Oversight July Report
July 19th, 2015

Viet Vu
Chair, Oversight Committee
**Introduction & Purpose**

This Oversight July Report outlines activities that were undertaken by the Oversight Committee during the month of July, especially focusing on the Executive Goals that will be submitted for Council’s approval. In addition, it will also address several different policies and procedures that were adopted by the Committee as well as any other relevant information.

Any question regarding this report should be directed to oversight@ams.ubc.ca

**Committee Membership & Interview Team Composition**

**Committee membership (valid for Summer 2015, updated in September 2015.)**

1. **Viet Vu**: Chair of Oversight, AMS Councilor from Economics.
2. **Ian Sapollnik**: Vice Chair of Oversight, AMS Councilor from Arts.
3. **Benj Israel**: Chair of Legislative Procedures Committee, AMS Councilor from Law.
4. **Alan Ehrenholz**: Chair of Student Life and Communications Committee, AMS Councilor from Engineering.
5. **Samantha So**: Chair of Education Committee, AMS Councilor from Science.
6. **Robin Asgari**: Chair of University and External Relations Committee, AMS Councilor from Arts.

**Interview teams (valid for Summer 2015, updating in September 2015.)**

<table>
<thead>
<tr>
<th>Office</th>
<th>Executive</th>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Aaron Bailey</td>
<td>Viet Vu &amp; Ian Sapollnik</td>
</tr>
<tr>
<td>Vice President, Academics and University Affairs</td>
<td>Jenna Omassi</td>
<td>Viet Vu &amp; Alan Ehrenholz</td>
</tr>
<tr>
<td>Vice President, Finance</td>
<td>Mateusz Miadlikowski</td>
<td>Viet Vu &amp; Samantha So</td>
</tr>
<tr>
<td>Vice President, External</td>
<td>Jude Crasta</td>
<td>Viet Vu &amp; Robin Asgari</td>
</tr>
<tr>
<td>Vice President, Administration</td>
<td>Ava Nasiri</td>
<td>Viet Vu &amp; Benjamin Israel</td>
</tr>
</tbody>
</table>

**Goal Setting meetings**

During the month of June, meetings with all Executives took place to aid them in their goal setting process. In those meetings, feedbacks, concerns and questions regarding the overall PAI procedures were discussed as well. After concerns and questions regarding the PAI process was raised, the Interview team worked with the Executive to address those concerns. Concerns were often from the unique nature and the environment of their individual offices. This resulted in 2 major amendments to the PAI process for 2 executives, as well as a draft for a policy guide for the Committee to follow.
After these concerns were addressed, we focused on helping the executives develop their ideas for their goals. We acted in the role of facilitators, helping executive structure their ideas where required. Prior to the meeting happening, we sent executives a set of 11 questions to guide the discussion. These questions are available within the appendix of this document.

Then, after we believe satisfactory progress was made in developing the goal ideas, the Interview team and the executive set out a date by which the goals should be submitted to the teams. As of the time of writing, goals from 3 executives are available and 2 that is currently still withstanding.

The first outstanding executive goals are those of the Vice President, External. We believe that his goals are well articulated; however, due to the lack of concrete direction given to the executive by the Oversight Chair, the VP External was not able to provide sufficient details regarding those goals for the Oversight Committee to recommend it to Council. For this case, we believe that VP External participated in the goal setting process adequately and thus doesn’t affect his PAI. The delay was due to the Oversight Chair. A meeting already took place with the Vice President, External to follow up on his goals and the goals are on track to be submitted for the August 19th meeting.

The second outstanding executive goals are those of the Vice President, Administration. After our initial interview meeting, the executive and the interview team set out a deadline for the goals to be submitted (July 8th, before she left for holiday.) Two additional communications were sent out before the executive left for holiday reminding her of the deadline, as well as offering her any assistance she needs. One final communication was sent on July 19th to request the submission of the goals before Oversight meeting took place on July 22nd, 2015. We believe that we have adequately done our due diligence in attempting to obtain this executive’s goal and decided that this outcome will affect her PAI. The Committee was able to establish contact with the executive and is trying to clear up facts surrounding this issue. The goals are on track to be submitted for the August 19th meeting.

