

CASG Council Meeting Minutes Meeting #1 - 6:32pm - 8:07pm Thursday, October 11th, 2018 Held at Carleton University in Senate Room (608 Robertson Hall)

1. Approval of the Agenda

- The meeting began at 6:32pm, after taking the attendance of present Councilors and serving a quick dinner which consisted of pizza
- Shawn (CHAIR) began the meeting by acknowledging the fact that the meeting is taking place on unseated Algonquin territory
- Zach (COUNCILLOR) approved the agenda FIRST and Mohamed (COUNCILLOR) SECONDED
- All present Councilors and parties approved the agenda unanimously

2. Announcements and Correspondence

- There were no announcements and correspondents to be presented at the meeting.

3. President's Report

- The president of CASG introduced herself as Emily Grant stating that it was her second term serving as president and her 3rd year on CASG
- Emily (PRESIDENT) expressed that the CASG Executive attended the clubs expo at the beginning of September to engage with students and recruit for CASG
- At the expo, CASG gave away 300+ stress balls, and has more stress balls available in their office (14 Tory Tunnel)
- Emily said that earlier in the term, the Executive met with Dr. Benoit-Antoine Bacon (President and Vice-Chancellor) and Suzanne Blanchard (Vice President) and discussed some of the things the Executive wanted to accomplish this year
- Bacon expressed wanting to join one of the CASG general meetings, and will most likely be present at the meeting in November
- At the Student Government Lunch, which was essentially an informal style meeting, hosted earlier in the term, the CASG Exec alongside other Student Governments (eg: RRRRA & CUSA), senior VPs and administration staff discussed topics relevant to university, and the student governments all expressed what they intended to accomplish this year
- In relation to CASG, over the course of September, CASG was able to fill most of the Senator seats, however, CASG is still looking for a FASS, Sprrott and Science student to sit on the Senate
- If interested, Councilors in those programs should come talk to her or email her
- CASG is also recruiting committee members for the Senate
- Emily was also able to attend a Mental Health Framework Meeting and stated that Carleton is looking towards implementing a Wednesday Wellness program, and workshops to help students support their friends dealing with mental illness. Most importantly, this training aims to educate students on the appropriate ways to address mental illness.
- Emily is on the task force for developing the free speech policy at Carleton, as per the federal government's instruction by January 1st, 2019.
- Should Councilors or other members of the Carleton community want to discuss this policy, please contact Emily (PRESIDENT)

4. Vice Presidents' Reports

a. Vice President Internal

- The VP Internal of CASG introduced himself as Matt Pelletier.
- He stated that CASG looked over their governing documents, constitution, bylaws and electoral code over the summer to determine the changes they were going to make to the structure and transparency of CASG
- Matt (VP INTERNAL) stated that the process of voting on the changes will stagger across 3 possibly 4 meetings.
- CASG now has a seat on the CUSA council m, and can now vote on matters concerning CUSA, RAAA and the Senate.
- CASG wants to extend its thanks to CUSA for supporting them in this endeavor.
- In September, CASG hosted Department representative elections, and there were 5 contested seats for FPA.
- Matt (VP INTERNAL) stated that he is looking forward to launching the Government committee later tonight, as this committee will be looking to change some of CASG's policies.
 - o He, alongside the rest of the CASG executive are also finalizing what CASG should or shouldn't vote on, in terms of their CUSA seat. Matt (VP INTERNAL) said that he is open to more discussions over the next few months, but for right now CASG is abstaining from voting on the CFS referendum, will always be in favour of extending the debate in anything on the agenda for CUSA meetings and will also be abstaining on anything to do with employment termination, Councilor recall etc.

