

SSC Meeting

September 30th, 2019– 6:30PM

Location: UCC 41



1. Call to Order

- a. Meeting called to order by Kennedy at 6:39pm

2. Roll Call

- a. Done via iClicker on OWL
 - i **Absent:** Maham Rehman, Caelan Mestinek, Hassan Ali (entered meeting at 8:05pm), Teodora Marginean, Viji Sugumar, Shanee Moran, Max Blair
 - ii **Absent without regrets:** Devanshi Shukla (entered meeting at 8:19pm), Ethan Urban, Bethany Adair, Niveda Balanathan
 - iii **Leaving early:** TJ Ayoub

3. Adoption of the Agenda

- a. Max/Junayd

4. Ratification of Minutes (Appendix I)

- a. Jacky/Erin (Max Blair)

5. Western Song

6. Land Recognition

7. Governance Announcements

- a. Speaker Kennedy informed council about proxies and regrets procedures.
- b. Informed council about iClicker attendance procedures.
- c. Speaker Kennedy gave breakdown of Robert's rules to council.

8. Member's Announcements

- a. No announcements

9. Council Business

- a. **Motion 1:** Neuroscience Department Representative Election
 - i Sean/Bryce
 - 1 Passed unanimously
 - ii After a 2 min presentation, and a question/answer period, **Georgia Nelson** was voted in as Neuroscience Department Representative
- b. **Motion 2:** Math Department Representative Election
 - i Jermiah/Caroline
 - 1 Passed unanimously
 - ii After a 2 min presentation, and a question/answer period, **Sebastian Castillo-Wharton** was voted in as Math Department Representative
- c. **Motion 3:** Changes to the Honoraria Policy and Committees (Appendix II and III)
 - i Speaker Kennedy discussed the changes proposed to the Honoraria
 - ii Victoria/Jacky
 - iii Changes
 - 1 Create mediator to avoid conflicts between executives and the honoraria committee.

- 2 Issues pertinent to execution and transparency of decisions will be fixed
 - 3 Will create fair and just method of allocation
 - iv Question Period
 - 1 Anonymity of committee is under threat because of democratic process but the clause prohibiting contact addresses this issue.
 - 2 To preserve anonymity the names in meeting minutes if requested will be redacted from the minutes provided.
 - 3 If honoraria are not given to executives, it is leftover in council funds.
 - v **Motion 3.1:** amend changes to reflect the roles of speaker as ex-officio
 - 1 Bahar/Angheliki
 - a Passed Unanimously
 - vi Discussion
 - 1 Councillor Femi speaking in favor of motion, supporting a rubric that would clarify the roles and clear guidelines of what the honoraria committee should be looking for.
 - 2 Senator Sharon suggested a meticulous and calculated approach and an end of year review.
 - vii **Motion 3.2:** table Motion 3 for October 21st meeting and to create a working committee to amend the changes, with speaker Kennedy serving as a chair for the committee.
 - 1 Bahar/Dhruv
 - a Representative Dhruv recommends a working committee to thoroughly discuss the changes.
 - b Passed unanimously
 - c Working committee members: Sean, Dhruv, Angheliki, Bahar, Femi, Rishika, Victoria, Triven and Max
 - d Passed unanimously – Motion tabled to October 21st
 - d. **Motion 4:** Addition and terms of the Science Student Group and Opportunity Funds Committee (Appendix IV)
 - a. **Motion 5:** Election of Two Council Members for the Science Student Donation Allocation Committee
 - a. Devanshi/Victoria
 - i. Passed Unanimously
10. **Executive Reports**
- a. **VP Communication**
 - i Headshot schedule will be posted soon to update photos on website.
 - ii Emphasised two-week deadline for promo requests.
 - iii New merch is being designed.
 - b. **VP Events**
 - i Received 140 applications.
 - ii Planning department representative events: TeA Party, and Space Day Movie Night
 - iii TA Social
 - 1 Board game night, TA social

