



UNIVERSITY STUDENTS' COUNCIL BOARD OF DIRECTORS
Board Meeting
Meeting Date April 3, 2020 @ 2:00pm
Meeting Location: Virtual
AGENDA

- | | | |
|-----|--|-----------|
| 1. | Call to Order | {1 min} |
| 2. | Disclosures of Conflicts of Interest | {1 min} |
| 3. | Changes to and Adoption of Agenda | {2 min} |
| 4. | Comments from the Chairperson | {5 min} |
| 5. | Approval of Minutes: March 6, 2020 | {2 min} |
| 6. | Approval of Minutes: March 17, 2020 | {2 min} |
| 7. | Reports and Presentations for Information | |
| | 7.1. COO/Executive Report - J. Armour & B. Jalayer | {30 min} |
| 8. | Confidential Session | {30 min} |
| 9. | Board Committee - For Discussion | |
| | 9.1. Finance Committee - S. Ge | {5 min} |
| | 9.1.1. - Q3 F2020 Financial Statements | {5 min} |
| 10. | For Decision | {10 min} |
| 11. | Inquiries and Other Business | {20 min} |
| 12. | Adjournment of Public Meeting | {3:53 pm} |

AGENDA REPORT TO BOARD OF DIRECTORS

MEETING DATE: APRIL 3, 2020

Item:	CEO/COO COVID-19 Update
Presenters:	Jeff Armour, COO Bardia Jalayer, President
Purpose of Report:	For Information (Confidential)

Recommendation:

The Board of Directors receives this report for information.

Background:

The President leads the day to day of the organization and drives the political and advocacy based activities as well as providing direction for the entire organization based on the voice of students. These activities dictate the work of the services and operations within the USC and therefore inform the areas overseen by the COO.

The Chief Operating Officer is the sole employee of the Board of Directors, and it is the Board's responsibility to "supervise the management of the affairs of the corporation." A report from the Chief Operating Officer will be provided at each meeting, and is one tool to assist you with that responsibility. Please note that members of the Board have access to the Chief Operating Officer in between meetings, and are welcome to ask questions, seek clarification, and engage with that role as needed.

Highlights:

USC Staffing

Prior to the confirmation of the USC's eligibility to participate in the Canadian Emergency Wage Benefit (CEWB), the USC's plan is as follows:

- Part-time staff have been paid up to March 31st, 2020 and have been laid off so they are eligible to apply for EI.
- Full-time contract staff in the Wave and the Spoke have been paid up until April 15th, 2020 and they will be laid off as well but we have indicated that we will recall them when the USC re-opens these operations. These staff have health and dental benefits which we will continue during their layoff. They will also be eligible to apply for EI benefits.
- Full-time contract staff who are working at a more senior level within the Wave and Spoke (3 total) will be paid until April 30th, 2020 with all of the same conditions as the full-time contract staff above.
- Union staff have been paid for the period of March 16th - 31st, 2020 with minimal to no "normal" work for most to do remotely from home.

- Senior Managers have agreed that the management group is qualified and can take on all remaining work that union staff are doing with the exception of the Video Production and Graphic Design Coordinator who will work part-time in graphics during April to fulfill graphics demands within USC Promotions Department.
- The remainder of union staff will be offered the option to use lieu time, vacation time, and flex time (in that order) to cover the period of April 1st - 30th.
- All union staff have more than 20 days that can be used for April which will assist in clearing any liability in unused vacation off the USC's books for the future while also leaving them with remaining vacation.
- The union staff would be lent vacation and flex time in advance of when it would be accrued since staff vacation is accrued and granted on a calendar year basis effective January 1st and doesn't fully accrue until December 31st of each year.
- The Manager, Gazette Composing will also be offered the use of vacation during April due to the decreased demand for management oversight in the Gazette.
- Our plan is to keep qualified Managers and Senior Managers who remain flexible and open to new work in various areas working full-time for the month of April.
- A legal opinion and continual consultation with our legal counsel regarding staffing will be obtained.



