



# Sarah Cook VP Admin & Finance

July 2010

Federation of Students  
University of Waterloo

## Executive Summary

1. Month Summary
2. Budget Committee / Bent / SLCMB
3. Current & Continued Projects / Initiatives
4. Day-to-day activities
5. Upcoming Projects / Initiatives
6. Appendix

### 1. Month Summary

The audit is almost complete! Things are a bit back to normal in that realm. Working on a variety of staffing ideas, including some departmental expansion ideas that are much needed. Also working on an alternative way to budget for marketing and capital expenses with Suzanne. Our Aussie's plan is in motion now with the approval of the space change. Council, Business and General Office budgets are almost complete. The council budgets will be put forward at the August Council meeting. Nikki, Hayden and I have been working away at the structure of the One Waterloo Campaign and also the Diversity and Equity Advisory Committee at the institution level. There has been significant movement in both these areas, and it's really exciting!

If you have any questions about my report feel free to ask me at the meeting or via email in advance. Thanks!

### 2. A. Budget Committee

- **Responsibilities:** Vet budgets of students council
- **Timeline:** Weekly meetings as budgets are submitted
- **Partners:** Budget committee, VPAF, General Manager, Pres, VPIN, VPED, Special Events, Orientation, marketing
- **Goal:** To identify priorities for expenditures at the overall organizational level, and to provide a thorough review of all budgets to be brought forward to Student's Council
- **Synopsis:**
  - All budgets have been submitted
  - Committee has almost completed vetting all council budgets

### 2. B. SLCMB

- **Responsibilities:** Manage the SLC's finances, projects etc.
- **Timeline:** Monthly meetings; ongoing
- **Partners:** GSA, AP SS UW, VP AF UW, SLC Manager & Assistant Manager, Feds Pres, At-large students
- **Goal:** Represent undergraduate students interests in the SLC's business, and the interests of the Federation in the space we occupy
- **Synopsis:**
  - SLCMB was in favour of our Aussie's space proposal and has voted in favour of Feds taking over the clubs area on the second floor, and Aussie's becoming SLC/Clubs space
  - Will be discussing the competition issue that is occurring between turnkey and Fed Xpress

## **2. C. BEnt**

- **Responsibilities:** Provide feedback on the programming direction of the organization
- **Timeline:**
- **Partners:** Entertainment managers
- **Goal:** Facilitate regular feedback from students
- **Synopsis:**
  - The committee has not been terribly useful in the past
  - Looking to rewrite the procedure to be that of a high level feedback body to help guide the work of the entertainment managers
  - In the process of gathering feedback from the entertainment managers

## **3. A. Budgets**

**Goal: Complete budgets before end of the Spring term**

**Synopsis:**

- Received business budgets, Suzanne and I are working through them and making some adjustments
- All council budgets have been completed, business budgets are almost complete
- Audit is almost complete, we are in a good financial position

**Future action:**

- Meet with business managers to go through budgets, and then bring to Board
- Finalize budgets and bring to August Council meeting for approval

## **3. B. UPASS negotiations**

**Goal: Set fee and renegotiate contract**

**Synopsis:**

- Met with GRT to discuss a rate increase
- Insufficient data was presented backing up the reason for the rate increase, did not agree to the proposed rate increase, as GSA and WLU had
- Met them halfway as we ran out of time to negotiate, fee is set for Fall term at \$51.75
- Writing an amending agreement to the current agreement as it cannot be terminated until next year
- More information has been provided to begin negotiations for Winter's fee

**Future action:**

- Continue talks with GRT to write a contract that is mutually agreeable
- Present contract to Board

## **3. C. Health and Dental plan negotiations**

**Goal: Set health and dental fee for the year and review last year's claims**

**Synopsis:**

- Met with StudentCare and GSA to review previous year's claim activity
- Dental plan claims were significantly greater than premiums paid – rate