- iv Space Day Movie Night
 - 1 Collaborating with Space Society of London and Institute for Earth & Space Exploration
 - v Exam Calendar – working with department chairs to create a list of all exams, to use that when deciding event dates.
- c. **President**
 - i New first year representatives had a transition meeting with previous first year representatives.
 - ii Student code of conduct successfully changed to restrict accidents at FOCO.
 - 1 Based on charges student get on said events they can get sanctions from the university.
 - iii Ontario Science Students' Association has made their first ever constitution.
- d. **VP Academics**
 - i VPA roundtable with all faculty academics
 - 1 USC is creating a CareerCentral website centralized for all faculties.
 - 2 Create flowchart with most FAQs.
 - 3 Live chat function.
 - ii BMSUE Committee Meeting
 - 1 15% rule – having 15% of your grade out by drop date is only applicable to 1000 and 2000 level courses.
 - 2 Students must submit course work within 24 hours after exemption period ends for the self-reported absences.
- e. **VP Finance**
 - i No updates
- 11. **Senate Reports**
 - a. No updates
- 12. **Commissioner Reports**
 - a. Charity Commissioner
 - i 10 people charity spotlights rolling out soon. Open call for anyone interested
- 13. **USC Report**
 - a. Discussing LGBTQ and students with disabilities paper.
 - b. Chose USC Clubs Governance Committee, OUSA Delegates, LGBTQ2+ committee, and WUSC councillor
 - c. Grants committee has an overhaul now with 8 members
 - d. SPO will be elected as an executive.
 - e. Student Experience committee is in conversation with four portfolios under the SPO.
- 14. **For Discussion**
 - a. None
- 15. **New Business**
 - a. No new business
- 16. **Adjournment**
 - a. Meeting adjourned at 10:05pm
 - i Adam/Triven

Motions

Motion 1: Neuroscience Department Representative Election

Let it be resolved, that council elect the 2019-2020 Neuroscience Department Representative.

MOVER/SECONDER

Motion 2: Mathematics Department Representative Election

Let it be resolved, that council elect the 2019-2020 Mathematics Department Representative.

MOVER/SECONDER

Motion 3: Changes to the Honoraria Policy and Committees

Whereas, there have been issues with the Honoraria committee in recent years regarding the execution and transparency of decisions;

Whereas, it is in the best interest of Science Students' Council to ensure a fair and just process of honoraria distribution that is critical of the work of the executive and council members;

Let it be resolved, that council approve the following changes to the *Executive Honoraria Committee, Council Honoraria Committee, Honoraria Policy and Honoraria Rubric*.

– V. Barroso, President/ **SECONDER**

Motion 4: Election of Three Council Members for the Science Student Group and Opportunity Funds Committee

Whereas, the Student Group Grants have previously been allocated by the Finance Committee,

Whereas, there is the need to devise a more thorough and accountable method for Student Group Grant Allocation,

Let it be resolved that, council approve these amendments to the Constitution of the Science Students' Council,
SHUKLA/Joseph

Motion 5: Election of Two Council Members for the Science Student Donation Allocation Committee

Whereas, students should have input in the allocation of their student donation fees,

Whereas, The Science Student Donation Allocation Committee is composed of The President, The Student Services Commissioner, The Vice-President Finance, Two Members of Council and the Dean of Science as per the Constitution of the Science Students' Council,

Let it be resolved, that council elect two members of council to the Science Student Donation Allocation Committee
SHUKLA/Joseph

Appendix I

SSC Meeting Minutes

September 15th, 2019– 6:30PM

Location: Natural Sciences Room 7



1. **Call to Order**
 - a. Meeting called to order by Kennedy at 6:44pm
2. **Roll Call**
 - a. Roll call done via iClicker on OWL
3. **Ratification of Minutes (Appendix 1)**
 - a. Rishika/Jermiah
4. **Adoption of the Agenda**
 - a. Victoria/Ethan
5. **Western Song**
6. **Land Recognition**
7. **Governance Announcements**
 - a. Attendance/ Office hours
 - i Done through iClicker moving forward
 - b. Regrets/Proxies
 - i Centralized on OWL
8. **Council Business**
 - a. First Year Rep Elections
 - i Candidates given 1 minute each
 - ii Selected candidates: Asil, Shayli, Max, Katie and Dhruv
9. **Adjournment**
 - a. Adjourned at 12:54am
 - i Erin/Jacky