Considerations to be made if the USC qualifies for the Canadian Emergency Wages Subsidy (CEWS)

- It is still unclear if the USC would qualify under the CEWS as the current definition is "Eligible employers who suffer a drop in gross revenues of at least 30 per cent in March, April or May, when compared to the same month in 2019, would be able to access the subsidy."
- We are working with PWC (our auditor) and our legal counsel to determine the USC's eligibility for this benefit as a not for profit and not as a "business"
- The Canada Emergency Wage Subsidy would apply at a rate of 75 percent of the first \$58,700 normally earned by employees – representing a benefit of up to \$847 per week. The program would be in place for a 12-week period, from March 15 to June 6, 2020.
- For non-profit organizations and registered charities similarly affected by a loss of revenue, the government will continue to work with the sector to ensure the definition of revenue is appropriate to their circumstances.
- The government is also considering additional support for non-profits and charities and further details will be announced shortly.
- An eligible employer's entitlement to this wage subsidy will be based entirely on the salary or wages actually paid to employees.
- All employers would be expected to at least make best efforts to top up salaries to 100% of the maximum wages covered and the USC is prepared to do so
- The hospitality industry has been included in the CEWS eligibility which represents a huge source of the USC's lost revenue but we need to seek further advice on what criteria the USC would need to meet in order to be eligible.
- Minister Morneau has indicated that the government "is committed to helping businesses keep their staff on payroll so that businesses will be better positioned to rebound when the current challenges have passed."
- The USC's Senior Management Team will work on a plan to repurpose union and management staff who have experienced a shortage of work and have as many employees as possible working remotely effective May 1st, 2020.

Next Steps:

- Communication sent out to Union and all Staff following approval on Friday, March 27th, 2020.
- Develop staffing plan for May 2020 after confirmation of the USC's eligibility for CEWB
- Senior Managers will continue to monitor workflow in their areas and communicate as a group regularly to determine future staffing strategy and cross training.
- The COO will remain the conduit between the Executive Council and SMT to ensure the will of the Executive is being fulfilled with the workforce that we have in place.
- Work on contingency plans should the USC not qualify for the CEWS.

Sign-offs:

President	Bardia Jalayer	
COO	Jeff Armour	



Board of Directors Committee Report

Meeting Date: April 3, 2020

Item:	Finance Committee Meeting Report
Author:	Sophia Ge, Finance Committee Chair
Purpose of Report:	For Information/Discussion/Approval

Recommendations:

The Finance Committee recommends that the Board:

- **accepts the F2020 Q3 Financial Statements**

-

The Finance committee teleconferenced on March 23rd to discuss the F2020 Q3 Financial Statements. A brief summary is included below.

Review of F2020 Q3 Financial Statements

- The committee received and reviewed the 3rd Quarterly Financial Report from management and had the chance to ask questions regarding the narrative.
- The following items were discussed by the committee, which were resolved upon discussion:
 - Investment performance, cash balance sustainability, foregone revenue and expenses due to Covid-19, reserve fund, tax deductions
- Motion to accept the 3rd Quarterly Report for F2020 | unanimous

Sign Offs:

Board Chairperson	
Chief Operating Officer	

USC President

A handwritten signature in black ink, appearing to read "Bardis", written in a cursive style.

Author of Report

A handwritten signature in black ink, appearing to read "Sofia Chen", written in a cursive style.

Q3-2020 Narrative

The following document provides information on the overall financial health of the corporation as at February 29, 2020. The narrative, in conjunction with the Executive Summary and Balance Sheet, will provide a clear and accurate information on the USC's financial position at the end of the second quarter.

Q3-2020 Executive Summary

Overview

The purpose of the narrative is to provide context to any area of the financial statements where there is a significant variance (as stated in the Financial Reporting Policy this the lessor of 5% or \$30,000). Variance analyses for the third quarter of each fiscal will provide a more accurate picture of our financial position as both the Q2 and Q3 results are the main indicators for the USC in terms of spending trends and revenue patterns. The narrative below mirrors the categories shown on both the Balance Sheet and the Executive Summary and will provide insight into variances that meet the criteria referenced above.