b. Vice President Operations

- The VP Internal of CASG introduced himself as Aiden Ari Forsyth.
- He stated that he was the Interim VP Operations for a couple months last year, however, now he has officially been voted into the CASG Executive.
- He is a 4th year biochemistry student and was previously the representative for biochemistry on CASG.
- His goal for this year is to make the lives of students better.
- Aiden (VP OPERATIONS) stated that over the summer, CASG was in talks for funding the General frosh and Engineering frosh.
 - o CASG has sponsored Engineering Frosh for \$750CAD but was unable to sponsor General Frosh, in terms of backdrops for photos.
- Aiden has been busy tracking all of CASG's money and stated that he is extremely happy with the budget for this year.
- He has successfully developed a cheque registry online for CASG and plans on getting a bank card so that CASG will be able to access all their transactions electronically.
 - o Aiden (VP Operations) wanted to reiterate that he would not be able to "buy pizzas" or "shop" using the bank card, and that Emily (PRESIDENT) would have to write a letter beforehand stating what the bank card can and cannot be used for
- Aiden (VP OPERATIONS) also said that he was in talks with the Registrar's office / the examination office to get mechanical pencils which CASG will distribute to students during exam season. Nothing has been finalized thus far, but Aiden will provide the Council with more details once things have been confirmed.

- Aiden (VP OPERATIONS) also stated that some groups on campus have been approaching CASG with debates topics, however, CASG doesn't want the topics to be just anything.
 - o CASG is also talking with CUSA about a sponsorship for the debate, but nothing is concrete enough to announce in terms of dates
- Should Councilors wish to change their names on the official CASG website, they should contact Aiden (VP OPERATIONS) as soon as possible (www.casg.org)
- Lastly, Aiden (VP OPERATIONS) is working on securing the contract with VISTAPRINT to order sweatshirts and water bottles for the Council (see images attached).
- In all Aiden (VP OPERATIONS) hopes to increase the transparency of CASG, and will upload the full budget and breakdown of it online.

c. Vice President Academic

- The VP Academic of CASG introduced herself as Karlena Koot.
- She said that she is looking forward to getting to know people and that there are a few events hosted by CASG coming up:
 - o Midterms study snacks are happening next week on Tuesday, Wednesday, Thursday from 2 - 2:30pm in UC Centre. We will be handing out 300 bags in total granola bars, apples etc.
 - o She asks that Councilors help out on the days and give back to the Carleton community. She also asks that Councilors email her confirming their attendance,
 - o Secondly, Academic Initiative Fund (AIF) applications will be available online at the end of the week. Karlena (VP ACADEMIC) will be sending the application out to various academic societies as well. The due date for the applications is Friday, November 16th at 12pm.
 - o If you are confused as to what an academic society is, please refer to Bylaw 5.1.2.
 - o In terms of funding, academic societies can get up to \$500CAD or up to 50% of their costs, depending in which comes first.

5. Coordinators' Reports

- Farooq (COUNCILLOR) said that the Carleton Science Society (CSS) will be implementing a newsletter this year which will outline science events for each month of the school year.
- He said that the CSS are working with the Dean of Science to engage more Science students in events and opportunities.
- He also invited other Councilors to come to the Science Formal which will be held later on this year (January).
- Another Councilor added that there are 4 courses in First-Year Engineering which are changing. Details on the changes will soon be provided.

6. RRRR Report

- There was no RRRR report to be presented at the meeting.

7. GSA Report

- There was no GSA report to be presented at the meeting.

8. CUSA Report

- There was no CUSA report to be presented at the meeting.

9. Board of Governors report

- Taylor Arnt (BOARD OF GOVERNOR'S STUDENT REPRESENTATIVE) introduced herself as one of the student representatives alongside Yvonne Osagie (BOARD OF GOVERNOR'S STUDENT REPRESENTATIVE)
- She said that the Board of Governors have been active in the past month
- The Board of Governors had a broad orientation on September 6th, 2018 and the Ontario Council of Universities was present alongside other important institution heads.
- The first Board meeting was on September 25th, 2018 and the Board approved past minutes and had a presentation from Present Ottawa. The meeting mostly consisted of updates.
- The Board also has Committee meetings throughout the year. Taylor sits on the Community Outreach and Advancement and Governance Committee.
 - o Committee Outreach: The Board will be hosting a talk exchange on October 30th, 2018, and this is an opportunity for staff and students to get involved in what the board does. They will try to do a talk once per semester. The theme is this talk is "here for good" which is a 300-million-dollar campaign and the Board wants to look at what that means to staff and students. Essentially, they want feedback on the project.
 - o The details for the Talk Exchange are: October 30th, 2018 at 11am – 1pm at Richcraft Hall, Rooms 2224 and 2228.
 - o Goals for the Talk: Talk about what "here for good" means to Carleton
- At the Meeting, student enrolment was also discussed.
- At the Governance Committee meeting, the Board's own practices were reviewed, and this will be discussed in detail at the retreat held later this month
- The Sexual Violence Policy was also discussed alongside its consultation plans and the plans.
 - o If you are interested in learning more, you may access the information through the Equity Services website
 - o In regards to the Sexual Violence Consultation, the Board is currently in the listening phase, meaning that they are meeting with closed groups on campus and want feedback. Feedback can be given at svpolicy@carleton.ca. Essentially, the Board wants the policy to be as inclusive as possible.

