks this term so that by Sept or January of 2022, a potential capstone project on SUO businesses will be ready.

Executive Pay Proposal – Summary and Overview

Last year, the Board of Directors requested the Policy Committee review the SUO’s current executive pay structure and make recommendations on possible changes. The Policy Committee engaged members of the Oversight Committee to assist with this process as there are synergies across the two groups in this area. Lori Stevenson, Kai Rogers, and Fatima Al-Roubaiai volunteered to conduct the research and consultation that formed the basis for the current recommendation.

This year’s research built and expanded upon that began during last year’s board and was focused on three main areas: the workload that each executive was required to manage, required hours, and total compensation received – salary and benefits. In addition to examining other Student Unions, direct consultation was completed with each of our five Executive Directors by way of an online survey followed up with a phone interview.

Twenty-eight Student Unions from across BC and Canada were included in the research, some comparable in size to ours, some larger, and some smaller. While there is a mix of honoraria and salary/hourly pay systems out there, the vast majority of Student Unions operate on an honoraria system. Wide variations were found in the number of hours worked and the rate of pay, as both of these variables are heavily influenced by the size of the membership and whether the executives were more of a representative focus (lots of staff support to do the work) or operationally focused (they do most of the heavy lifting). There is no hard and fast rule to determine this, with student unions including our own falling right across the spectrum. Some schools have full time hours in the summer, dropping to fewer over the school year. Given these wide variances in Student Union/school size, honoraria/salary levels, and hours of work required, it was determined that looking at an average hourly rate of pay would be the best method of comparison.

With respect to benefits, variations were again found across unions, however we found that most student unions have minimal benefits, choosing to focus on direct monetary compensation for their executives. This was in keeping with the results from our internal Executive compensation survey. The only addition we would propose adding is covering the U-PASS fee for any executive that is not the registered owner of a motor vehicle for which we are supplying a parking pass.

Findings

From the 28 Student Unions compared:

	Low end	High End	Average	Median	SUO current	SUO proposed
Hourly pay rate	\$14.85	\$27.69	\$18.78	\$18.11	\$16.37	\$20.00*
Required hrs/wk	10	40	32	35	25	25
Cell allowance	\$0	\$100	\$47	\$50	\$100	\$100

*Based on a proposed honorarium of \$1000 biweekly for 50 hours work

In our internal consultation, we found that all the executives believed there is a need for a pay increase, with suggestions ranging from \$850 biweekly (\$17/hr) to as high as \$1200 biweekly (\$24/hr). When asked if they believed that they were compensated fairly for their current workload, two executives answered generally, two answered rarely, and one answered never. Four out of five executives expressed a preference for a higher honorarium only, with one executive expressing openness to a mix of pay and benefits. Four out of five of the executives felt that the requirement of 25 hrs per week was generally adequate.

We also examined our “banked carry-forward hours” system. When we implemented this regulation, it was modeled off of two BCFS schools – VIU and Douglas College. In all of our comparisons, a similar model was not found in any other schools. Discussion with a number of GMs and EDs reveal that we are on the right track with shifting focus from an hours-based work summary to a results-based work summary, as will be demonstrated with our new executive reporting and the improvements in our Oversight Committee protocols. Executives at many of the schools we spoke with are expected to work their weekly hours – these hours are not suggestions – and it is expected they will manage their time accordingly – if they have a heavy week one week, they can recoup that time in a subsequent week. The focus is less on the number of hours put in and more on what is being accomplished. Therefore, it is our recommendation is that the current system of banking hours be eliminated. Instead, we propose that we follow the lead of many unions and provide each executive ten paid days off to be used as vacation at their discretion, and ten unpaid days off if they require any additional time off. These days are over and above the normal paid office closures of reading and Christmas breaks. The existing leave of absence protocols for extenuating circumstances will remain in place.