Balance Sheet

Although there are variances in some areas it should be noted that the overall net variance from prior year is for the most part a result of a much stronger cash position.

Note: For the benefit of our new Board members for this reporting period an explanation has been provided for all balance sheet accounts regardless of the variance.

Assets:

Operating Cash: is higher due to an increase in funds transferred from Western, representing a higher enrollment than prior year, with less than anticipated opt-outs. As well due diligence in finding operational efficiencies has had an impact (this can be seen on the Executive Summary).

Non-Operating Cash: represents petty cash and departmental floats; a \$10,000 increase in our cash floats from last year has created the variance in this area.

Investments: Gains/Losses on investments are not realized until year-end. This eliminates market instabilities impacting our financial statements monthly.

Accounts Receivable: had a large outstanding of \$320K in F2019 owing from Western for Purple Fest.

Other Receivables: Represent amounts owed to the USC that are not processed through our Accounts Receivable sub-ledger within our accounting software. The majority is comprised of the amounts owed for Western Meal Plan sales at the Wave and Spoke. Due to the variances and discounting it is more efficient to process these transactions separately.

Prepays: The majority in this account represents portion of expense owed for Bus Pass (\$2.7M) and our insurance (\$130K). The balance is made up of prepaid annual contracts with balances yet to be allocated to various expense accounts.

Health Plan Reserve: This amount represents our initial investment in Campus Trust and has never changed.

Inventory: This is made up of product for Spoke, Wave, Creative Services/Promotions, Western Film and Purple Store. There is seldom a significant variance.

Capital Assets: have been reduced to reflect the disposal of old assets that have realized their useful life and/or been disposed of. This was a housekeeping task done in conjunction with the F2019 audit (and referenced in their audit notes) but posted in the current fiscal.

Liabilities:

Accounts Payable: represents our vendors/supplies invoices processed but not yet paid. There is no variance in this quarter but it is important to note that timing will almost always be the cause of insignificant variances. There are rigid internal controls in place that ensures compliance with accounting procedures.

Accrued Charges: As per the definition: a charge for work that has been done but not yet invoiced, for which provision is made at the end of a financial period. Currently the balance in this account is primarily the full-time vacation pay accrual of approx. \$85K.

Other Payables: Represents our liability for payroll taxes, HST and our PRBO. The variance from prior year is a result of the increase in our post-retirement benefit obligation.

Deferred Revenue: Contains the last month's rent from our tenants as well as F2021 sponsorship revenue.

Clubs/Faculty Councils: Represent their funds, collected from memberships and faculty council grants; any increase from prior year is an indication of both increased membership and reflects a robust club system.

Retained Earnings: For the current fiscal are lower by the F2019 deficit.

Net Income: Is higher based on an increase in our student fees and fiscal responsibility in our spending.

Executive Summary (Income & Expense Report)

Student Fee Revenue

Student Fees: Although the Executive Summary indicates a variance of 33%, the true variance is actually only 15%, as the YTD fees received from Western University total \$22,800,000. The remaining amount represents health/dental/bus pass fees collected in F2019 but payable to our service providers in F2020.

Administered Fees: Variances are always a result of timing in payments to stakeholders (installments for some are made in three installments based on 80%, 15%,5% payouts in October, January, May of each year. It is not until year-end, when a final detailed fee breakdown is received from Western that Administered Fees are reconciled.

General Revenue: Both Miscellaneous and Rental Revenue are tracking 5% below target. Misc. revenue is comprised of sponsorship revenues, CHRW administration fees, bank interest, A/P discounts. As well, gains on our investments are allocated here at year end. The decrease in rental revenue is a result of a tenant vacancy.

Corporate/Admin Expenses

Each area is below their budgeted expenditures. A monthly management review is done of each area and there are currently no concerns. There is no Depreciation variance as a result of no budget being done for this non-cash expense. Health/Dental Plan and Bus Pass surpluses represent opt-in and/or family coverage premiums made directly to the USC.

