

UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'

MINUTES FOR MEETING # 3 – FALL 2014

Date: October 29th, 2014

Location: CPH 3607

Speaker: David Birnbaum

Secretary: Michal Kononenko

Attendees:

Cohort	Status	Cohort	Status
1A Biomed	PV	2B Geo	A
1A Civil	A	2B Mech	PV
1A Chemical	PV	2B Tron	PV
1A ECE 1	PV	2B Systems	PV
1A ECE 2	A	3B Civil	PV
1A ECE 3	A	3B Chemical	PV
1A Enviro/Geo	A	3B ECE	PV
1A Management	PV	3B Management	A
1A Mech 4-stream	PV	3B Mech	PV
1A Mech 8-stream	PV	3B Nano	A
1A Tron 4-stream	A	3B Software	PV
1A Tron 8-stream	A	4A Chemical	PV
1A Nano	PV	4A Enviro	PV
1A Software	PV	4A Geo	A
1A Systems	A	4A Mech	PV
2A Civil	PV	4A Tron	PV
2A Chemical	A	4A Nano	PV
2A ECE	PV	4A Systems	A
2A Management	PV	<i>President</i>	PV
2A Mech	PV	<i>VPP</i>	PV
2A Nano	PV	<i>VPI</i>	PV
2A Software	A	<i>VPX</i>	PV
2B Chemical	PV	<i>VP Ed</i>	PV
2B ECE 1	PV	<i>Off-term president</i>	PV
2B ECE 2	A	Total Votes	35/50
2B Enviro	A	Quorum Established	True

Legend:

Present	P
Present and Voting	PV
Absent	A

Total Votes Available: 50

Total Votes Present: 35

Beginning of Engenda Items

1. Welcome/Call to Order

1.1. Welcome/ Call to Order

- Meeting called to order at 5:45 pm
- Quorum established at 35 votes present

2. [I] Waterloo Works Presentation

2.1. Waterloo Works Presentation

- *Speaking:* Stephanie from CECA
 - Waterloo Works is the job information system that is slated to replace JobMine.
 - This system will also integrate other CECA services such as mock interview and resume critique booking into the system
 - This system was purchased from ORBIS communications. This means that we have limited customization options. We can influence the design, but we cannot dictate it.
 - The application process will be the same as JobMine with the following exceptions
 - One free “no-rank” will be allowed per term, allowing you to not rank a job, and remove yourself from consideration of the job
 - A code of conduct will be posted every school term, requiring user agreement in order to use Waterloo Works
 - Job postings on Waterloo Works will give an optional field for the employer to list “compensation and benefits information.” This will be a text field allowing the employer to state any relevant facts about compensation.
 - Functionality will be added for students to rate their work term, and provide reviews. The particulars of this have not yet been ironed out, and all reviews will be read by CECA prior to being published
 - Slides from the presentation are available at the CECA facebook page
 - A “not-interested” list of jobs will be available on Waterloo Works as well. This will allow you to keep a list of jobs that you’ve already seen
 - Users will also get unlimited file uploads
 - The implementation of Waterloo Works has proceeded as follows
 - A first pilot program ran with architecture last year, listing jobs for soon-to-be graduates
 - For training, CECA gave the architecture students a hands-on demo, and provided documentation and on-site help
 - The students gave highly positive feedback on the system
 - Pilot 2 was run again with architecture over the Fall term, this time running job hunting functionality over the entire program.