Summary

	Current	Proposed
Bi-weekly honorarium	\$818.48	\$1000
Approximate hourly rate	\$16.37	\$20.00
Required weekly hours	25	25
Other Benefits	Parking pass for those who own vehicle	Parking pass for drivers or U-PASS
Overtime	“OT” hrs banked at ½ rate for future use	No OT provision, the pay is treated like salary
Paid Time off	University (reading & Christmas) breaks	University breaks + 10 vacation days
Unpaid Time off	LOA	10 days, LOA

REGULATION IV - GOVERNANCE

- 1 In this Regulation, unless the context otherwise requires:
 - a. **“Professional Misconduct” means behavior by an elected official which may damage the reputation of the Student Union, including: verbal, physical, sexual, or emotional abuse; breach of federal, provincial, or municipal law; misappropriation of Student Union resources or private property; falsification of records; acting upon Conflicts of Interest or Potential Conflicts of Interest; publication or encouragement of publication of information which is false, fraudulent, deceptive, misleading, or in violation of Student Union policy.**
 - b. **“Reprimand” means a formal, publicly released written statement of disapproval by the Board of Directors specifying the nature of a complaint and the reason it was determined valid.**
 - c. **“Warning” means a written notice issued by the Board of Directors that an Executive’s conduct is not appropriate and could result in further consequences.**

Directors and Executive Committee Directors

- 2 The Student Union shall insure and indemnify every Director for liabilities arising from their service, provided that their actions are in accordance with the Society Act of British Columbia and the Bylaws and Regulations.
- 3 Certificates of insurance shall be made available to Directors upon request.
- 4 Pursuant to the Bylaws, Executive Committee Directors shall be bonded in the amount of twenty-five thousand dollars (\$25,000).
- 5 In the fulfillment of their responsibilities, Executive Committee Directors are expected to dedicate a minimum of fifty (50) hours every two weeks throughout the year to their duties as set out under the Bylaws and Regulations.
- 6 Of these fifty (50) hours, Executive Directors must be in the Student Union office at least three (3) days and fifteen (15) hours per week, and this must be during typical office hours. Of these fifteen (15) hours, Executive Committee Directors must schedule, post notice, and be available for [student](#) appointments for at least five (5) hours per week on average.

7 Executive Directors are entitled to the following time off with pay:

- a. Winter Term 1 Reading Break – Two (2) days
- b. SUO Office Christmas Closure
- c. Winter Term 2 Break – Five (5) days

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- d. Ten (10) additional paid vacation days to use at their discretion over the course of their term of office.
- 8 If necessary, Executive Directors may opt to take up to Ten (10) UNPAID additional days off over the course of their term of office. These unpaid days may be used in combination with paid vacation periods to allow for longer absences.
- 9 Absences or time off requirements in excess of those discussed above will be in the form of an unpaid Leave of Absence, which must be approved by the board.
- 10 Executive Directors are required to be in office and may not take vacation or leaves of absence during the following black-out periods:
 - a. May and
 - b. The last two weeks of August and the month of September.
- 11 In addition to regulation 35, the Vice President Finance and Administration is required to be in the office and may not take a leave of absence during the months of June and July.
- 12 Notwithstanding regulation 35 & 36, Executive Directors may request, and the Oversight Committee consider, leaves of absence during black-out periods due to extenuating circumstances.
- 13 Each Executive Committee Director must provide a bi-weekly report on their activities. These reports shall be submitted to the President and General Manager in accordance with the payroll schedule provided, and must include all significant information which may affect the Student Union's operations or membership.
- 14 The above reports are to be included and reviewed as a standing agenda item at each Board of Directors meeting.

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Commented [g1]: #9 just a placeholder right now, don't love this wording

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Commented [g2]: Points 7 through 10 were previously included in the next section of the Reg "Executive Accountability / Disciplinary Process" – I think it makes more sense to have them here, where we are talking about time off in general

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- 15 Each Executive Committee Director must provide a Trimester Report to the Oversight Committee on the status of their Executive Goals:
- For the Oversight Committee meeting in September;
 - During an Oversight Committee meeting in the Second Winter Term, prior to the campaigning period for general elections; and
 - During the final Oversight Committee meeting in April.

Meetings of the Board of Directors

- 16 The President shall serve notice of the date, time, and location of meetings of the Board of Directors to all Directors at least seven (7) days in advance of each meeting.
- 17 The President shall prepare or cause to be prepared the agenda for each meeting of the Board of Directors in accordance with this Regulation.
- 18 Subject to approval by the Board of Directors at the beginning of each meeting, the President may:
- determine the format of the Agenda; and
 - prioritize the business of meetings of the Board of Directors.
- 19 At least seventy-two (72) hours in advance of a meeting of the Board of Directors, the agenda shall be:
- distributed electronically to every Director;
 - posted on the Student Union website; and
 - published in a prominent location on or about the Student Union office.
- 20 Any Director may require an item to be placed on the agenda for a meeting of the Board of Directors, provided that it is:
- received by the President at least five (5) days in advance of the meeting, whether electronically or in writing;
 - endorsed by two other Directors; and
 - relevant to the business of the Student Union, as determined by the President.
- 21 If within thirty (30) minutes from the time appointed for a meeting of the Board of Directors, a quorum is not present at or above 50 percent of all members, the minutes shall reflect those in attendance and the meeting shall be adjourned.
- 22 Meetings of the Board of Directors shall not normally exceed three (3) hours in duration except if extended by Resolution.
- 23 Meetings of the Board of Directors shall adjourn at or before 10:00PM except if extended by Resolution.