Executive Portfolios

Each portfolio is below their budgeted expenditures. Variances largely occur due to the inability of the prior year's Executive to forecast when the current Executive will spend their allocated funds.

USC/Western Partnership Events

Orientation: The surplus is a result of increased first year enrollment and less than budgeted expenses.

Hospitality Services

Wave & Western Film: These areas are show significant surpluses and both are trending above budget expectations.

Spoke: There is currently a 27% variance when comparing budget to actual. However, when comparing their performance to prior year the variance decreases to approximately 15%. A review of the Spoke's annual budget for Fiscal 2016-2020 shows an increase in their net surplus from \$285,000 in F16 to \$575,000 in F20. This represents a doubling of their bottom line and in hindsight may be too aggressive.

Promotions & Commercial Partnerships

PCP Admin: Has had a successful second quarter in its ability to generate sponsorship revenue and this is reflected in the variance reported on the Executive Summary.

Purple Store: The department continues to track below its budget targets. However, performance has greatly improved over prior year-to-date numbers.

USC Events & Building Services

Purple Fest: This event was profitable and plans for spending the surplus have been pre-approved by the Board of Directors. The Community Impact Fund is active with grants being distributed to approved applicants.

Media

Ad Office is well behind its budget expectations due to the loss of advertising revenue. However, the Editorial area is well ahead of its budget forecast resulting in a net savings in the Media area of over \$60K. It should be noted that this area is funded via a specific student ancillary fee.

Overall

A review of the Balance Sheet provides reassurance that the USC is in a strong cash position with operating cash showing a \$2.M increase from prior YTD. A cash projection has been done, projecting our cash position as at May 31 2020.

Every area with the exception of the Spoke and Purple Store are performing better than budget. Our cost centers have been diligent in managing expenses in anticipation of high opt-outs and while our fears were not realized this has resulted in a significant reduction in expenditures. A large reduction in our full-time staff component has also impacted our bottom line.

Although both the Spoke and Purple Store have been trending negatively these variances are a comparison of actual to budget and perhaps more emphasis should be placed on a comparison to prior year. An evaluation of our budget expectations may be in order.

As at the end of the third quarter the University Students' Council is in a good financial position. Our cash position has never been stronger and with few exceptions we are performing well. That being said, the current global situation is going to have an impact in the fourth quarter. The early end to classes will most certainly be reflected in our financials, however there has never been a time when the University Students' Council was more financially or via our leadership team able to weather the storm. A cash analysis has been done projecting our cash position as at May 31 2020. This was done using a worst case scenario of no revenues from operations but no change in payroll; the forecast indicates we will be in a solid cash position.



COMPLIANCE CERTIFICATE

We, the undersigned, hereby certify that to the best of our knowledge, information and belief, after due inquiry, as at February 29 2020.

1. The University Students' Council is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including all payroll deductions at source including Employment Insurance, Canada Pension Plan contributions and income tax, WSIB (Workplace Safety and Insurance Board), Employer Health Tax (EHT) and HST (Harmonized Sales Tax) and believe that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.
2. The University Students' Council has remitted to London Life/Great West Life all Registered Retirement Savings Plan funds deducted from qualifying employees up to and including February 2020 along with the company's contribution as stipulated under employee contracts.
3. The University Students' Council has remitted to Campus Trust all company contributions owing under Employee Group Insurance Plan.
4. The University Students' Council is in compliance with all applicable Health and Safety legislation.
5. The University Students' Council is currently in compliance with the requirements of the Ontario Corporations Act.
6. The University Students' Council is providing the prescribed standard of service in the performance of its functions and following the prescribed procedures and practices in accordance with our funding agreements and as reported to the Board of Directors of the University Students' Council through quarterly financial reports and Chief Operating Officer reports.

Dated at London, Ontario this 16th day of March 2020.