- Video presentations and site documentation was provided instead of on-site demonstrations.
- These videos are available on YouTube as well as the CECA Facebook group
- Moving forward, the project will be implemented as follows
 - Next term, JobMine will be switched off for architecture students, and to non-recruiting students (that is, all students not enrolled in co-op or graduating and looking for jobs)
 - The full launch of Waterloo Works is scheduled for Spring 2015
 - Rate my work term will be launched in Spring 2015
 - CECA Service integration will be fully launched in Fall 2015
- *Point of clarification:* Will the timelines for the application process be the same for Waterloo Works as they were for JobMine?
 - Yes
- *Point of clarification:* Will it be possible to view your ranking from the employer while you are ranking your jobs?
 - No
- *Point of clarification:* For the rate my work term feature, will the comments be screened, and will the employer see the reviews that students post?
 - Posts will be screened by CECA prior to being uploaded
- *Point of clarification:* Will rate my work term be available to everyone?
 - Yes
- *Point of clarification:* How specific will the compensation and benefits information be from the employer? Can the employer simply write “competitive” in the salary field?
 - The salary field is a plain text field, so theoretically, the employer will be able to do this.
 - However, jobs are checked by CECA prior to being posted, so outright fraud will be kept low.
- *Point of clarification:* Employers often offer different pay rates depending on experience and work term length. How will this information be captured in Waterloo Works?
 - Employers will be able to write that salary is based on experience
- *Point of clarification:* Is CECA confident that all the bugs will be sorted out by the Spring 2015 launch?
 - CECA is confident in the vendor’s capability to deliver a reliable system, and is confident that the testing regimen will have ironed out all bugs
- *Point of clarification:* What will be the fate of the 50 application limit in first and second round?
 - CECA has been including stakeholders in its analysis of such a limit, and has a framework for discussing the issue, but adding the limit will result in an additional cost for the system, and the architecture pilot program data on the efficacy of the limit has been inconclusive

- *Point of clarification:* Will the feedback be graded on a scale from 1 – 10?
 - This remains to be determined
- Waterloo Works demonstration days are on November 5th from 11:30 – 1:30, and on November 10th from 11:30 – 1:30

3. [D] Approval of Engenda

3.1. Approval of Engenda

- *Motion:* Approve the Engenda for Meeting #3
 - *Mover:* Nano 2018
 - *Second:* ECE 2018
 - *Motion:* Amend Engenda to add section 6.5, CFO Update
 - *Mover:* President A
 - *Second:* Tron 2019
 - *Result:* Motion passes unopposed
- *Result:* Motion passes unopposed

4. [D] Approval of Minutes

4.1. Approval of Minutes

- *Motion:* Approve the minutes for Meeting #2, Fall 2014
 - *Mover:* Chem 2015
 - *Second:* VP Education
- *Result:* Motion passes unopposed

5. New Business

5.1. [D] Sponsorship Allocations – Kevin McNamara (vpfinance.a@engsoc.uwaterloo.ca)

- *Speaking:* Kevin McNamara
 - The sponsorship committee met last Sunday, and the meeting went well
 - The sponsorship budget consisted of \$9597.06
 - Most teams got something that they asked for if not everything in their proposal
 - The following is a list of items that EngSoc DID NOT fund
 - Engineers in Medicine: No budget for food was provided due to previous precedents established by the sponsorship committee
 - Baja Racing Team: No funding for printer cartridges or toner was provided due to previous precedents established by the sponsorship committee
 - Hybrid racing team: Did not receive silkscreens for logo
 - Eco Marathon team submitted their entire budget as a proposal, which got whittled down to 2 items and partial funding for a third
 - UWAFST did not get funding for computer upgrades as they were not specific about the upgrades that they wanted to perform
 - UW Micro Areal Vehicles asked for travel expenses, but due to previously established precedents, the travel expenses were not funded

- *Motion:* Approve the expenses for the sponsorship committee as listed
 - *Mover:* VP Finance
 - *Seconder:* Bio 2019
- *Result:* Motion passes unopposed

5.2. [D] Society Agreement – Appendix B – Leila Meema-Coleman

(president.a@engsoc.uwaterloo.ca)