Commented [g3]: We don't actually do b and c in practice. We could likely delete item c.

- 24 Minutes of meetings of the Board of Directors shall be taken and approved at the next meeting of the Board of Directors.
- 25 Minutes of meetings of the Board of Directors shall reflect the general nature of the business to be discussed in camera, but not disclose the content of the discussion or any confidential or privileged information.
- 26 Confidential minutes shall be taken of meetings of the Board of Directors held in camera and be maintained by the Student Union in a confidential manner.

Director and Executive Honoraria

- 27 Pursuant to Bylaw VII (73), every Director shall receive a base honorarium of \$155 per month. This shall be known as the base honorarium and shall be paid monthly. The base amounts of honorarium shall be automatically adjusted on May 1st to match the Consumer Price Index as measured by Statistics Canada, using 2014 as the base year.
- 28 Director base honoraria shall be determined as follows:
 - a. \$50 flat fee for attendance at the monthly board meetings; and
 - b. remainder based upon a report of participation and engagement in Students' Union general work and activities.
- 29 Director honoraria shall be approved by the executive committee.
- 30 Pursuant to Bylaw X (92), every Executive shall be paid an honorarium.
- 31 Each Executive Director shall receive a base honorarium in the amount of \$1000 bi-weekly. The base amounts of honorarium shall be automatically adjusted on May 1st to match the Consumer Price Index as measured by Statistics Canada, using 2021 as the base year.
- 32 Executive Directors shall submit timesheets indicating hours worked to the Oversight Committee. Timesheets shall be due and honoraria shall be paid in accordance with the payroll schedule for employees of the Student Union.
- 33 Directors shall submit timesheets indicating hours worked to the General Manager for approval from the Executive Committee. Timesheets shall be due and honoraria shall be paid in accordance with the payroll schedule for employees of the Student Union.
- 34 Executive Directors who work a surplus of hours in a given reporting period will not be compensated for those hours over and above the hours they are required to serve. Up to fifty (50) surplus hours served by Executive Directors may be banked and used in a reporting period in which the Executive Director is unable to perform their duties. No more than 50 surplus hours may be banked and used in a semester, and unused hours will not be carried over or paid out. Time off requested in excess of two (2) consecutive business days under this provision must be approved by the Oversight Committee.

Commented [4]: Are we wanting to look at this as well? We are pretty high on the SU scale with these monthly honorarias at this rate, so if we are going to increase it, I wouldn't do much (see an example from VIU in next comment)

Commented [5]: This is a pain in practice – I think we should simplify and look at meeting attendance and overall performance as a whole, or pay per meeting. Not both. What do other SUs do? Lori / Kai to clarify.

VIUSU - \$250 stipend per quarter, full pay as long as they have attended 75% or more Board meetings for that quarter

Commented [g6]: We used to have the requirement of 8 hours – this was not officially removed, but seems to have been dropped in one of the edits..

Commented [7]: This amount seems fair and was chosen based on a multitude of reasons:

1. Our own executive feedback – 2 of 5 think they are generally paid fairly at current rates, 3 of 5 do not. The answers to what would be a fair compensation were 1 each of: slightly more than current: \$850 (which is slightly more than current ☺); \$1000; \$1100; \$1200.
2. \$1000 is the average of the responses above (just a happy coincidence, not why we chose it)
3. Michael Olson @ BCFS suggested for our structure no more than \$900
4. There are wide fluctuations across SUs in rates of pay. Compared to most, our proposed rate of pay is conservative; compared to others it may be a bit high. Many variables factor into pay rates including size of university, scope of work, level of staff support provided, hours expected etc.
5. **Though we don't pay by the hour** for these executives roles, if we did, for comparative

Deleted: 675

Commented [g8]: This is a 22% increase over current rate of pay

Deleted: 2014

Commented [9]: This one to be struck if we move to the bi-weekly summary only

Commented [10]: Recommend that we strike this one. In all of the comparisons we did, this shows up only in two SUs, VIUSU and DSU (Michael and Steven influence here ☺). While a good idea in theory, it is not in practice. It is problematic in tracking, in the equity