Overall, we believe that the approved goals are satisfactory given what we have asked of them. However, it should be noted that there are many room for improvements in the criteria that we set for setting goals. Chiefly, this includes taking into account the fact that many projects Executive works on are not directly in their control. Executives oftentimes act in a supporting and/or sponsoring roles that make the impact they have unclear in conventional goal setting and performance reporting standards. Other performance appraisal and goal setting processes such as Outcome Mapping may be more appropriate for the role of the executives.

It shall also be noted that even though the goals are sent to be approved by Council during this meeting, it does not mean that the goals will stay static. The goals will most likely be amended and updated as the term goes on to reflect the state of the society at that point. When Council looks at these goals, it should not be looking at it as a static document. It should rather look at it as a dynamic process that will improve in the future.

**Action Requested:** Council suspend Code section VI, Article 1(8)(g) to allow Oversight Committee to submit the goals for the VP External and VP Administration no later than the last Council meeting in August 2015 (August 19th.)
**Procedures Passed by the Committee**

Although Oversight Committee should set out clear procedures year to year to set expectations, it oftentimes has to amend those procedures to fit better within the context of the individual executives they work with. During the goal setting process, 2 such cases were raised by 2 executives and Oversight has taken appropriate actions to amend the procedures specifically for those individuals. The following section provides details on what those amendments were. In the Appendix, one will also find the specific policy document that was adopted.

**Vice President, Academics and University Affairs**

During the initial meeting with the Vice President, Academics and University Affairs, it came to light that all of the projects that this office can work on during the course of the year focused around the theme of engagement. This contrasted with our wish for the executive to set out several short-term goals that were different from the strategic direction (position statement) that we asked the executives to submit for their goal setting process.

As such, Oversight Committee decided that it will allow the Vice President Academics and University Affairs to not have to submit short term goals not related to the long term position statement. In addition, to ensure the executive’s goals were kept on the same caliber as of other executives, the VPAUA is required to submit more initiatives she can complete within this year that works toward effective student engagement.

**President**

During our initial Oversight interview, the President raised a concern to the interview team regarding the criteria by which his standing committee meetings were measured for PAI purposes. He iterated the wish to not be bound to only attend two standing committees and asked the interview team to explore other acceptable forms of evaluation. This stemmed from his belief (of which we agree with) that he would be much more effective with the ability to attend any Standing Committee meetings (and Commissions) rather than being bound by two for financial purposes. Binding PAI to two standing committees also create adverse incentive for the President to not attend other Committee meetings as it is not tied directly to their financial returns.

After discussion, we decided that we would require the President to choose 2 standing committees (LPC and SLCC) but allow the President to use meeting attendance of other standing committees that he chooses to attend during that week as a valid reason to miss LPC and SLCC meetings. Meetings for Commissions shall not be counted as other Executives are still required to attend their Commissions in addition to their Standing Committees (without any PAI attached to it.)

**Procedures for Missed Meetings**

Oversight Committee is drafting an internal guideline on how to assess the validity of missed meetings for executives. It deferred several obvious and straightforward reasons to the Chair’s discretion.
and decided to handle all others on a Committee basis. It also outlined several reasons that would not be acceptable to use as a valid reason.

**Conclusion**

This document serves as the Year-Start report of Oversight Committee. If any questions arise as a result of this report, please contact oversight@ams.ubc.ca for a response.
Appendix A – President’s Goals

1 Strategic Directions (Position Statements)

1.1 REUNITE THE AMS

The last comprehensive governance review of the AMS occurred in 1993, which led to the familiar organizational structure that we see today. This structure has served us exceptionally well over the course of the past two decades, culminating most prominently in our largest undertaking ever: the AMS Student Nest. However, with the rapidly changing dynamics of our campus community, expansion of AMS business and operations, and advent of novel communication channels, it is evident that a reexamining of the societal framework is overdue.

A blue-skies imagining of the AMS in fifteen years would be a comprehensive student-led organization whose activities are completely directed by its members. In particular, the AMS would be recognized and consulted as a respected stakeholder regarding any action or decisions made by UBC Administration or all levels of Canadian government affecting the lives of students. The AMS Student Nest would be a true home away from home, where students would seek to spend their time outside of classes socializing, eating, partying, studying, exercising, and being together. We would be the recognizable provider of all necessary student services on campus, and would have the resources necessary to expand or modify services at the whim of our membership. Our decision-making bodies would be horizontally organized, with all students aware and able to access the opportunity of contributing to the decisions made that direct the organization according to their unique interests and perspectives. We would be an incubator for students to discover their passions, develop their skills, and become better versions of themselves during their time at UBC. In doing so, both AMS Business & Operations, and the AMS Student Government would communicate openly and work together towards a unified vision of offering low-cost, fantastic products and services, the revenue from which would transparently and evidently benefit students in a direct way. Lastly, the AMS would be the body that successfully brings together all of the fantastic organizations, groups, and movements on campus that improve the lives of UBC students, raising their profile and making them easier to engage with for those who wish to do so.