- *Speaking:* President A
 - We operate as a society, but all our liability insurance, fees, and corporate liability comes from FedS
 - As a result, FedS and EngSoc formed agreements that state the power of EngSoc. This agreement is up for renewal.
 - The president designed a new agreement and submitted it to the committee of presidents (COPS) for approval.
 - The plan was to pass an agreement solely between FedS and EngSoc, but the current plan mandates that FedS sign an agreement with all societies, with Engineering-Specific appendices
 - It would be infeasible to provide a final agreement to be read to council prior to signing. Therefore, the president is seeking permission from council to propose changes to the societies agreement, and sign an agreement with the same spirit as that of the one presented at council
 - Changes to the societies agreement include the following
 - Updated, correct name of EngSoc will be placed on agreement
 - Removal of requirement for FedS to approve existence of EngSoc in order for EngSoc to exist
 - Mandating COPS meetings at least once per term
 - Increasing reserve currency limit to a year
 - Adding a fee structure where 40% of fees due to EngSoc by FedS comes in once EngSoc submits a budget, with the remaining 60% coming in once FedS receives the fees
 - The budget package that each society submits to FedS will now include a series of standard items, rather than vague criteria of an “acceptable” package
 - Society audits must have 30 days of advance notice, rather than 14 days
 - Changing language from “comply with” to “work with to maintain,” in order to reflect relationship between FedS and EngSoc working together
 - If we run an unapproved event, FedS has the authority to suspend events
 - Removing vague criteria for FedS to approve an event, other than if the event is illegal or harmful to people
 - The appeal process has also been modified, allowing societies to appeal a decision to run events that FedS does not want to run, at the COPS meeting
 - FedS will no longer be allowed to represent Engineering students exclusively as a group without EngSoc permission

- The societies agreement will also need to be renewed every 2 years
- Any changes to the societies agreement will now require a majority vote instead of a unanimous vote, and will then need to be approved by the Feds Board of Directors
- Appendices in the societies agreement are more binding than the body of the agreement, but each appendix will only apply to specific societies.
- If FedS breaks the agreement, then the agreement will be terminated
- The following appendices will apply to EngSoc
 - FedS will now recognize A Soc and B Soc
 - In the event of an EngSoc collapse, the Dean of Engineering will be involved
 - If EngSoc collapses, FedS will be unable to use reserve funding allocated to EngSoc until EngSoc reconstitutes
 - FedS will recognize the employment and necessity of a full-time business manager by EngSoc
- *Reading of the motion*
- *Motion:* We have friends ... (Appendix B)
 - *Mover:* President A
 - *Seconder:* Chem 2017
 - *Point of clarification:* Will a final copy of the societies agreement be available for review?
 - A copy will be available on the EngSoc website
 - *Point of clarification:* What happens if this motion passes, but FedS rejects changes to the societies agreement?
 - If FedS rejects the agreement, then there will be no new societies agreement
 - *Point of clarification:* What happens if the council feels that the signed agreement is not in the spirit of the one for which permission was given
 - Whether the agreement is in the same interest or not is up to council to enforce
- *Result:* Motion passes unopposed

6. Business Arising from the Minutes

6.1. [D] Reduce Executive Vote – Appendix A Leila Meema-Coleman (president.a@engsoc.uwaterloo.ca)

- *Reading of the Motion by Chair*
- *Motion:* One team, one Vote! (Appendix A)
 - *Mover:* President A
 - *Seconder:* VP Internal
 - *Speaking to motion:* President A
 - Given that EngSoc executives typically share a solidarity of opinion, and that their votes can hold a significant portion of quorum of a body meant to provide oversight to the exec, it makes sense that the entire executive team receives one vote