- 35 Subject to the requirements of Bylaw VII (73), the base amounts of honoraria may be amended by the Board of Directors by Resolution.
- 36 Subject to the requirements of Bylaw X (92), the base amounts of the Executive Director honoraria may be amended by the Board of Directors by Resolution provided that the new amount:
- reflects the responsibilities and time commitments of Executive Directors; and
 - reasonably ensures that Members are able to serve as Executive Directors without enduring financial hardship.
- 37 These two honoraria amounts are mutually exclusive. Individuals may collect either a Director or Executive honoraria, not both.

Executive Accountability/Disciplinary Process

- 38 The Oversight Committee may recommend disciplinary measures of Executive Directors to the Board of Directors on the following grounds:
- Ceasing to fulfill eligibility requirements outlined in Student Union policy;
 - Failing to adequately fulfill one's duties and responsibilities** as outlined in Student Union policy, including working required hours as outlined under Sections 5 and 6 of this Regulation;
 - Failing to adhere to the Code of Conduct or any other portion of Student Union Policy;
 - Engaging in professional misconduct when acting or perceived to be acting as representatives of the Student Union;
 - Failing to disclose a Conflict of Interest;
 - Failing to respect confidentiality;
 - Inappropriately using one's position for personal gain; or**
 - Engaging in willful deceit.
- 39 A complaint may be brought to the Oversight Committee by any of the following:
- Any Active Member;
 - Any corporate body or association that the Student Union is a member of; or
 - Any member of the University.
- 40 A complaint may be established as frivolous or vexatious at the discretion of the Oversight Committee. Such complaints shall not be made, and repeated violations may lead to disciplinary action.

- 41 The Oversight Committee may recommend, and the Board of Directors approve, any of the following sanctions on Executive Directors who have engaged in behaviors outlined in section 30 of this Regulation:
- Issuance of a Warning;
 - Issuance of a Reprimand;
 - Reduction or suspension of compensation;
 - Temporary or permanent revocation of powers and privileges; or
 - A move for impeachment.
- 42 The Oversight Committee shall be responsible for judging the performance of Executive Directors. The Oversight Committee is required to solicit evidence to facilitate fair judgement, including consideration of:
- Timesheets and Executive reports;
 - Review of any complaints filed; and
 - When deemed necessary, input from any executives, directors, or staff members.

Correspondence

- 43 Correspondence to and from the Board of Directors and Executive Committee shall normally be received and sent by the President on behalf of the Executive Committee.
- 44 Outgoing correspondence shall normally be prepared by the Executive Committee Director most responsible for the matter.
- 45 Media releases shall be prepared by or under the supervision of the Vice President External and approved by the Executive Committee.

Moved up [1]: <#>Executive Directors are required to be in office and may not take leaves of absence during the following black-out periods:¶
<#>May; and¶
<#>The last two weeks of August and the month of September.¶
<#>In addition to regulation 35, the Vice President Finance and Administration is required to be in the office and may not take a leave of absence during the months of June and July.¶
<#>Notwithstanding regulation 35 & 36, Executive Directors may request, and the Oversight Committee consider, leaves of absence during black-out periods due to extenuating circumstances. ¶

Contracts

- 46 The Executive Committee may, from time to time, enter into contracts in the name of the Student Union, provided that the amount has been budgeted for and the contract does not exceed twenty-five thousand dollars (\$25,000) in value.
- 47 The Board of Directors may approve by Resolution and on the advice of the Executive Committee any contract equal to or greater than twenty-five thousand dollars (\$25,000) in value.
- 48 Notwithstanding anything to the contrary, the General Manager may negotiate and enter into employment contracts on behalf of the Student Union, in consultation with the Executive Committee, from time to time.
- 49 Duly approved contracts shall be executed by two Signing Officers.

Human Resources

- 50 Pursuant to Bylaw X (87) (h), the Executive Committee shall oversee the General Manager.
- 51 The President, in consultation with the Executive Committee, shall oversee the human resources of the Student Union through the General Manager.
- 52 Every Director and Member shall direct any opinion or concern regarding:
 - a. an employee or the human resources of the Student Union to any member of the Executive Committee or the General Manager; or
 - b. the General Manager to the Executive Committee.