10. Senate Report

- Emily (PRESIDENT) stated that the Senate has had 1 meeting which was held at the end of September
- During the meeting, a question about the library's book clearing off policy (off shelves) was brought up. Essentially, faculty members are concerned that by taking away books from the library (even if they haven't been used in years) diminishes certain areas in terms of resources, and this concern especially concerns FASS.
- Carleton's faculty have suggested that the Library review this policy.
 - o FASS books / resources are underused if they haven't been checked out in 10 years
 - o Sciences resources are underused if they haven't been checked out in 5 years

- Sent back to the Library Committee to discuss and find a solution.
- FUN FACT: The Library has a facility over by Athletics where they store books and they have a book-picking machine.
- The Senate also ratified new memberships (faculty and students) and confirmed some faculty onto Senate committees.
- The Senate Committees ratification will occur at the next meeting because the seats were just filled.
- There was also a lot of discussion on how to form the Free Speech Task Force, which has already had its first meeting. The Senate wants to add the position of a contract professor to expand representation within the force (before only had faculty members, an undergrad and grad student).
- Emily (PRESIDENT) also stated that the next senate meeting is next Friday.

11. Constituency Report

- A Councillor stated that in regard to the Student Evaluations of Professors at the end of the term, there were some issues raised at Ryerson and they have been taken into account at Carleton. Essentially, please keep in mind that changes may occur.

12. Items for Information

- Matt (VP INTERNAL) said that CASG doesn't have a FASS Coordinator. CASG has held an election campaign in the Spring and 2 calls for applications for this position, however, no one has applied. The pay for this position is \$125 dollars per semester, and you will get some great experience for your CV. Moreover, Coordinators have a lot of say in terms of their program and CASG.
- Emily (PRESIDENT) stated that each executive has office hours throughout the week, and to please come and visit if you have questions or comments.
 - Emily (PRESIDENT): Monday from 2:30pm – 4:30pm (president@casg.ca)
 - Aiden (VP OPERATIONS): Thursday from 12:00pm – 2:00pm (vpoperations@casg.ca)
 - Matt (VP INTERNAL): Friday from 12:00pm – 2:30pm (vpinternal@casg.ca)
 - Karlena (VP ACADEMIC): Tuesday from 2:30pm – 4:30pm (vpacademic@casg.ca)
- The location of the CASG Office is: 14 Tory Tunnels - past all the tables in Tory Tunnels and beside the Mentorship Network Office

13. Question Period

- A Councillor asked: Could you please clarify the midterm study snacks timings next week?
- Karlena (VP ACADEMIC) answered that the midterm study snack handout will take place on Tuesday, Wednesday and Thursday of next week from 2pm – 2:30pm.
- Matt (VP INTERNAL) asked: Where is the library book holding facility?
- Emily (PRESIDENT) answered that it was next to the ice house
- Matt (VP INTERNAL) asked a follow-up question: Do they do tours?

- Emily (PRESIDENT) laughed at the question, and replied with a “really”
- Shawn (CHAIR) stated that Emily (PRESIDENT) would look into it
- A Councilor clarified that the library storage facility is underneath the Ice House