- Complete the BuildAMS Governance Review

In my tenure, progress towards reaching the vision outlined above will consist of executing the BuildAMS governance review, a project that has been in the planning stages for a number of years. Following the completion of the external review, my intention is to have Council ratify a report outlining recommendations to the next Executive for implementation. The necessary steps and timelines for completion are as follows:
<table>
<thead>
<tr>
<th>Steps Taken</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redraft BuildAMS proposals</td>
<td>July 21\textsuperscript{st}, 2015</td>
</tr>
<tr>
<td>Council consultation</td>
<td>July 29\textsuperscript{th}, 2015</td>
</tr>
<tr>
<td>Council approval</td>
<td>August 19\textsuperscript{th}, 2015</td>
</tr>
<tr>
<td>Request for Proposal opens</td>
<td>August 20\textsuperscript{th}, 2015</td>
</tr>
<tr>
<td>Request for Proposal closes</td>
<td>August 31\textsuperscript{st}, 2015</td>
</tr>
<tr>
<td>Consulting contract approved by Council</td>
<td>September 9\textsuperscript{th}, 2015</td>
</tr>
<tr>
<td>Consultation and review period</td>
<td>September 2015 – February 2016, inclusive</td>
</tr>
<tr>
<td>Final report and recommendations drafted</td>
<td>March 2016</td>
</tr>
<tr>
<td>Recommendations approved by Council</td>
<td>April 2016</td>
</tr>
</tbody>
</table>

### 1.2 Fight for Fun

Since the beginning of my five years on campus, I have heard students bemoan a perceived lack of culture or engaging social activity happening during the school year. Whether there truly is a secret “war on fun” being waged at UBC, it is troubling that students struggle to find social outlets on a campus as beautiful and expansive as this. As such, my second position statement involves working to build a culture of fun on campus that directly improves the social lives of all AMS Members. My vision for the AMS’ role in this is to serve as a mentoring body that provides event organizers with the skills and resources they need to develop and implement quality programming across campus on a regular basis. The ideal AMS would use its size and infrastructure to focus efforts on expanding and improving our two bookend flagship events, Welcome Back BBQ and Block Party, while limiting overlap and competition with other on campus groups. We would help avoid event redundancy and fatigue by coordinating the scheduling of events on campus, ensuring that students have choices on all days of the week. In addition, the AMS would form a strong partnership with Varsity Athletics and Thunderbird Football that would create a focal point for community building and social programming that offers something to every member of our diverse community throughout the year, while demonstrating to UBC that our campus values the efforts of our athletes.
• Develop a SAC classification system for Student Social Enterprises in conjunction with the VP Administration and Operations offices

Currently the SAC classification system only provides benefits to student groups that follow the fairly rigid guidelines that define and distinguish clubs. These stipulations do not include non-profit and entrepreneurial student groups that provide benefit to campus, but are unable to operate within the current SAC policy framework. The Student Social Enterprise system would offer benefits to these groups to ensure they can maintain sustainability in offering value to the UBC student experience. The necessary steps and timelines for completion are as follows:

<table>
<thead>
<tr>
<th>Steps Taken</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft SSE Proposal</td>
<td>July 10th, 2015</td>
</tr>
<tr>
<td>Consult stakeholders on SSE proposal</td>
<td>July 31st, 2015</td>
</tr>
<tr>
<td>Draft SAC Policy Handbook amendments</td>
<td>August 31st, 2015</td>
</tr>
<tr>
<td>Approve SAC Policy amendments</td>
<td>September 15th, 2015</td>
</tr>
</tbody>
</table>