FINANCE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC
Finance Committee Meeting, JANUARY 27, 2021, Virtual Call

13:02 – CALL TO ORDER

Meeting called to order at 13:02.

Committee Members Present

Vice-President Finance (meeting chair)..... Abid Wahab
Director-at-Large..... Rohan Dabral
General Manager..... Lori Stevenson
Finance Manager..... Leanne Smailes

Committee Members Absent

President Ali Poostizadeh
Director-at-Large..... Taha Ilyas

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA

21/1/27.01 **MOTION**
Be it resolved that the agenda be adopted.
Moved: Dabral
Seconded: Stevenson
CARRIED

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

6. INFORMATION ITEMS

6.1 DISCUSSIONS

6.1.1 Review of SUO financial update to Dec 31, 2020

Wahab provided highlights on the YTD financials document. Smailes provided comments on certain budget lines.

6.1.2 Review of Budget Progress

Wahab presented the progress on budget for campus life, student services, and advocacy. Smailes asked if there were any plans for any large incoming expenditures. Stevenson mentioned that a follow up meeting with each executive was necessary. It was agreed that Wahab will follow up with each individual executive and seek progress on their budget lines.

6.1.3 Review of SUO Businesses

Wahab provided the YTD financial updates on all three SUO Businesses. Dabral asked for clarification on certain expenses. Wahab asked what progress has been made to streamline costs and concentrate more efforts on the main product offerings of each business. Stevenson mentioned she will follow up with the businesses and have a projection of sales revenue. Wahab will follow up with each business manager and request their month-to-month plans on sustaining customer base.

7. ADJOURNMENT

Meeting adjourned at 13:42.

UBC Students' Union Okanagan
Policy Committee Meeting, December 11th2020 Virtual Call

09:45 – CALL TO ORDER

Meeting called to order at

Directors Present

Vice-President Internal (meeting chair) Tashia Kootenayoo
Vice-President Campus Life Ahmed Fayed
Student-at-Large..... Mrinaal Tomar
Director-at-Large Jakson Pashelka
Director-at-Large Kai Rogers

Directors Absent

Board of Governors Representative (*ex-officio*)..... Jassim Naqvi

Staff Present

General Manager..... Lori Stevenson
Advocacy Governance Coordinator..... Sarah Furgason
Membership Outreach Coordinator Izzy Rusch

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

20/12/11.01 MOTION

Fayed/Rogers

BIRT

CARRIED

3. PRESENTATIONS

3.1 Oversight Governance Regulation Draft

The Oversight and Policy Committee members reviewed the Regulation draft and edited it throughout the meeting.

There was discussion on what an appeals process would look like in practice and if necessary. Furgason and Stevenson discussed the need for extenuating circumstances be discussed as reasons for late submissions of monthly reports.

Stevenson discussed that 'monthly reports' needed to be amended to reflect general reports as there will be changes to the current structure.

Oversight Committee members spoke in favour of giving agency to the committee to be able to take actions when necessary in conflict with executives and directors.

Kootenayoo noted that another revision of the regulations would be made and then brought back for consideration.

3.2 Student Association Ratification Changes

Kootenayoo reviewed the changes to ratification process as it would allow for easier administration and more accountability to use funds and prompt engagement with students as a new SA.

Everyone agreed more discussions need to occur on the criteria of creating a Student Association and the ratification process.

4. OLD BUSINESS

5. NEW BUSINESS

6. INFORMATION ITEMS

7. ADJOURNMENT - 11:30

POLICY COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC
Policy Committee Meeting, January 22nd, 2021, Virtual Call

11:00 – CALL TO ORDER

Meeting called to order at

Committee Members Present

Vice-President Internal (meeting chair) Tashia Kootenayoo
Faculty of Arts Representative Cody Isaac
Advocacy Governance Coordinator Sarah Furgason
General Manager Lori Stevenson
Student-at-Large Fatima Al-Roubaiai

Committee Members Absent

Vice-President Campus Life Ahmed Fayed
Student-at-Large Mrinaal Tomar
Board of Governors Representative (*ex-officio*) Jassim Naqvi
Director-at-Large Jakson Pashelka

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

3. PRESENTATIONS

3.1 Executive Pay Restructure

Stevenson motivated the research and data collected by herself, Rogers and Al-Roubaiai on the Executive pay restructure. There a review of the roles of executives, staff, consideration for size of the students' union, the long-term projected growth, budgets and membership size. It was noted that comparing salary is complex due to these various factors and consultations on these positions further demonstrated how there is limited equal comparable Students' Unions. The unions structure for paying 'casual parttime student employees' was undertaken as a comparable wage starting point. There was an in-depth discussion on how executive pay is correlated with the type of work place culture the organization aims to cultivate long-term.