Jeff Armour, Chief Operating Officer

Vicki Macauley, Senior Manager Finance

UNIVERSITY STUDENTS' COUNCIL

Balance Sheet

February 29, 2020 and February 28, 2019

Unaudited

ASSETS

	<u>Current Year</u>	<u>Previous Year</u>	<u>Variance</u>
Current assets:			
Cash - Operating	8,505,127.19	5,694,527.40	49%
Cash - Non-Operating (Floats, Pett)	55,075.65	46,194.71	19%
Investments	3,505,031.68	3,401,983.22	3%
Accounts Receivable	64,118.80	348,480.11	-82%
Other Receivables	116,928.17	62,486.52	87%
Prepays	2,917,085.02	2,761,112.92	6%
Health Plan Reserve	124,493.00	124,493.00	0%
Inventory	143,917.06	138,867.04	4%
Total current assets	<u>15,431,776.57</u>	<u>12,578,144.92</u>	<u>23%</u>
Fixed assets:			
Capital Assets	17,311,062.66	17,965,597.89	-4%
Less accumulated depreciation	11,032,028.06	10,954,682.94	1%
	<u>6,279,034.60</u>	<u>7,010,914.95</u>	<u>-10%</u>
Total Assets	<u>21,710,811.17</u>	<u>19,589,059.87</u>	<u>11%</u>

LIABILITIES

Current liabilities:			
Accounts Payable	328,834.98	327,924.96	0%
Accrued Charges	104,940.62	98,133.27	7%
Other Payables	1,693,162.02	1,487,570.06	14%
Deferred Revenue	58,734.13	21,952.92	168%
Payable to Clubs	700,728.32	603,434.39	16%
Payable to Faculty Councils	306,706.50	322,085.96	-5%
Total current liabilities	<u>3,193,106.57</u>	<u>2,861,101.56</u>	<u>12%</u>
Long term liabilities:			
Renovation Loan	2,025,000.00	2,325,000.00	-13%
	<u>2,025,000.00</u>	<u>2,325,000.00</u>	<u>-13%</u>
Shareholder's equity:			
Retained Earnings	6,078,631.80	6,335,943.00	-4%
Net Income	10,414,072.80	8,067,015.31	29%
Total shareholder's equity	<u>16,492,704.60</u>	<u>14,402,958.31</u>	<u>15%</u>
Total Liabilities	<u>21,710,811.17</u>	<u>19,589,059.87</u>	<u>11%</u>

UNIVERSITY STUDENTS' COUNCIL
Financial Statements from Statement of Earnings
As At February 29, 2020

Summary - University Students' Council
Year to Date

	Current YTD Activity	Budget YTD	% Variance	Budget to Actual	Prior YTD Activity
<u>Student Fee Revenue</u>					
Total Student Fees	25,917,783.41	19,500,000.00	33%	6,417,783.41	23,720,929.18
Less: USC Operating/Administered Fees	13,267,972.64	13,759,997.22	4%	492,024.58	12,727,638.62
Net Student Fees = Base Operating Fee	12,649,810.77	5,740,002.78		6,909,807.99	10,993,290.56
<u>General Revenue</u>					
Miscellaneous General Revenue	276,057.72	292,100.00	-5%	(16,042.28)	137,772.92
Rentals/Tenant Revenue	393,838.11	413,483.60	-5%	(19,645.49)	411,145.94
Total Net Revenue	13,319,706.60	6,445,586.38		6,874,120.22	11,542,209.42
<u>Corporate/Admin Expenses</u>					
Salaries & Associated Expensees	1,017,060.77	1,113,822.15	9%	96,761.38	1,073,779.56
Development	120,914.78	184,900.00	35%	63,985.22	123,743.24
Staff Benefits	91,495.79	109,485.00	16%	17,989.21	91,835.42
Student Leadership	61,787.48	83,300.00	26%	21,512.52	60,204.65
Depreciation	623,398.76	0.00		(623,398.76)	665,275.44
Corporate Administrative Expenses	200,466.42	268,727.50	25%	68,261.08	213,579.31
Advocacy & Government Services	100,972.50	135,213.47	25%	34,240.97	117,200.23
Creative Services	79,909.95	87,726.85	-9%	(7,816.90)	74,097.62
Health Plan	(38,215.32)	0.00		(38,215.32)	(14,616.14)
Bus Pass	(5,510.60)	0.00		(5,510.60)	(10,823.19)