• Find a large-scale, sustainable home for Block Party

Block Party is far and beyond the largest and most recognized AMS Event. It is the only large-scale celebration of our entire campus community, and is arguably the one event that only the AMS is capable of hosting. However, due to construction on campus, the event currently only serves about 10% of the total student population, and does not do justice to the size and scope of our membership. My goal this year is to strive for a long-term home for Block Party at Thunderbird Stadium with an aim to host at least 10,000 students this year on the last day of classes.
<table>
<thead>
<tr>
<th>Steps Taken</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft agreement with UBC Facilities and Athletics for purchase and financing of Thunderbird Stadium field covering</td>
<td>August 31st, 2015</td>
</tr>
<tr>
<td>Develop financing proposal for covering</td>
<td>October 2015</td>
</tr>
<tr>
<td>Council approval of turf expenditure</td>
<td>January 2015</td>
</tr>
</tbody>
</table>

- **Establish a contractual partnership between Athletics, AMS Events, and the 13th Man Foundation for raising the profile of Varsity Athletics on campus**

UBC is home to a strong and successful varsity athletics program spanning numerous sports and benefiting a large number of student athletes. As noted above, however, our athletes go unrecognized due to poor marketing of sporting events and a lack of centrality for the varsity program. Starting with Thunderbird Football, the AMS will strive to bring athletics to the center of our social programming on campus to create a unifying atmosphere of fun and school spirit.

<table>
<thead>
<tr>
<th>Steps Taken</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Draft agreement between AMS Events and The 13th Man Foundation for programming at Football games</td>
<td>August 31st, 2015</td>
</tr>
<tr>
<td>• Work with Imagine UBC to organize Blue Wave</td>
<td></td>
</tr>
<tr>
<td>• Establish partnership between the Pit and Thunderbird Football for after game programming</td>
<td></td>
</tr>
</tbody>
</table>
2 Short term goals

• **IMPROVE COUNCIL EFFICIENCY**
  - Implement Consent Agendas within Agenda Committee – *July 2015*
  - Codify Project Consultation Process (PCP) – *August 2015*
  - Develop an effective system for Constituency, Executive, and Committee updates – *September 2015*
  - Hire, implement, and codify AMS Secretariat position – *September 2015*
  - Acquire and implement council boardroom software solution – *January 2015*

• **BEGIN FEE COLLECTION FOR AMS MICROBREWERY PROJECT**
  - Sign MOU with UBC Farm Centre – *July 2015*
  - Strike Farm Microbrewery Steering Committee (FMBSC) – *August 2015*
  - Acquire Executive 1&2 approval for project – *September 2015*
  - Develop Microbrewery operational model and acquire Council approval – *January 2016*
  - Draft, acquire Council approval, and sign on financing, partnership, and lease agreements with UBCPT, UBC Treasury, and others – *May 2016*
Appendix B – VPAUA’s Goals

1 STRATEGIC DIRECTION (POSITION STATEMENT)

• The vision for the VP Academic & University Affairs office this year is Student Engagement. This is overarching in that if we cannot effectively engage students in university decisions, we cannot properly advocate on their behalf. The goals that follow all tie into the idea of engagement, in that without proper engagement of students, the work of this office cannot be done.

  o June-August 2015

  o The AMS and the UBC Administration have struggled to engage the right groups in consultation in the past, especially last year. The VP Academic & University Affairs office will work throughout the summer to engage students in how they would like to be involved and engaged, to ensure a more equitable practice of student involvement in large university conversations

  o Sub-goals

    • Involve students more generally, with a target of 250 engaged, without surveying or using traditional methods of communications with our constituents

    • Develop ‘best practices’ for engagement with students for use by the AMS, student groups based in advocacy, the UBC Administration and other groups on campus

2 INITIATIVES TOWARD STRATEGIC DIRECTION

• TUITION CONSULTATION

• International Undergraduate Tuition Increases 2015/2016

  o June 2015- January 2016

  o Pursuant to the Board of Governors resolution passed on June 9, 2015, UBC will be seeing programs review their tuition for undergraduate international students, looking to raise tuition to solve budget constraints currently being experienced

  o Sub-goals

    • Create a process to navigate the program by program reviews

    • Support undergraduate societies, the ISA, Dean’s Offices and the UBC Administration to navigate this process

    • Ensure that consultation/involvement measures determined in the summer are used in September to properly engage students
• **UNDERGRADUATE RESEARCH OPPORTUNITIES**
  