The committee agreed to send the documents to the Board of Directors for consultation prior as there was agreement of members that it was a fair proposal.

4. OLD BUSINESS

4.1 Procedures Manual

5. NEW BUSINESS

6. INFORMATION ITEMS

6.1 Bi-Weekly Meetings

6.2 Roundtable

Furgason discussed the importance of survey data and the lack of regulations guiding the process.

The committee agreed there is a clear oversight in establishing surveys, information storage and sharing of information. There was a consensus that the procedures manual project could fix the gap with understanding surveys should be a staff led initiative. The reason being that staff do not have the turn over rate of executives and directors etc.

7. ADJOURNMENT

CAMPUS LIFE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC
Campus Life Committee Meeting, January 26th, 2021, Zoom

13:04 – CALL TO ORDER

Committee Members Present

Vice-President Campus Life (meeting chair)..... Ahmed Fayed
Vice-President Finance Abid Wahab
Student-at-Large Bardia Yasari

Campus Life Coordinator..... Joe Haugen
Membership Outreach Coordinator Izzy Rusch
Well Pub Manager Mike Ouellet
Senior Manager Student Experience Office, Academic Advising Phil Bond
Manager, Student Engagement..... Liz Hilliard
Manager, Orientation and Transition..... Stefanie Allen

Committee Members Absent

Vice-President Internal..... Tashia Kootenayoo
Graduate Student Representative Cassidy Wallis
Student-at-Large Sarah Bradley
Student-at-Large Laavanya Prakash
Student-at-Large Jose Carvalho
Campus Health Specialist Lauren Airth

1. ACKNOWLEDGEMENT OF TERRITORY

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2. OLD BUSINESS

2.1 Welcome Back Giveaway

Fayed mentioned we got 1000+/- new followers for this giveaway. Winners have been picked and contacted. Another giveaway is planned within the term. Prizes for the next round will be geared more to educational use.

2.2 Tea Talk with Taylor and Tashia – Jan.26th 5pm

Postponed due to illness.

2.3 Finding Identity – Jan.28th 5pm

Haugen mentioned attendance for this event isn't at the numbers we would like considering this is being broadcasted to six other Universities. Yasari thought the limitations of digital marketing could be limiting the

reach to students.

3. NEW BUSINESS

3.1 Student Association Expo

Rusch mentioned about 30 student associations have registered for this event. However, only eight students are registered to date. Three volunteers will be needed to help with setting up. Yasari volunteered to help on Friday.

Bond said the SEO will help push this event through the Peer Mentor Program.

3.2 Black History Month

Fayed is interested in ideas from the Committee for BHM. Currently we may support a black business, donate money to a charity, create a social media campaign raising awareness, as well as a movie night.

Wahab mentioned reaching out the ACSC for a potential collaboration.

Fayed said he has reached out to VACU as well.

It was discussed to have a speaker talk about the history of BHM.

Bond suggested we can highlight the work that is already being done, such as reach out to the ACSC to see if they know of any BHM related relationships we can help promote.

Hilliard thought reaching out to Madison Tardif regarding this may be a viable connection to research, as well as our connections in the library.

It was discussed that starting a relationship with the AMS may also lend programming options.

3.3 Esports Event

Fayed mentioned that the chess tournament recently held by UBCO Esports Club was a hit. Campus life will be partnering with them for an encore tournament in the near future.

3.4 Engagement Ideas to Combat Online Fatigue

Hilliard mentioned the books that SVPRO gave away is a good example. She also thought exploring an Instagram takeover promoting activities outside of Zoom could be viable.

Bond talked about sharing hiking trails or other means that promote outdoor activities could be engaging.

4. INFORMATION ITEMS

It was discussed that perhaps emailing the Campus Life Committee members an update of the slate of planned events so they can help spread the word.