Leases, Mortgage Interest, Software (Capital Budg	147,865.56	180,346.50	18%	32,480.94	187,519.36
<u>Executive Portfolios</u>					
President	72,223.42	76,424.66	5%	4,201.24	43,129.88
Vice-President	53,610.34	65,209.30	18%	11,598.96	56,775.40
Student Programming Officer	125,669.05	214,614.30	41%	88,945.25	159,668.66
Orientation	(52,142.08)	(11,389.85)	0%		(33,740.51)
Secretary-Treasurer	45,006.18	68,619.30	34%	23,613.12	39,585.81
Communications Officer	50,992.47	55,368.30	8%	4,375.83	39,892.29
<u>Hospitality Services</u>					
Spoke	(301,176.17)	(410,330.12)	-27%	109,153.95	(353,364.29)
Wave	(30,784.13)	(21,977.40)	40%	(8,806.73)	15,925.09
Western Film	(8,728.66)	8,301.92	-205%	(17,030.58)	(6,211.64)
<u>Promotions & Commercial Partnerships</u>					
PCP Admin	(1,622.86)	15,342.10	111%	16,964.96	15,504.40
Promotions Department	115,713.60	111,799.33	-4%	(3,914.27)	166,214.90
Purple Store	(3,800.40)	(20,544.01)	82%	(16,743.61)	29,820.04
Bus Pass Support	39,018.70	36,785.46	-6%	(2,233.24)	(908.08)
Health/Dental Plan Support	36,124.43	42,872.36	16%	6,747.93	(66,578.11)
<u>USC Events & Building Services</u>					
General	182,907.52	250,103.44	27%	67,195.92	302,341.72
Co-Sponsored Events	(4,251.90)	0.00		4,251.90	88,179.81
<u>Media</u>					
Ad Office	50,937.16	35,661.31	-43%	(15,275.85)	159,536.48
Editorial	135,791.04	214,177.50	37%	78,386.46	241,196.71

Total Expenses	2,905,633.80	2,394,617.12	(122,837.45)	2,687,509.34
Operating Profit (Loss)	10,414,072.80	4,050,969.26	6,363,103.54	8,854,700.08

	Annual Budget
	21,933,516.64
	18,539,833.91
	3,393,682.73
	440,200.00
	552,154.30
	4,386,037.03
	1,496,596.20
	252,000.00
	139,230.00
	115,500.00
	0.00
	429,800.00
	197,618.93
	121,184.12
	0.00
	0.00

238,662.00

129,526.37

89,556.28

302,729.28

96,774.28

78,066.28

(575,186.55)

(125,218.95)

7,883.10

21,397.80

145,028.17

(14,193.65)

53,747.27

129,096.47

333,327.99

0.00

59,539.79

278,204.00

	3,329,797.40
	1,056,239.63

**TD Wealth
Investment Performance F2020**

	May 31 2019 4th Quarter	August 31 2019 1st Quarter	November 31 2019 2nd Quarter	February 28 2020 3rd Quarter	May 31 2020 4th Quarter	Gain/(Loss) from May 31 2019
8D4162						
Cash & Cash Equivalents	27628.60	24644.14	25864.83			(1763.77)
Fixed Income	936464.08	974495.18	963459.15			26995.07
Equities	<u>2372536.94</u>	<u>2405573.13</u>	<u>2552743.30</u>			<u>180206.36</u>
	3336629.62	3404712.45	3542067.28			205437.66
7AJ617						
Cash & Cash Equivalents	<u>168402.06</u>	<u>169082.10</u>	<u>169764.90</u>			<u>1362.84</u>
	168402.06	169082.10	169764.90			1362.84
Total Investments	<u>#####</u>	<u>#####</u>	\$ 3,711,832.18	\$ -		<u>\$ 206,800.50</u>



Board of Directors Committee Report Recommendation

Meeting Date: April 3, 2020

Item:	F2020 Q3 Financial Statements
Author:	S. Ge
Purpose of Report:	Decision

BIRT the Board of Directors accept the F2020 Q3 Financial Statements.