14. Other Business

a. Motion to Accept the 2018-2019 CASG Budget

- Aiden (VP OPERATIONS) stated that the operating budget is very important, therefore the budget has the spending from last year and the projected spending of this year
- He also stated that CASG receives a levy of \$30,000CAD, however, since enrolment is down this year, the projected levy earnings have decreased to project that de-growth
- The bylaws of CASG require that the Executive have at least \$5000CAD in planned savings
- CASG has received the first levy cheque for this year which was approximately \$20,000CAD and a portion of the levy went towards paying the office room rent for the academic year
- Approximately \$7000CAD is coming next summer (this is an approximate because it depends on the number of students who attend Carleton next semester)
- Aiden (VP OPERATIONS) stated that he is looking into getting a bank card for CASG, as this will allow CASG to access all their statements online. However, CASG will continue to receive paper statements to ensure that they have records of their spending. That being said, Emily (PRESIDENT) will need to write a letter stating exactly what the card can/cannot be used for (ie. Aiden (VP OPERATIONS) cannot use the card to go on shopping trips or buy pizza). Thus, the card will essentially be used to check on the financials of CASG.
- The executive members of CASG will be receiving an honorarium of \$1500CAD which will be paid out at the end of each semester.
- Matt (VP INTERNAL) is in charge of ordering the pizza for each meeting, which comes up to approximately \$160CAD, as indicated in the budget.
- Aiden (VP OPERATIONS) is also looking into hiring a Social Media Coordinator and making Facebook ads so that CASG can reach out to more students on campus. As students may have noticed, CASG has been doing a better job of reaching out to students via social media, thanks to Matt (VP INTERNAL) and wants to continue making a positive change to their social media image.
- As per the budget, purchasing cheques can be expensive, but since CASG is a government organization, cheques are a necessary purchase.
- Moreover, this year, CASG invested in buying a printer, which Councilors may use for official CASG business. Councilors are advised to contact one of the Executives should they wish to use the printer. Aiden (VP OPERATIONS) also stated that the printer will be used for printing beautiful posters advertising CASG events.
- Likewise, CASG has also invested \$1300CAD in stress balls, in business cards for the executive, and a website designer which was \$100CAD. Should Councilors not like the website, or have suggestions for the website, please reach out to Aiden (VP OPERATIONS) and let him know of your suggestions.
- The budget also indicates that CASG has been in talks with the Registrar’s office to distribute mechanical pencils during exam season, therefore CASG has allocated a specific amount of funds for that project.

- This year, CASG also wants to invest in promotional materials including CASG apparel (ie. maroon crewnecks with the CASG logo and clear waterbottles with a straw and CASG's logo)
 - o Since CASG will be ordering these promotional materials along with their business cards etc., VISATPRINT is giving them 15% off. Aiden (VP OPERATIONS) will also look into short-term offers to ensure that the price is the lowest it can be.
 - o Aiden's goal for the promotional material is to: "Hand out the SWAG and rep the SWAG"
- CASG will also be sponsoring the Physics Society, and consequently the Physics Society banner has its logo on it
- Karlena (VP ACADEMIC) is in charge of the AIF applications and the scholarship applications, therefore, there is a specific monetary amount allocated for those projects as seen on the budget.
- This year, CASG also wants to raise the Coordinators' honorarium from \$250CAD per semester to \$300CAD.
- Likewise, Aiden (VP OPERATIONS) wants to ensure that the department representatives feel appreciated for the work they do. Thus, he has specifically allocated a certain amount of money to appreciate them (ie. coffee, dinner etc.)
- The non-portfolio tab of the budget is for special projects especially hosted by students. Should a student have an idea, they can submit a special project idea to CASG, and we will monetarily help them out (up to \$500).
- Moreover, for the CASG debates, CASG wants to partner with clubs and societies on campus such as CUSA
 - o This will allow for CASG to reduce their costs for the debate, but also form valuable partnerships on campus
- Likewise, \$500CAD has been allocated for study snacks for each semester.
- QUESTION: Zach (FPA COORDINATOR) – Given the upcoming constitution and bylaws changes, will this affect the budget?
- Aiden (VP OPERATIONS) and Emily (PRESIDENT) answered stating that the budget will only be affected in terms of AIF changes. As for changes in the bylaws, the budget will also be changed if honorariums are reduced / increased. However, the Governance Committee will look into implementing such changes should they occur.
- There was no debate for this motion.
- All present Councilors and parties approved the motion unanimously
- To end the motion, Shawn (CHAIR) said "Congrats, we have a budget!", then proceeded to call Matt a nerd, in reference to the next motion.

b. Motion to Amend the CASG Constitution

- Matt (VP INTERNAL) stated that he wanted to bring something that is effective in terms of the CASG Constitution, and his goal for the year was to empower the Council to make more decisions, by improving the Executive's transparency, and

prioritizing financial support. Matt (VP INTERNAL) said that CASG needs to be held accountable.