  • Provost office initiatives
    
    o July 2015
    
    o The Provost office was tasked by Senate to engage in programming and consolidation of many efforts in terms of undergraduate research, with their work being able to inform our own project
    
    o Sub-goals
      
      • Contact the Provost’s office for information on where the initiative is at
      
      • Develop partnership with initiatives happening in the provosts office
    
  • Consolidation of campus initiatives
    
    o July 2015
    
    o Undergraduate research involvement opportunities exist on campus, especially amongst student groups, but have not been consolidated yet by any main body.
    
    o Sub-goals
      
      • Develop list of all student initiated research opportunities
      
      • Develop list of other campus undergraduate research opportunities on campus
  
  • Platform for student access
    
    o August 2015
    
    o Beyond just a consolidated list, there lacks a centralized place for students to look into possible undergraduate research that they can engage in, or creative ways to do so. Developing a platform, through already existing communications channels, could provide ease of access to students looking for research experience.
    
    o Sub-goals
      
      • Work with communications to develop a platform
      
      • Ensure that this platform is updated when new information is found
  
• **ACCESSIBILITY & AFFORDABILITY**
  
  • Open Educational Resources (OERs)
    
    o Open Access and Open Education are gaining recognition and momentum in the international scholastic community, and the VP Academic & University Affairs office is
partnering with UBC units and BC Campus in order to bring a focus on OERs and Open Textbooks on the UBC campus.

- **May-August 2015 Sub-goals**
  - Produce report on landscape at UBC and beyond, with a look to actions for this year
  - Attend the Open Textbook Summit and prepare presentation for the Open Education Conference
  - Bring together UBC campus stakeholders to develop steps forward for advocacy, as well as with BC Campus and external supports for open access
  - Bring issue of OERs to SUDS, working to ensure that OERs become an important part of accessibility and affordability around the country

- **August-April 2015 Sub-goals**
  - Implement and execute advocacy campaigns for Open Textbooks/OERs
  - Work with the Senate Library Committee to push for discussions surrounding open source material
  - Continue working with CTLT to implement professional development surrounding open access to faculty
  - Work with BC Campus and faculty/staff from other universities

- **Accessibility & Affordability Policies**
  - **June 2015**
    - Previously the University & External Relations Committee has tried to develop a tuition policy to respond to the referendum question surrounding tuition passed in 2014. However, this policy did not consider the large context of affordability and accessibility, including housing costs, educational resources and barriers in service in the university. This set of policies, on for the VP Academic & University Affairs Office and one for the VP External’s office, place tuition in the larger context of accessibility and affordability.

    - **Sub-goals**
      - Creation of policies, with a focus on the University policy
      - Implementation of policy in the VP Academic & University Affairs office, focusing on all efforts relating to affordability & accessibility, not just tuition

- **Exam Prep Database (EPD)**
  - **May 2015-April 2016**
The EPD was funded by a TLEF grant a number of years ago and went through Senate, gaining approval for next steps. Now that it has finally been finished and had a few initial users, the VP Academic & University Affairs office will begin to push for adoption of the resource and uploading of content by faculty. This resource contributes to the overall goal of affordability and accessibility in leveling the playing field for all students, whereas current resources for exam preparation favor those who can afford online databases.

Sub-goals

- Present to Senate about the EPD
- Find faculty champions in a number of departments across faculties to use the database, through faculty group meetings and strategic follow-up
- Create awareness amongst students about this resource

**Campus Safety**

- Sexual Assault Policy at UBC
  - May 2015-April 2016
  - Following the series of sexual assaults on the UBC campus in 2013, as well as calls from many groups for a more robust policy surrounding campus safety and sexual assault, UBC is looking to either develop a stand-alone sexual assault policy or incorporate it properly into current non-academic misconduct.

Sub-goals

- Work with UBC to represent the student voice in discussions surrounding a sexual assault policy
- Work with the SASC to develop internal AMS policy, to be in line with work being done at UBC
- Stay actively engaged in discussions about Campus Safety, including the Campus Safety Working Group and the Policy Committee on Safety & Security Cameras
- Continue to work with the SASC and AMS Student Services on a Safe Party Plan and a COR

- Consent Campaigns

  June-August 2015

  Though the SASC currently has a consent campaign called, “Got Consent?” it has not been effective in mobilizing students to learn about consent without boundaries or judgment. The VP Academic & University Affairs office has developed a need to work with the SASC in order to ensure that their consent campaigning is approachable and can be engaging for those...
students not already involved in the conversation surrounding consent, especially in the first six weeks of their time at UBC.