- If this motion passes, A Soc and B Soc next term will continue to vote individually, until B Soc passes this motion as well
 - *Result:* Motion passes unanimously
- 6.2. [I] Executive Review Committee Update** Ola Suchon (ahsuchon@uwaterloo.ca)
- *Speaking:* Ola Suchon
 - The executive review committee has held a few meetings so far, and is in the process of gathering feedback about the executive structure
 - The committee is also examining the responsibilities of each executive according to the governing documents, and seeing how those responsibilities translate to practice
 - A town hall meeting will be held on November 3rd, at 7:00 – 9:00 in CPH 3607. Give feedback about how you think the executive can be improved!
 - None of the executives or commissioners will be present at the town hall, but will be instead at a separate town hall meeting
 - *Point of clarification:* Can we give feedback after the meeting?
 - Yes, a google form will be sent out after the town hall meeting for feedback to be sent
- 6.3. [I] P & P Nominations Round 2** Leila Meema-Coleman (president.a@engsoc.uwaterloo.ca)
- Joe Kinsella, nominated by Annamaria Reda
 - Lucas Hudson, nominated by Lucas Hudson
 - Derek Jouppi, nominated by Elizabeth Foran
 - Ben Sincennes, nominated by Derek Jouppi
- 6.4. [I] CRO Update** Leila Meema-Coleman (president.a@engsoc.uwaterloo.ca)
- *Speaking:* President A
 - The CRO could not be in attendance for the meeting
 - The beginning of the referendum has officially started today
 - The construction of Engineering 7 has been approved by the board of governors yesterday
 - Ground will be broken on the building by October 2015
 - The referendum is a question brought to a student vote
 - There is a “yes” committee, but there is no “no” committee in this referendum
 - To vote in the referendum, everyone will get a personalized link to the voting site in their uwaterloo email
- 6.5. [I] CFO Update – David and Inzi**
- *Speaking:* David Russo and Inzi Tahir
 - At the next meeting, there will be an in-council survey, allowing council to give feedback about the exec without exec being in the room
 - All opinions collected will be anonymous
 - A general survey will also be held next week, with the link being on the EngSoc website, as well as being sent to everyone on the EngSoc mailing list
 - *Point of clarification:* Are we making a survey specifically for directors and commissioners as well?

- Directors and commissioners will be given another opportunity to voice feedback

7. Executive Reports

7.1. [I] President – Leila Meema-Coleman (president.a@engsoc.uwaterloo.ca)

- *Speaking:* President A
 - Commissioner Applications, Directorships, and Elections
 - Commissioner applications are open for the Spring 2015 term
 - Directorship applications will be open once the commissioner applications are complete
 - To provide clarification on commissionerships, an EngSoc leadership info hour will be hosted on Thursday November 6th, from 5:00 pm to 6:00 pm in POETS
 - There will also be executive elections in the Spring 2015 term
 - EngSoc syllabus bank
 - A syllabus bank has been proposed for the EngSoc website. This would allow students to browse syllabuses from previous years' courses, allowing more information to be disseminated about course selection
 - A memo has been drafted to the faculty about this idea, and worked its way up to the university's security commissioner, and reviewed by a team of lawyers
 - The EngSoc president is working with the Dean of Engineering to write an official letter to the Provost to obtain permission to run this bank
 - The syllabuses displayed will be mainly focused on Complementary Study Electives and Technical Electives
 - Send in your syllabuses as pdfs for P**5 points!
 - EngSoc exam bank
 - The more exams you send in to the Exam Bank, the more useful the service becomes! Send in your exams for P**5 points!
 - EngSoc Ideas Clinic
 - The Ideas Clinic is working on revamping some chemistry and statistics concepts.
 - In addition, the clinic is working to incorporate more leadership and teamwork into classes to help students build soft skills critical to Engineering
 - Board of Directors
 - Congratulations to Don Tu, the newly-appointed member of the EngSoc Board of Directors
 - There is one more board meeting left in the term, and a key focus of these meetings will be to draft an internal board procedures manual
 - This manual will codify how the board operates, and will make transition easier.
 - Applications will soon be open for a board chair and a board secretary for the Winter 2015 term

- Next meeting, a motion will be read to increase the number of proxy votes that each student can hold at the EngSoc Annual General Meeting.
- For the remaining meetings, announcements will no longer be displayed in the council meeting, but instead will be given on an event sheet to each representative
- This will allow more announcements to be placed, as well as details to be shared more easily with the class
- *Point of clarification:* Can we still send out PowerPoint slides for each announcement, as they are very visual and provide good advertising?
 - Yes, a link will be sent out

7.2. [I] VP External – Heather Smith (vpexternal.a@engsoc.uwaterloo.ca)