- It is important to note that nothing from the constitution is going to be removed. It will be transferred to the bylaws (eg: meeting procedures and structure of council).
 - CASG will also be adding extra meetings this year to increase engagement.
 - Moreover, since the Senate can veto a motion which is in violation of the CASG constitution, CASG wants to make sure that they are keeping up with their aims, and if they are committing a violation, the Senate stands as an oversight body to ensure that everything CASG does is supported by its mandate.
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- QUESTION: Sheldon (COUNCILOR) – Within the Senate, who determines what constitutes a violation of your aims?
 - Matt (VP INTERNAL) and Emily (PRESIDENT) answered that it is most likely the governance committee who determines violations, as nothing goes to the senate floor without a motion being brought up first. But, essentially, the Senate Review/ Governance Committee will look into violations.
 - FOLLOW-UP QUESTION: Sheldon (COUNCILOR) asked if CASG will receive a report to justify why a violation was committed?
 - Matt (VP INTERNAL) answered that CASG will provide a statement citing Senate’s justifications as to why a violation was committed, but he does not think that a motion approved by the council will get overruled by the Senate [knock on wood].
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- QUESTION: Yannick (PROXY COUNCILOR) asked if the “old” constitution and bylaws were sent out to the Councilors, because the Constitution is a very important document?
 - Matt (VP INTERNAL) stated that the documents were sent out on Saturday, Oct 6th, 2018 at 6:06pm in an email from him with a subject line of “Meeting Materials”
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- During the debate section of the motion passing, Matt (VP INTERNAL) and Emily (PRESIDENT) stated that updating the Constitution was not a spur of the moment idea, and that some of the amendments have been in the works for a few years (eg: In 2015/ 2016/ 2017, CASG and the Senate suggested a few changes), and the changes for this year have been extensively promoted through social media, and the changes will also be reviewed by the Governmental Committee of CASG. Matt (VP INTERNAL) also wanted to reiterate that he and Emily (PRESIDENT) looked over all the CASG documents with a fine-tooth comb, and during the Summer and early this term, they were informing and discussing such changes with the Senate and CUSA. Matt (VP INTERNAL) wants CASG to be as transparent as possible.
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- QUESTION: Beverley (COUNCILOR) - Why are you moving the structure and composition of the CASG Council out of the Constitution?
 - Matt (VP INTERNAL) answered that CASG has already in practice been moving the structure out of the Constitution and have been expanding and operating outside of the constitutional framework.

- A lot of the numbers CASG uses to determine the amount of department representatives etc. they have is determined by the AGU (Academic Governance of the University), and CASG wants to prioritize its guiding documents.
- CASG is only creating a minimum number of seats, most which will be ex officio seats
- Essentially, this motion will not change the structure of CASG.
 - o Specific changes will be outlined in Bylaw 1, which we will be discussing next meeting.
- MOTION: Sarah (COUNCILOR) wanted a motion to amend Section 3 Subsection 2 to include Carleton's Human Rights Policy terms. Matt (VP INTERNAL) seconded the motion.

2 MINUTE RECESS

- Sarah motivated the motion stated that now the section is short and sweet, and encompassing of all human rights policies, as supported by Carleton University.
- Now the motion reads:

Be it resolved that Section 3.2 of the motion be replaced with the following

Section 1.1 f) is amended by replacing all words after "abuse" with "in concordance with Carleton's Human Rights Policies and Procedures."

- QUESTION: Sheldon (COUNCILOR) - Is this motion amendable to the ORIGINAL mover (ie. Matt (VP INTERNAL) of the motion?
- Shawn (CHAIR) answered that even if Matt (VP INTERNAL) was against it, it would move forwards
- QUESTION: Beverley asked if Sarah could read out the Human Rights Policy which is available on Carleton's Equity Policy website.
- Sarah read out the policy in return.
- Shawn (CHAIR) asked for clarification on the term "pardon"
- Sarah clarified that it has to do with the pardoning of crimes, thus no one can discriminate against someone who has been pardoned off a crime at Carleton University.
- There was debate for this amendment.
- Matt (VP INTERNAL) thanked Sarah for clarifying, stating that there is always room for growth.
- All present Councilors and parties approved the amendment unanimously