Appendix II

57. Executive Honoraria Committee

a. The Executive Honoraria Committee shall:

i. Be composed of:

1. Five (5) non-executive voting members of Council who are thus not eligible for executive honoraria.

2. The Speaker of Council and the Secretary

ii. Be selected by Council before April 1st;

1. Remain anonymous to the executive

iii. Use the guidance of a rubric that is approved by Council and formulated from the Constitution to evaluate the performances of executive members;

iv. Evaluate the performance of each member eligible for honoraria regarding:

1. Adherence to the SSC's "Roles and Responsibilities";

2. Initiative;

3. Any misconduct; and

4. Any other relevant criteria.

v. Approve honoraria allocations with a vote of at least 4/5 in favour of each honoraria;

vi. Submit the minutes of the Honoraria Committee meeting to the executive which;

1. Summarizes the decisions made

2. Includes the voting distribution for each decision

3. Redacts any identifying information of the voting members

vii. Use their discretion in the allocation of honoraria; and

viii. Be responsible for the administration of all Council Honoraria to executive members according to the Honoraria Policy.

58. Council Honoraria Committee

a. The Council Honoraria Committee shall:

i. Be composed of:

1. All executive members of Council.

- ii. Use the guidance of a rubric that is approved by Council and formulated from the Constitution to evaluate the performances of solely non-executive members; evaluate the performance of each member eligible for honoraria regarding:
 - 1. Adherence to the SSC's "Roles and Responsibilities";
 - 2. Initiative;
 - 3. Any misconduct; and
 - 4. Any other relevant criteria.
- iii. Select only two non-executive members for council to be awarded the honoraria;
- iv. Approve honoraria allocations for two non-executive members with a vote of at least 4/5 in favour of each honoraria;
- v. Use their discretion in the allocation of honoraria; and
- vi. Be responsible for the administration of Council Honoraria to the two (2) non-executive council members according to the Honoraria Policy.

Appendix VII: Honoraria Policy

66. Purpose

a. The Science Students' Council (SSC) recognizes that an important part of the student experience at Western University is student involvement, and that particular involvement opportunities may require greater responsibility than others. In recognition of this, executive members and two members-at-large of the SSC are eligible for an honorarium upon the completion of their term. The Honoraria Committee of the SSC will ensure that the distribution of honoraria is done in a fair and objective manner within the following framework.

67. Definition

1. Honorarium: a fee paid for a normally free service

- i. *Honorarium* comes from the latin word *honorary* for "gift". An honorarium is a gift of a small amount of money and is meant as a "thank you" rather than a paycheck;
- ii. Honorarium is not intended to reflect what the person's time is truly worth, rather is a token of thanks and a gesture of respect which reflects one's efforts in their role.

68. Honoraria Amounts

- a. The following members of the Science Students' Council are eligible for honoraria, up to the following maximum amounts:
 - i. Executive Committee:
 - 1. President: \$1,000;
 - 2. Each Vice-President: \$800.
 - ii. Two (2) Additional Members of Council:
 - 1. Each Council Member: \$500.

69. Criteria for Eligibility

- a. Honoraria are available for two (2) non-executive members of Council who:
 - i. Have exceeded the expectations and requirements of their position.