- increase was necessary this year as the plan is fully insured and the insurance company took a loss on our plan last year
- Health plan produced a surplus which we are reinvesting into the Claims Fluctuation Reserve to basically “insure” ourselves if there are future fluctuations – necessary as it is a self-insured plan; funds are also owed back to the dental plan as it bailed out the health plan when we took it over from UW [this is confusing, so please email me with any questions and I will do my best to explain how each plan works]
  - Our plans are co-plans with the GSA, but it was obvious that grads are using more than they are paying
  - Decided to split the dental plan from the GSA, resulted in a much lower increase for undergraduate students
  - Survey was completed to ask students if they wanted their coverage dropped to avoid an increase, they said no, coverage was kept relatively the same
  - We will be reviewing the health plan in the same way over the next year to determine if it should be separated as well, as this is a more difficult process since it is self-insured and both unions monies have been pooled
  - New insurance included for free for students who need to withdraw for medical reasons and are beyond UW’s refund date, the insurance will reimburse your tuition costs with proper documentation, good safety net for students with chronic illness or unexpected serious illness, and is not costing students anything extra
  - StudentCare will potentially be moving into the Aussie’s space downstairs, I will be working with them to ensure that the space is what they need

**Future action:**

- Continue talks with StudentCare and GSA to determine if the Health Plan should be split
- Get feedback from OPD and Health Services, re the medical withdrawal coverage

**3. D. Fed Bus**

**Goal: Expand FedBus service to Architecture**

**Synopsis:**

- In discussions with Architecture to determine the feasibility of running Fed Bus from Cambridge to Toronto
- Mark Tam has conducted a survey of architecture students to determine interest
- Going to try a pilot of holiday weekends this term to assess usage
- Negotiated with Architecture for on-campus ticket sales and admin support from them
- Ran first bus, didn’t sell many tickets as there was a deadline for students, but students have said they want the service, so we may continue for holiday weekends in the fall term

**Future action:**

- Determine if stop location is acceptable
- Determine when students have deadlines and when they are likely to travel

**3. E. Diversity and Equity Strategy**

**Goal: Determine an appropriate governance structure of the One Waterloo Campaign, review programming and mandate. Determine what we believe our role in diversity and equity and the role of the University. Work with the University of Waterloo to create an equity and diversity committee for the entire University. Ensure that effective feedback mechanisms to guide the work of the committee are in place.**

**Synopsis:**

- Co-op student assisting with research and data collection on programming best practices and how programs that promote equity on campus are implemented, and how campus climate can effect student success
- Assisting VP Internal with transition of the One Waterloo Campaign and our strategy for equity across campus
- Proposal sent to AP SS on the mandate and the composition of the committee, committee structure is agreeable to UW
- Working on terms of reference with Bud, he is in the process of bringing it forward to the Secretariat and other relevant parties
- Investigating alternatives to a campus climate study for gathering data on incidents and attitudes on campus as they relate to diversity
- Hayden, Nikki and I are working on a governance structure, a diversity and equity policy for the Feds, a website redesign, frosh engagement strategies and educational marketing campaigns for the Fall term

**Future action:**

- Officially form committee
- Work on feedback mechanism for diversity and equity issues, meet with relevant stakeholders to see if feedback mechanism will work
- Review the mandate and vision for the One Waterloo Campaign
- Prepare a vision for our equity advocacy on campus
- Hire Educational Programmer to help run program
- Recruit volunteers and meet with campus partners and get feedback for the future direction of the campaign

**3. F. Service Review**

**Goal:** Complete the writing of the service review and bring it to council by July

**Synopsis:**

- Currently writing the first draft of the service review report
- A lot of good data and analysis have come out of the survey
- Report has been edited and vetted through IAC and some changes have been made

**Future action:**

- Bring report to council for approval
- Nikki to bring report forward to service coordinators and UW service units for feedback and improvement

**3. G. Educational Programmer**

**Goal:** Hire educational programmer to assist the VP Internal with the delivery of the One Waterloo Campaign and equity advocacy, and to assist the VP Education with student success initiatives