BACK TO MAIN MOTION

- Yannick (PROXY COUNCILOR) asked to table the motion because the documents were only sent out 5 days ago during Thanksgiving, and it is necessary for them to read before they vote.
- Ahmed (COUNCILOR) SECONDED the motion
- Matt (VP INTERNAL) debated stating that he does understand the principle behind the motion to defer, however these changes have been given a lot of notice in advance. Additionally, the Constitution draft was given to Councilors later on purpose, as CASG wanted to hand them out after the training sessions, and with the weekend this would

allow time for councilors to read the proposed changes. Finally, Matt (VP INTERNAL) made himself available for 6 hours this week to address questions.

- Essentially, CASG wants these changes to get voted on as soon as possible to allow for the Governance Committee and the Senate to approve the changes (can take up to a year for the approval).
- Most Councilors were not in favor of tabling. There were 9 abstentions.
- Matt (VP INTERNAL) motioned to amend Article 8 to change the numbers of the article (ie. 1, 2, 3 etc.).
- Emily (PRESIDENT) SECONDED the amendment
- No debate for this amendment
- All present Councilors and parties approved the amendment unanimously

c. Motion to Amend CASG Bylaw IV

- Matt stated that because of the recent amendment to the constitution, CASG is transferring parts of the Constitution to the Bylaws
- Karlana (VP ACADEMIC) SECONDED the motion
- Matt (VP INTERNAL) stated that the policy section in the Constitution is stagnant (ie. changes cannot be done as swiftly due to the entrenchment of the Constitution), but if moved to the Bylaws, Council will have a greater say in the policies of CASG. Therefore, the CASG Executive have chosen to replace Bylaw 4 (existing one) on Student Boards (ie. a fossil bylaw) and use that slot to put in all the material which has devolved from the constitution.
- CASG will also create a policy document (eg: some policies include running a newspaper which CASG has not been doing for years)
- Shawn (CHAIR) “I wouldn’t read it (ie. the newspaper)”

- QUESTION: Ahmed (CHAIR) Regarding Bylaw 4, there is a mention of a society, what does that refer to?
- Matt (VP INTERNAL) stated that there is no information on what they are. They require a professor, and essentially, they haven’t been around for a really long time.
- FOLLOW-UP QUESTION: Have you reached out to past Executives asking them what such societies refer to?
- Matt (VP INTERNAL) stated that he had reached out to previous presidents (ie. Ayesha Landon-Browne and Chloe Miller) and none of them know that the Bylaw referred to.
- There was no debate for this motion
- All present Councilors and parties approved the motion unanimously

d. Motion to Fill Standing Committees

- Emily (PRESIDENT) motivated the motion stating that CASG needs to strike their committees in order to transfer them. Committee nominations are self-nominations (ie. Councilors need to nominate themselves) and are on a first come-first-serve basis. For all Committees to meet corum, there needs to be 1 CASG Executive and 3 Council members present.

- QUESTION: David (COUNCILLOR) – Since the Committees are governed by the bylaws, will changing the bylaws change the process of how Councilors can nominate themselves to stand on committees?
- Matt (VP INTERNAL) / Emily (PRESIDENT) answered the question stating that it can change how Councilors will be nominated in the future. However, it will not affect any of the procedures for this year. That being said, the CASG Executive want the input of Councilors when amending the bylaws during the next few meetings.
- Emily (PRESIDENT) asked the Council to amend the Academic Initiative Fund (AIF) Committee to include the VP Operations so that it will follow the current guidelines in the bylaws
 - Eventually, Emily (PRESIDENT) stated that the President position in this committee will be replaced by VP Academics who is in charge of the AIF funding applications
 - Emily (PRESIDENT) approved the motion FIRST and Aiden (VP OPERATIONS) SECONDED
 - All present Councilors and parties approved the amendment unanimously
 - All present Councilors and parties approved the motion unanimously

15. Adjournment

- The meeting was adjourned at 8:07pm, after Mohamed (COUNCILLOR) approved the adjournment FIRST and Sheldon (COUNCILLOR) SECONDED
- All present Councilors and parties approved the adjournment unanimously