Sub-goals

Work with the SASC to re-vamp their consent campaign

Advocate for consent to be a feature of orientation activities, especially the Imagine Day Pep Rally

Work to facilitate support for the campaign and integration into club and constituency programming

• **Academic Experience Survey**

Timely Data Release and Report

June 2015

Last year, due to many factors, the release of the report and information about the 2014 Academic Experience Survey took very long to be released. Having worked with Insights West on the survey this year, data should be released mid-June with a report finished at the end of June.

Sub-goals

Have data released for specific question requests in mid-June

Timely report to be finished by the end of June, with tailored reports to be prepared by mid-July

Ensure that recommendations from past years are looked over and that new recommendations hold clear steps forward

• Revamp of questions and constituency supplement

  o October 2015-January 2016

  o The AES has remained largely the same in questions for the last few years, without intentionality to questions asked and tracking trends over time. In using the services of Insights West, the VP academic & University Affairs office now has the ability to track questions over time and be more intentional about the length and use of the survey.

  o Sub-goals

    ▪ Reduce the number of questions for the 2016 survey to under 100 questions, working with Insights West to be intentional about question selection

    ▪ Work with constituencies to support the development of their questions, ensuring intentional questions and outcomes
- Review outcomes of survey to ensure selection of questions fits with the values of the survey
Appendix C – VPF’s Goals

1 Strategic Direction (Position Statement):

Overhaul the AMS’ financial systems, structure, and procedures to ensure that the Society is serving its members, clubs and constituencies in an efficient, accountable, sustainable and transparent manner.

1.1 Bringing the AMS’ financial procedures and internal structure into the 21st century

- Implementation of new software included but not limited to:
  - Contracts signing software
  - Authorization procedures for new treasurers- OrgSync
  - Expense management Software- Ariett
  - Budget submission procedures
  - Credit Cards for clubs, constituencies, and departments
  - Online waiver forms
  - E-Commerce system
  - Online transfers of funds to individuals and companies
  - Squares- credit card sales
- Research of the products available on the market
- Adjustment of the products selected to fit the AMS’ needs
- Training of Staff and Treasurers
- Policies surrounding new procedures

1.2 Financial Aid for International Students

- Work with GSS/UBC/ VP Academic in order to implement proper financial aid services to International Students
- Review of the AMS’ donations to UBC for the purpose of Bursary
- Negotiation with UBC with regards to improvements to the system

1.3 Brewery- Executive approval- all stages / preparation for BOG approval

- Location selected
- Finalized business plan
- External partnership- research and finalized partnership agreement
- Financial agreement with UBC- collection of student fees September 2016

1.4 Sustainability
- Development of new guidelines and criteria for the fund
- Review of lighter footprint strategy
- Waste management- utilization of available data and creation of report
  - Recommendations for the Society is submitted

1.5 Collective agreement
- Signed collective agreement

1.6 Health and Dental Plan changes
- Research regarding the best options
- Successful referendum adjusting the plan and fees

2 Short term Goals:

2.1 Creation of a Long Term Financial Plan
- Creation and implementation of the long term financial plan.
- Includes: Future planning and budgeting in order to ensure Society’s financial stability in the long run.
  - Policies such as allocation of surpluses and deficits, expansion of departments, increases of budgetary needs, policies around investments, business contribution allocation and execution, salaries and hiring- effect on the budget, student fee referendums, existing funds, capital expenditures and needs (depreciation of current assets),
  - Review of code and bylaws; current practices and past procedures
  - Consultation and surveys: constituencies, clubs, councilors, permanent staff, members of the society
  - Estimations of future revenues and accumulation of funds in reserves.
  - Evaluation of need for fee restructuring through referendum.