- *Speaking:* VP External
 - Waterloo Engineering Competition
 - WEC will be held on Friday November 7th and Saturday November 8th
 - Four different competitions are held
 - Programming
 - Consulting
 - Junior Design
 - Senior Design
 - Each competition will consist of a problem to solve, and the winner of each contest category will represent the University of Waterloo at OEC
 - For more information, speak to Wil Wilmot, WEC Commissioner
 - CFES Congress
 - CFES is a week-long conference hosted by CFES in the University of Manitoba, from January 2nd to January 8th
 - *Point of clarification:* How many delegates are we sending to CFES
 - 2 or 3
 - *Point of clarification:* Where can we sign up for WEC?
 - A link is posted on the EngSoc Facebook group, as well in your UWaterloo email

7.3. [I] VP Education – Joshua Kalpin (vpeducation.a@engsoc.uwaterloo.ca)

- *Speaking:* VP Education
 - EngFair
 - The inaugural EngSoc Career Fair will be held next Tuesday in the Festival Room in SCH
 - Spread the word to all the students
 - There will be raffle prizes at the door
 - Waterloo Works
 - The Waterloo Works system will be demonstrated on November 6th, and November 10th from 11:30 – 13:30
 - The system is fantastic
 - Meetings with the Faculty
 - Changes will be made to civil and nano programs, especially for first year

- Course critiques will be sent out very soon to professors, so schedule time to write the critiques in class
- *Point of clarification:* What are course critiques?
 - These are anonymous evaluations of the professor's teaching and class that are written every term and used to rate the professor's effectiveness
 - They factor in to about 30% of the promotion and raise consideration process
- *Point of clarification:* Where can I find a list of companies who will be attending EngFair?
 - The list is up on Facebook
- Course Changes
 - ECE Labs will now be split into separate lab courses
 - Lab contact hours for 4th year nano labs are cut in half
 - Some housekeeping changes have also been made
 - For more details, send an email to Josh Kalpin

7.4. [I] VP Internal – Puneet Natt (vpinternal.a@engsoc.uwaterloo.ca)

- *Speaking:* VP Internal
 - FYELC was fantastic and well organized
 - The semi-formal with EngSoc, architecture, and AHS will be held on November 14th. Tickets are on sale for \$10 this week and \$15 next week
 - An opportunity will be presented to take pictures with the Tool and the AHS Kangaroo

7.5. [I] VP Finance – Kevin McNamara (vpfinance.a@engsoc.uwaterloo.ca)

- *Speaking:* VP Finance
 - EngSoc audit
 - The audit went well
 - Three recommendations were given this year to streamline EngSoc processes, down from fifteen last year
 - One recommendation has been fulfilled, and two are currently in the works
 - Committees
 - The sponsorship committee has met and allocated the sponsorship funds
 - ECIF is meeting on Tuesday, and is accepting suggestions year-round for capital expenditures to improve EngSoc
 - Engineering Items
 - Coveralls should be in next week
 - EngSocks are also going to be in Novelties
 - A new “Engineers Serve the World” T-shirt will also be available in Novelties
 - RidgidWare
 - RidgidWare is open and selling things, although business has been slow lately
 - We are working to pick up business

8. Affiliate Reports

8.1. [I] WEEF – David Birnbaum (weef@uwaterloo.ca)

- *Speaking:* David Birnbaum
 - WEEF proposals close on Monday
 - All the WEEF reps have been emailed with instructions on how to submit a proposal
 - The open seat for a member on the WEEF board of directors has not yet been filled
 - A WEEF secretary is need for four meetings in November

8.2. [I] Senate – Allyson Francis (allyson.francis@uwaterloo.ca)