Sign Offs:

Board Chairperson	
Chief Operating Officer	
USC President	
Author of Report	



University Students' Council of Western University

Date Ratified:

Ratifying Body: Council

Supporting Western Students During the COVID-19 Crisis

Whereas the World Health Organization has declared COVID-19 a global pandemic;

Whereas on the advice and regulations of public health authorities, large parts of the Canadian economy have shut down to maintain physical distancing, to prevent the spread of COVID-19, and to protect the health and safety of Canadians;

Whereas both the USC and Western University have shut down most physical operations and moved operations and supports online wherever possible;

Whereas physical distancing requirements have caused substantial harm to Western students, including potential loss of summer employment, disruption to their undergraduate education, and unique wellness challenges associated with physical distancing;

Whereas the executive and staff of the USC have been responding to the crisis since it began and have been working in close collaboration with University administration to minimize the negative impact of this issue on our students;

Resolved that the USC expresses support and empathy for all students affected by this crisis and declares responding to this issue to be our top priority for the time being;

Resolved that Council authorizes the executive to spend up to \$150,000 on COVID-19 relief for our students and student organizations, with oversight of implementation delegated to the Board of Directors.

Reesor/Secunder



**Provisions for the
Student Relief Fund
at
The University of Western Ontario
March 2020**

Purpose of the Fund:

The Student Relief Fund was developed by the Provost in collaboration with leaders from five areas: Student Experience, Division of Housing and Ancillary Services, School of Graduate and Postdoctoral Studies, Office of the Registrar and Western International. The Student Relief Fund will be managed by a committee, Chaired by the Vice-Provost (Academic Programs) or a designate, with representation from the five areas.

The purpose of the fund is to provide undergraduate and graduate students with emergency relief for urgent expenses they aren't prepared to meet, arising from the COVID-19 pandemic crisis

Any gifts received by donors that are added to the Student Relief Fund, but are not needed to alleviate student needs during the COVID-19 crisis, may be used to provide general emergency funding relief or bursary support for students.

Funding

Donations will be held in the Student Relief Fund, a restricted expendable fund at Western.

Accessing Funding

Students may request funding online through the Office of the Registrar.

All requests will be reviewed, on a flexible basis related to current student demand, by the Student Relief Fund committee, Chaired by the Vice-Provost (Academic Programs) or a designate, with representation from Student Experience, Division of Housing and Ancillary Services, School of Graduate and Postdoctoral Studies, Office of the Registrar, and Western International.

Approved funding requests will be processed by the Office of the Registrar and funds will be provided to recipients by e-transfer or tuition relief. Income tax forms will also be provided to recipients by the Office of the Registrar.

New Areas of Need

The Student Relief Fund will be available to address new needs arising from the COVID-19 pandemic, including but not limited to:

- International students trying to return home.
- Accommodation and living expenses for students who have tried to return home and were refused.
- Financial hardship due to decreased employment opportunities now and over the summer.
- Victim Services denying student access to Victim Quick Response Program funds while awaiting direction from the Ministry.
- Ontario Works is experiencing a high volume of calls meaning students who are OW recipients have experienced delays getting in touch with their caseworkers resulting in financial hardship.
- Supporting students who may need to withdraw/fail from classes due to being behind prior to class cancellations and who are unable to catch up at this point; they may experience OSAP penalties (ex. Students who experienced hospitalizations during the term and missed submitting an assignment and writing a test at that point and now are learning that the final grade will be based on what has completed so far in the course).
- Supporting graduate student funding; this could be impacted if a student falls behind in their research and cannot complete within their funding window.