70. Process

- a. The Science Students' Council shall be responsible for approving the total funds budgeted by honoraria; this shall be done as part of the annual budget process;
- b. The Honoraria Committee shall:
 - i. Be composed of five (5) voting members of Council, **Speaker and Secretary.**
 - ii. **Conduct all correspondence through the Speaker. No members of the committee should be contacted directly by the executive.**
 - ii. Be selected by Council ~~after honoraria applications have been submitted;~~
 - iii. Not be composed of any members who are eligible ~~or have applied~~ for honoraria;
 - iv. Use the guidance of a rubric that is approved by Council and formulated from the Constitution;
 - v. Evaluate the performance of each member eligible for honoraria regarding:
 - 1. Adherence to the SSC's "Roles and Responsibilities";
 - 2. Initiative;
 - 3. Any misconduct; and
 - 4. Any other relevant criteria.
 - vi. Approve allocations by a vote of at least 4/5 members in favour for each honorarium; and
 - vii. Use their discretion in the value and allocation of honoraria.

71. Disbursement

- a. The decisions of the Honoraria Committee are final and are not subject to appeal;
- b. The decisions of the Honoraria Committee shall be made accessible to all constituents of the SSC, as is becoming of any public organization. **This will be done through a report which;**
 - i. **Summarizes the decisions made;**
 - ii. **Includes the voting distribution for each decision;**
 - iii. **Redacts any identifying information of the voting members;**
- c. The outgoing Vice-President Finance will disburse honoraria to eligible members as per the direction of the Honoraria Committee; and
- d. Honorarium payments shall be received no later than May 15th of the academic year.

Appendix III

Honoraria Allocation Rubric

The Science Students' Council (SSC) recognizes that an important part of the student experience at Western University is student involvement, and that particular involvement opportunities may require greater responsibility than others. In recognition of this, executive members and two members-at-large of the SSC are eligible for an honorarium upon the completion of their term. Honoraria is allocated by the Honoraria Committee.

ELIGIBILITY

For executive members of Council:

- The PRESIDENT is eligible for an honorarium of \$1000
- The VICE PRESIDENTS are eligible for honoraria of \$800 each
- Executive honoraria are subject to deductions at the discretion of the Executive Honoraria Committee, dependent on ~~the parameters outlined in the *Honoraria Policy*. a failure to meet the expectations of Council-~~

For non-executive members of Council:

- Two (2) members of Council are eligible for an honorarium of \$500; awarding is based on having exceeded the expectations and requirements of their position on Council **as well as any additional parameters outlined in the *Honoraria Policy*.**

Metric	Description	Y/N	Scale
Adherence to "Roles & Responsibilities"	The Councillor has adhered to their roles and responsibilities as outlined in the section of Appendix II corresponding to their position.		1 2 3 4 5
Initiative	The Councillor has taken significant initiative beyond the scope of their role to enhance the ability and impact of the SSC		1 2 3 4 5

Conduct	The Councillor has conducted themselves in a manner that is professional and responsible		1	2	3	4	5
Other Notes							

The scale is meant to be used as a way to gauge the magnitude of committee member opinions. If all members have voted “Yes” to a metric, it is not necessary to discuss the scale further.

Appendix IV

Appendix IV: Standing Committees of Council

60. The Science Student Group and Opportunity Funds Committee

a. The Student Group and Opportunity Funds committee shall:

i. Be composed of;

1. The President, as chair;
2. The Vice-President Finance, as vice-chair;
3. Three (3) members of council;
4. A representative from the Office of the Dean;
5. The Student Services Commissioner, *Ex-Officio*, Non-Voting

ii. Be responsible for providing grants to individual students, student groups, and student clubs for initiatives and programming including but not limited to;

1. Academic conferences;
2. Exchange programs;
3. Speaker fees;
4. Logistical costs for student events, and;
5. Extracurricular course fees.

iii. Allocate a maximum of \$12,000 annually. The Faculty of Science and the Science Students' Council contributing an annual fixed amount of \$6,000 respectively.

iv. Review applications and allocate funds no later than one (1) month after the commencement of the application period

b. The signing officers for the committee will be the President and Vice-President Finance.

c. All funds will be distributed on a reimbursement basis to the students and student groups upon their presentation of a receipt or invoice.