**Synopsis:**

- Written first draft of job description, discussing it with HR

- Have reviewed the structure of the role and made some changes, writing a second draft

**Future action:**

- Determine specific tasks that the individual will be performing and articulate how they will relate to other staff members doing similar work
- Get feedback from staff members on the position and how best it fits within the organization
- Move to hiring

**3. H. Tim Horton's Contract**

**Goal:** review contract on Tim Horton's space and relevant financial data, renegotiate contract that is mutually agreeable to end conflict

**Synopsis:**

- Met with Lee Elkas re: contract
- Food Services preparing financial reports from the last three years for Feds to review
- No documentation has been received at this point

**Future action:**

- Review reports
- Discuss findings with food services
- Renegotiate contract

**3. I. Work with business managers to review product assortments, menus etc.**

**Goal:** Retool Bomber's menu to improve consistency, keep food costs low, and change up offerings to keep customers coming back

**Synopsis:**

- Food Ops team is reviewing menu items, by sales and ingredients
- Removing items that sell poorly, investigating why some items used to be popular and are now not to determine if it's a consistency issue
- Adding new menu items to keep things interesting
- Decreasing the amount of different ingredients that go into the whole menu to decrease food costs, wastage etc.
- Getting feedback from students and staff about options and service

**Future Action:**

- Review proposed new menu, try items
- Monitor sales into the Fall term, routinely get feedback from students

**3. J. Investigate diversity and sexual harassment training for all staff**

**Goal:** To create a comfortable and inclusive working environment for all staff and for our staff to be as sensitive and inclusive as possible to all students who walk through the office door

**Synopsis:**

- Investigating outside organizations that have or run diversity training modules and the cost of such
- Continually working with OHD as they begin to develop diversity focused training materials for on campus

**Future Action:**

- Choose a vendor and determine cost

- Meet with OHD regularly to see how their training modules are coming along

### **3. K. Society Reimbursements**

**Goal:** Get societies their funds as soon as possible

**Synopsis:**

- Reviewing society financial data as quickly as possible to release funding
- Reminding them if they have not submitted the proper documentation

**Future Action:**

- Continue to meet with societies at the COPS level to explain what they need to submit and answer any questions
- Determine if any societies are adversely affected by the release of funds at the 6<sup>th</sup> week of the term
- Determine if it is feasible to front some money to each society at the very beginning of term

### **3. L. Expense/Reimbursement Policy**

**Goal:** Make eligible expense parameters more clear, the timelines in which documentation needs to be submitted and flesh out the corporate credit card agreement.

**Synopsis:**

- Our current expense policy defaults to the University's, but the VPAF has the ability to disallow expenses
- Occasional confusion over what is eligible and when documentation needs to be submitted by

**Future Action:**

- UW has just tightened up their policy to address most of these issues, so we will continue to default to this policy
- Working on a new credit card policy

### **3. M. Elections**

**Goal:** Run by-elections

**Synopsis:**

- Took over as CEO to run council by-election
- Confusion over Council Procedure 6 and how by-elections fit into that

**Future Action:**

- Write election committee report
- BPP to work on by-election procedure/integrate with 6 to be more clear

### **4.A. Day to day activities**

- HR matters with the Personnel Committee
- Monitoring expenses and payments and financial status
- Meetings with staff
- Assisting with fiscal year end as necessary

### **5. A. Feedback mechanism for businesses**

### **5. B. Society Audits**

### **5. C. Work to get Watcard meal plan into our businesses**

### **5. D. Assist with programming at satellite campuses**

### **5. E. Investigate diversity and equity conferences that would be useful**

- 5. F. Discuss sales/competition concerns from Turnkey at SLCMB**
- 5. G. Communications strategy and communications coordinator**
- 5. H. Review staff structures in organization and potential areas for manageable growth**
- 6. Appendix**