2.2 Fees: optimizing the opt in/ opt out/ subsidy allocation process
- Work with VP external to develop new guidelines for UPass subsidy allocations
- Streamline the process of opt-out from AMS fees
- Opt- in process- clear and efficient process- research and implementation of new software
- Creation of fee matrix and FAQ in order to increase awareness among students
2.3 Revamp the internal operations of the office of Vice President of Finance

- Restructure the workflows of the office by changing the workflow and reporting system
- Creation of new positions
- Creation and adjustment of procedures and processes
- Team meetings on bi-weekly basis
- Support staff’s professional development through independent work
- Creation of timelines, goals and ongoing duties for each position
Appendix D – Goal Procedures for VPAUA

Goal Format for the Vice President Academic and University Affairs (Jenna Omassi), 2015-2016
Viet Vu & Alan Ehrenholz

Background
On the year-start report of Oversight Committee, the Committee set out a goal setting framework that included one to two long term strategic direction and two to three preferably unrelated short term projects for each executives to follow. After the initial Oversight interview with the Vice President Academics and University Affairs, the Executive and the Interview reached a conclusion that the goal set out as prescribed in the Year Start report is not sufficient.

Constraints
This year, all the project that the VP Academics and University Affairs are working towards surround the theme of effective engagement. As such, it balances two constraints. The first being the lack of clearly distinguishable short term project not related to the theme of effective engagement. The second being the need to come up with concrete short term projects for the Executive to complete.

Proposal
The Interview team propose that the Oversight Committee allow the VPA&UA this year to have one large strategic theme of developing effective engagement (see the goals attached) and within that main strategic theme, identify several concrete projects that they can work on in 2015-2016. This will include projects that can be completed this year. The complexity of the projects, as well as the number of projects will be larger than other executives (in their strategic direction portion) to account for lack of short term goals.
Appendix E – Standing Committee Procedures for President

Procedures for Standing Committee Meeting Attendance for the President (Aaron Bailey), 2015-2016
Viet Vu & Ian Sapollnik

Background
As prescribed by code, the President is to choose 2 standing committees that they have to regularly attend to be evaluated for the meeting attendance portion of PAI evaluations. After the initial Oversight interview with the President, it was decided that there is more value for the President to have flexibility in attending the most relevant standing committee at a specific time period, rather than tying them to two standing committees.

Constraints
The proposed recommendations balance 3 factors. The first being Aaron’s wishes and meeting effectiveness (to have the flexibility to attend all 4 meetings), Administrative Easiness (how easy it is for Oversight to keep track of the meetings and the procedure as set out), and Accountability (how to make sure the President is still kept accountable for the number of meetings he is required to attend.)

Proposal
There are 4 options proposed, with option 2 as the recommended option.

Option 1 – Follow code closely
In this option, we will require Aaron to follow code pragmatically and ask him to identify two standing committee meetings that he has to attend and not allow him flexibility in attending the standing committee meeting that he wants. From the initial interview, he has indicated LPC and SLCC as those committees.

Option 2 (Recommended) – Allowance for missed standing committee meetings
In this option, Aaron will choose two standing committees (LPC and SLCC.) However, for each LPC and SLCC meeting that happens, Aaron can use attendance at other standing committees that happen at the earliest one week before the LPC or the SLCC meeting and at the latest one week after the LPC or the SLCC meeting as a valid excuse for meeting that specific LPC or SLCC meeting.

Option 3 – banking of meetings
In this option, we will mandate Aaron to attend at least one standing committee meetings per week. But if he misses a week’s meeting for some reason, Aaron will be able to bank that meeting for a period of up to 2 weeks after.

Option 4 – Half of standing committees’ meetings
In this option, Aaron will be required to meet with at least half of the standing committee meeting that is scheduled during a 2 weeks period.
### Appendix E.1 – Relative analysis of the 4 options (High-5; Medium-3; Low-1)

<table>
<thead>
<tr>
<th>Option</th>
<th>Aaron's Wishes</th>
<th>Administrative Easiness</th>
<th>Accountability</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: Not let him do it</td>
<td>Low</td>
<td>High</td>
<td>High</td>
<td>11</td>
</tr>
<tr>
<td>Option 2: Excuse from standing committees</td>
<td>Medium</td>
<td>Medium-High</td>
<td>High</td>
<td>12</td>
</tr>
<tr>
<td>Option 3: Timelimit on missed meetings</td>
<td>High</td>
<td>Medium</td>
<td>Medium-High</td>
<td>12</td>
</tr>
<tr>
<td>Option 4: Half met standing meetings</td>
<td>High</td>
<td>Low</td>
<td>Medium</td>
<td>9</td>
</tr>
</tbody>
</table>