- *Speaking:* Allyson Francis
 - A five-hour board of governors meeting was held, where the University's strategic plan was debated
 - All the mandates of that plan that were required to be complete by the end of 2014 have been completed
 - A key policy in the plan is to focus on the university's sound value system
 - Workshops on equity and diversity for faculty and students have been developed
 - Policy 33 is being reviewed in detail
 - A second policy is to focus on work-life balance, but most action items on this policy concern faculty and staff
 - The EngSoc fee increase by the Consumer Price Index has been approved
 - Some statistics and our ranking
 - 51% of students accepted into the University of Waterloo have a 90% average or higher
 - 1200 students for Engineering were rejected with 92% averages or higher
 - The university moved down a bracket on the list of top 500 world engineering schools
 - However, these rankings do not take co-op or entrepreneurship into account
 - The question of the impact of this rankings drop for the University is being debated
 - The impact of university rankings on the University strategic plan is also being discussed
 - The Engineering 7 construction project has been approved, with a budget of 88 million dollars
 - Half of that is currently funded, and the other half will be paid off in 7 – 10 years
 - A new 32.5 million dollar residence has also been approved
 - Our reputation survey rankings also went down, likely due to low production of PhD research, and a low reputation score

8.3. [I] Iron Warrior – Leah Kristufek (theironwarrior@gmail.com)

- *Speaking:* Lucas Hudson

- The new issue was released today.
- The deadline for new articles is next Friday
- Copy editors are needed to verify the grammar, spelling, and accuracy of information in the IW, come help out

8.4. [I] FedS Councillors – Julian Wang (j486wang@uwaterloo.ca)

- *Speaking:* David Birnbaum
 - The vote for the fall reading break is on from November 4th to November 6th
 - The vote can be done online at vote.feds.ca

8.5. [I] EngFoc – David B., Santiago G., Annamaria R., Jacob T. (engfoc@uwaterloo.ca)

- *Speaking:* David Birnbaum
 - The new EngFoc applicants have been interviewed
 - The new EngFoc may speak at next week's meeting
 - Leader applications for Orientation Week will open sometime next term
 - *Point of clarification:* If the fall reading week happens, will orientation start two days earlier?
 - The current proposal would have Orientation Week happen one day earlier.
 - The core days to the event will be kept the same, but a lot of factors are still undecided, and will need to be debated before an authoritative answer to this question can be given
 - *Point of clarification:* Have the days when the fall reading week will occur been decided on?
 - No, the referendum will only determine whether the student body agrees with the fall reading break on principle

8.6. [I] Graduation Committee – Elizabeth F., Derek J. (gradcomm2015@gmail.com)

- *Speaking:* Elizabeth Foran
 - Come to the Orifice on Friday for trick-or-treating

9. Varia

9.1. How many days 4th years?

- 100 days until IRS

10. Adjournment of Meeting

10.1. Adjournment

- *Motion:* Adjourn the meeting
 - *Mover:* Civil 2016
 - *Seconder:* Mechanical 2018
- *Result:* Motion passes unopposed
- *Meeting adjourned*

Appendix A:

Title	One team, one vote!
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Mover	President A
Second	VP Internal A
Spirit:	To reduce the number of votes Executive hold on council to one
Whereas:	Each of the Executive currently hold a vote in council
And Whereas:	Each of the Executive were elected to represent the same group of students
BIRT:	<p>Chapter VI: Council of By-Law 1 be modified to read:</p> <p>Section C: Privileges</p> <ol style="list-style-type: none"> 1. The following shall have the right to move motions, second motions and vote at Meetings of Council. Each shall receive exactly one vote: 2. The On-Term Executive, to be exercised by the on-term President on behalf of their Executive team; 3. Each of the On-Term Constituencies, to be exercised by the Class Representatives on behalf of their Constituency; and 4. The Off-Term President. 5. A Class Representative may proxy their Constituencies' vote, and the Off-term President may proxy their vote, to any On-Term Member provided they inform the Speaker at least one (1) day prior to the meeting. 6. If no Class Representative for a given Constituency is present at a meeting of Council, the Speaker may appoint a person from the Constituency in question to vote on the Constituencies' behalf for the duration of the meeting.

Appendix B:

Title	We have friends ...
Mover	President A
Second	Chem 2017
Spirit	To provide preliminary approval for the President to sign the Societies agreement
WHEREAS	The Societies agreement is up for renewal this November
AND WHEREAS	The President has been working with the Federation and the Committee of Presidents (COPS) to propose changes to the current agreement
BIRT:	Council approve the on-term President to sign an agreement with the same spirit as the one presented