Authorization:

Executed as of the dates set forth opposite the signatures of each of the parties below:

Andrew Hrymak,
Provost and Vice-President (Academic):

John Doerksen
Vice-Provost (Academic Programs):

Linda T. Miller, Vice-Provost (Graduate and
Postdoctoral Studies):

Susana Gajic-Bruyey
Associate Vice-President
Alumni Relations and Development:



REPORT TO THE BOARD OF DIRECTORS

MEETING DATE: Friday, April 3rd, 2020

Item:	Special Reports
Presenter:	Bardia Jalayer, President
Purpose of Report:	For Approval

Background

The USC Executive and Staff have been closely monitoring the situation with COVID-19 since it began. One of our major priorities is helping students and student groups who have been adversely affected financially due to the pandemic. At their meeting on Wednesday, Council passed a motion titled “**Supporting Western Students During the COVID-19 Crisis**” (Appendix 1).

This motion declared responding to COVID-19 to be the USC’s top priority for the time being. Furthermore, it authorized the spending of up to \$150,000 on relief for our students and student groups. Oversight of this spending package was delegated to the Board. This report, which I am asking the Board to approve, outlines our proposed spending plan for student relief.

USC Clubs

On March 12th, in response to a Western directive to cease all events with over 50 attendees, the USC ordered all of our clubs to immediately cancel all publicly accessible events. While many of the affected events were small, others were quite large such as formals and fashion shows. As one example, the CAISA fashion show, which is a roughly \$90,000 event, was only two days away and was forced to cancel. The abrupt cancellation of these events led to many of these organizations facing significant expenses without much of the commensurate event revenue that they were relying on. Our Student Events Support staff did an exceptional job at securing refunds for the vast majority of these expenses, helping to prevent our student organizations from being substantially out of pocket. However, a handful of clubs were still out of pocket. It is our intention to compensate these clubs for any outstanding losses related to the cancellation, and we estimate that it will cost roughly \$10,000.

Student Relief Funds across Campus

On March 24th, the Western Alumni Association Board approved a \$100,000 donation to a “Student Relief Fund” (Appendix 2). On March 26th, I had a phone call with President Alan Shepard where we discussed the potential for this Fund. As mentioned in the background portion, our Council has approved up to \$150,000 in spending for Covid-19 related relief to our

students and student organizations. I am asking, with the approval of this report, to allocate a total of \$100,000 to Student Relief Funds across campus. These funds will help to alleviate the financial stresses that students will encounter due to the potential loss of employment, summer income, unexpected travel or healthcare expenses, or other unforeseen circumstances. To ensure all of our students, including Affiliate students who are not eligible for Western's Student Relief Fund, receive equal donation from the USC, the Executive are asking for the Board's approval of the following:

- An \$80,000 donation to Western University's Student Relief Fund (Appendix 2) which will be allocated by the University
- An \$12,000 donation to a King's Emergency Fund, which has not been announced, however we are in conversation with the KUCSC and with King's Administration on the creation of a fund.
- An \$4,000 donation to the Brescia Special Relief Fund, a new iteration of the Blue Jean fund created for Covid-19, which has been confirmed by Brescia University College.
- A \$4,000 donation to the Huron Student Emergency Fund - part of the Heart of Huron Fundraising Campaign which will go directly to helping students affected by Covid-19 related expenses, also confirmed by Brescia University College.

The numerical allocation is based on the percentage of total undergraduate students who attend each institution (Main, King's, Brescia, Huron) based on enrollment numbers the USC has. All affiliate donations will be subject to approval by the USC President, based on incoming information about the upcoming Student Emergency Funds.

Remaining Funds

To maintain operational flexibility, we asked Council to authorize more funds than we have an immediate plan for. It is our intention to not immediately spend the remaining \$40,000, and to use it to respond if necessary to various other situations. Our guiding principle in responding to this crisis is striking a balance between generously supporting our students and exercising fiscal responsibility. We will monitor the situation as it progresses and continue to swiftly respond as the situation develops.