5. ADJOURNMENT

13:54

CAMPAIGNS COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC
Campaigns Committee Meeting, January 21, 2021, Virtual Call

Meeting called to order at 11:32

Committee Members Present

Vice-President External (meeting chair)	Taylor Dotto
President	Ali Poostizadeh
Faculty of Creative and Critical Studies Representative.....	Sage Cannon
Faculty of Health and Social Development Representative.....	Naomi Maldonado-Rodriguez
Faculty of Management Representative	Mohana Rambe
Faculty of Applied Science Representative	Richardo Brown
Student-at-Large	Livia Jonnatan
Student-at-Large	Priscilla Uribe
Advocacy & Governance Coordinator	Sarah Furgason

Committee Members Absent

1. ACKNOWLEDGEMENT OF TERRITORY

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2. INFORMATION ITEMS

2.1 OER Champions

Dotto provided information about the OER Champion initiative and asked members for input on the nominations and event. Members discussed their ideas for recognizing instructors, staff, and administrators and how to engage students.

2.2 Knock Out Interest

Dotto let committee members know that February 8th – 12th will be a week of action for the Knock Out Interest Campaign. Members discussed how to engage the community with the campaign.

2.3 International Women's Day

Dotto asked for input on how we might recognize International Women's Day this year. Members provided ideas to engage students and highlight female-identifying leaders on our campus and in our community.

3. ADJOURNMENT

Meeting adjourned at 12:27

OVERSIGHT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC
Oversight Committee Meeting, Tuesday, January 19, 2021, Virtual Call

12:00 – CALL TO ORDER
Meeting called to order at

Committee Members Present

Student-at-Large (meeting chair)..... Fatima Al-Roubaiai
Director-at-Large..... Kai Rogers
Faculty of Arts Representative Cody Isaac
Faculty of Science Representative..... Arshdeep Purba
General Manager..... Lori Stevenson

Committee Members Absent

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

20/12/04.01 MOTION
Isaac/Rogers
Be it resolved the agenda be adopted.
CARRIED

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

5.1 Executive Reviews – January 2021

Committee members shared feedback after reviewing executive progress reports. Board directors and staff partners offered feedback as well. All notes consolidated and synthesized into guiding questions for review meetings (Jan27 – Feb2).

6. INFORMATION ITEMS

7. ADJOURNMENT

STUDENT ASSOCIATION FUNDING COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC

Student Association Funding Committee Meeting, JANUARY 26, 2021, Virtual Call

10:30 – CALL TO ORDER

Meeting called to order at 10:30.

Directors Present

Vice-President Finance & Operations..... Abid Wahab

Student-at-Large Gursagar Singh

Directors Absent

Vice-President Internal..... Tashia Kootenayoo

Staff Present

General Manager..... Lori Stevenson

Membership Outreach Coordinator Izzy Rusch

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

21/1/26.01 MOTION

Be it resolved that the agenda be adopted.

Mover: RUSCH

Secunder: STEVENSON

CARRIED

3. PRESENTATIONS

3.1 SUO Term 2 Student Association Funding Document 2020-21

Wahab presented the document. Discussions took place during the presentation. All funding recommendations were below \$2,000.

4. OLD BUSINESS

5. NEW BUSINESS

6. INFORMATION ITEMS

21/1/26/02 MOTION

Be it resolved that the SA funding committee disburse the recommended funding amounts as per the attached spreadsheet.

Mover: RUSCH

Secunder: SINGH

CARRIED

7. ADJOURNMENT

Meeting adjourned at 11.32.

GRADUATE STUDENT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC
Graduate Student Committee Meeting, Jan 25, 2021, Virtual Call

Meeting called to order at 16:00.

Committee Members Present

Graduate Student Representative (meeting chair)..... Cassidy Wallis
Student-at-Large Anne Claret
Student-at-Large Ben Wiltshire
Student-at-Large Kirthana Ganesh
Student-at-Large Maya Pilin
Student-at-Large Nibirh Jawad
Student-at-Large Rina Garcia Chua

Committee Members Absent

Guests Present

SUO Staff..... Sarah Furgason
Graduate Community Facilitator Manish Kumar

1. ACKNOWLEDGEMENT OF TERRITORY

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2. PRESENTATIONS

2.1 SUO Executive Portfolios

Furgason presented on the SUO portfolios and committees.

2.2 Graduate Community Facilitator planned events

Kumar provided an update on event planning for graduate students.

3. OLD BUSINESS

3.1 Graduate Student Stipend Petition

Wallis gave an update on the petition and plans for implementation.

3.2 Update on communication email

Committee members discussed communications strategies.

3.3 Committee Goals and Action Items

Committee members discussed their goals and designated action items.

4. INFORMATION ITEMS

4.1 EGSS Film Event

Jawad provided committee members with information about the upcoming EGSS event.

4.2 SUO Elections

Wallis let committee members know she does not intend to run in the SUO 2020-21 General Election. She encouraged committee members to share the elections information and consider running for the position of Graduate Student Representative.

5. ADJOURNMENT

Meeting adjourned at 18:00.



Minimum Stipend Petition for Doctoral Students

To whom it may concern,

UBC is currently among the 40 best universities in the world, and among the top 20 public universities globally. This is a substantial achievement for our university, one that can be attributed to many things including faculty, facilities, and student outcomes. We **believe that an institution's ability to support its researchers makes a university a world-class learning institution**, and providing official funding requirements is crucial to this. **And yet, despite UBC's high ranking, the Okanagan campus does not** have a minimum funding requirement for doctoral students. Graduate students are at the forefront of research excellence at UBC and helping to increase its world-class status, and our exceptional researchers should be supported as such.

The College of Graduate Studies at UBCO aims to support students in achieving personal, academic, and professional success and it has been the ongoing goal of the College of Graduate studies to remove barriers for all students. However, financial barriers are often the most difficult to overcome. Research has shown that low-income individuals are less likely to attend university than other students, and are even more unlikely to pursue a graduate degree. Furthermore, funding has been found to be the single most major concern in graduate student life and one of the most common causes **of program abandonment. UBC states that "funding has a substantial impact: PhD students with insufficient funding have longer completion times, greater likelihood of attrition, and lower satisfaction regarding their graduate experience (Handbook on the Minimum Funding Policy for PhD Students)." But despite this, many graduate students** at UBCO receive little income from their academic pursuits and there is no official minimum funding requirement. One key way of easing the financial burden faced by graduate students would be to provide them with basic minimum funding. This can help to ensure all aspects of success in graduate student lives. It enables them to plan a budget for their upcoming year, factoring in tuition and living costs. It also means that students can focus more on community engagement and research rather than searching for part-time jobs that draw attention away from their academic endeavors.

While some programs are guaranteed at least some funding in the form of teaching assistantships, this is not true across all faculties and many students are in direct competition to secure such positions as they are one of the only forms of substantial funding beyond tri-council funding. The other possible source of funding is in the form of research assistantships, but this is highly dependent upon supervisor funding. Even then, tri-council funding is not available to international students who comprise a substantial proportion of graduate students. Instead of these insufficient, inconsistent, and irregular funding opportunities that do not reach all students equally or equitably,

UBCO should provide minimum funding for the period of 4 years. This funding should be consistent with the current cost of living faced by students in Kelowna today. In a survey administered by the Engineering Graduate Student Society at UBCO, when asked about living costs including tuition the average estimated cost was \$28,334 per year (n = 92).

It is acknowledged by UBC that a graduate education requires the full attention of students. Through the positions they hold on campus, graduate students contribute to research and the education of undergraduates. Additional work and other financial commitments are major obstacles for graduate students, and it should be a key goal of the university to abolish these barriers. In Ontario, the majority of universities provide doctoral students with a minimum funding package, just as many other universities do around the world. **On UBC's Vancouver campus, full-time** doctoral students are provided with a minimum funding package equal to \$22,000 for each of the first four years of their PhD. In contrast, thesis-based students at UBCO only receive an average of \$6,031 per year (The College of Graduate Studies Annual Report 2019/2020).

As such we the Student Union of UBCO are calling on UBC administration and the Board **of Governors to bring UBCO's funding model to be on par with that of UBC Vancouver.** We ask that UBC provide UBCO doctoral students with a minimum stipend of \$22,000 for each of the first four years of their PhD.

UBCO has very ambitious plans in the next twenty years which include substantially increasing its graduate student population. While this is a very positive change and something we should strive for, it may also come with its own set of challenges, one of which includes supervisors taking on more students than they can support. Minimum funding would allow the University to grow at a pace that is appropriate for all involved and can enable UBCO to improve the opportunity for students to thrive. A minimum funding policy, as UBC claims, will help attract outstanding PhD students and will support them accordingly. Outstanding graduate students would not have to miss out on the incredible opportunities that UBCO offers because of financial difficulties. **This in turn would enhance UBC's research enterprise and educational goals. A funding package would recognize the important contributions that PhD students make to the university.** Likewise, it would give students the ability to cope with high living costs and obtain much-needed resources.

This is especially timely given the current COVID-19 pandemic. Students now more than ever need support from their university, as they are continuing to make substantial contributions to research despite the pandemic, and thus enhancing the reputation of the institution.

SUO of UBC