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**February 11, 2021 – 7:00 p.m.**  
*Day Care Centre – Via Zoom*

Kim will contact Karolya to see if the daycare can provide this service to the children in need at the UWSA daycare as we have a big surplus. It would be a great way to spend the money.

**4.3 Discuss Moving from In Camera to Closed Sessions**

Kim explained why we have been asked to move from In Camera sessions to Closed Sessions. In-Camera was meant to protect an employee's privacy, but the issue with In Camera is that nothing is being documented so no one knows what the committee decided about issues that have come up.

Justin suggested that usually there is a set of public minutes and a set of in-camera minutes and that maybe the DMC should do this as only those on the committee are able to see the In Camera minutes. Kim is going to speak with Karolya and suggest this option as well as ask for clarity as to why things have changed to Closed Session.

Justin motion to revisit the January minutes and amend them by removing the in-camera section as it was not a closed session during the meeting. Taylor second the motion. There was a vote by the DMC to approve the amended minutes, all approved.

There was a point about the daycare not being covered by liability insurance and that this may be something we need to discuss at some point.

**4.4 Budget**

The budget is the same as the previous year. We are not voting to approve the budget, but we will send our recommendations to the UWSA and they will do the final approval. The only big change for this budget is the salary as there is a slight pay increase. However, it looks like a smaller amount because there are less staff at the daycare. There are less staff because there is less inclusion support required. We have budgeted for less children this year (28 infants, 90 pre-school) due to COVID-19 restrictions. There is an increase in cleaning supplies and in staff appreciation week which includes the wellness fund. Ioulia believed we should show a deficit budget as this is realistic for the year and because we have such a surplus, it shows we are spending this surplus. Ioulia asked the committee how they feel about the proposed budget. Dennis thought the budget looked good because of the big surplus. Justin agreed it shows the effect of having less children in the daycare, less revenue.

Motion: Justin/Katharina  
Motion Carried

**5.0 Closed Session**

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Nothing to report.

**6.0 Next Meeting Date and Adjournment**

**6.1** Next Meeting Date: March 11, 2021 @ 7:00pm

**6.2** Adjournment

Meeting adjourn at 8:36 PM

Moved: Justin/Amy

Motion Carried

# Finance and Operations Committee – Open Session Minutes

## March 30, 2021

Virtual Meeting due to Covid-19 Pandemic



### In attendance:

Chair – Olayemi Olaleye, Chief Financial Officer  
Member – Dagen Parrot, Urban and Inner City Studies Director  
Member – Breanna Gans, Education Director  
Guest – Shawna Peloquin, President  
Guest – Sarah Anderson, Accessibility Director  
Guest – Ted Turner, Special Projects Manager  
Guest – William Liu

Advisor – Karolya Vargscarr, Chief Operations Officer  
Secretary – Jennifer Black, General Manager

### Absent:

Member – Jacob Wiseman, Recreation & Athletics Director

- 1) Call to Order  
Meeting called to order at 2:04 p.m.
- 2) Communication  
KV – announced that the University is considering reopening campus for Fall 2021, we'll be keeping the board in the loop on the campus's plans as they relate to the U-Pass and other UWSA operations.
- 3) New Business
  - a. Operating Budget 2021-2022 – For Approval  
O. Olaleye presented the budget and asked for questions or concerns. Dagen P. inquired why there was a significant jump in the donations line. O. Olaleye responded that we received a government subsidy and will have a substantial surplus. Rather than leaving the surplus unutilized, we allocated it to donations so that we can put that funding toward students and student initiatives.  
**Dagen P. moves to approve the budget**  
**Motion carries**
  - b. More Than a Door Proposal – For Approval  
Sarah A. presented the More Than a Door proposal. The campaign began in November with the "More Than a Door" survey. The survey responses from University of Winnipeg Students and Alumni indicated that an increase in automatic door openers is needed and would improve independence, accessibility and safety on campus. Discussions with the University about the survey resulted in the setting of a short-term goal of a first phase of power door

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installations, with the long-term goal of making every door on campus accessible. With a monetary contribution from the UWSA to the project, the scope of the short-term plan can increase by approximately 1/3. UWSA spaces will be prioritized for this first phase, within a scope of locations throughout campus noted by students in survey responses. Overall use of space will additionally guide the prioritization of doors. Heavy doors were identified as barriers, so when considering future renovations, the UWSA has recommended the university consider lightweight doors.

Shawna P. would like to see the More Than a Door branding added to the newly upgraded doors to keep the intent there and get students thinking about the automatic doors. Sarah A. agreed with this point and will bring it forward in future discussions.

**Breanna G. moves that the UWSA allocate \$20,000 from the Building Fund as an approximately 1/3 cost contribution to the first phase of the project, consisting of approximately 10 power door operator installations/upgrades on campus with an estimated cost of \$7500-\$7800 per door, all inclusive.**  
**Motion carries**

#### c. Asana Proposal – For Discussion

Shawna P. presented information on Asana, a project management app that manages team workload and gives a visual of all the projects that are ongoing; sets a project template that is integrated; could help facilitate transition for new directors; and integrates project tools such as Google Docs and Word Apps. Both staff and directors could be users, and could connect via the app for better self-driven collaboration. Asana can also incorporate custom branding on the app. Two main concerns are human resources and data confidentiality. The Business fee is \$24.99 USD per user per month, billed annually, with an Enterprise plan where the fee is customizable. Shawna P. is investigating how can they translate their app into a union structure.

Dagen P. flagged the need for analysing the potential benefits against the cost of time and resources it will take. Dagen asked if there is staff appetite for new software and whether there enough issues with our current communication platforms that this new software would solve a major issue?

Breanna B. wants to see more information on the logistics of the app including: when projects go live and how others can provide feedback; is there a way to set

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private vs. shared project work; does the app include a group chat; would the user base extend to students not on the board; could the app be used just by directors for collaboration.

J. Black expressed concerns about data security; surveillance of staff work by directors or other users in a way that would undermine the collective agreements; and the work of updating and monitoring the app falling into the already overburdened administrative portfolio.

K. Vargscarr acknowledged that integrating new software is a longterm project, and would have to be prioritized and allocated staff time and resources in order to be successfully integrated. The app could have very positive benefits for incoming directors and executive to help them get oriented and encourage ownership over UWSA projects.

#### d. Nimbus Presentation – For Discussion

William Liu, from Nimbus Learning, presented a partnership proposal. Nimbus works with student unions to help them build peer tutoring programs including: recruiting student tutors and ensuring their qualifications; connecting tutors with students who need support; and supporting tutors in launching and managing their tutoring services. Peer-to-peer programs provide opportunity to earn experience and income for students. Investing in tutoring programs fuels student success.

Nimbus supports the tutoring programs through:

1. A mobile app that students and tutors can access. Tutors can input schedules and teaching locations; students can go on, find the course they need help in, find a tutor, and book.
2. Zoom imbedded in the app and all partners on the app get unlimited Zoom access. There isn't a big learning curve and the app is very easy to learn.
3. Additional resources and materials for tutors. Nimbus has a bank of materials, graphics, templates, and a step-by-step guide on how to build a successful tutoring program.

Nimbus charges a licensing fee – \$1.50 standard or \$2 plus per FTE (full-time enrolled student) – then one-time add on fees for extra services

Dagen P. finds that the communication and daily check-ins between peers is an important part of tutoring in his program, but for other programs there is likely a benefit.

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Breanna G. asked for more app information including: how do group sessions work and how does the pricing work; how much are students getting paid for this work; who from the UWSA is running this from our end; who sets the prices; and who looks over the lesson plans.

William L. answered that group sessions are free in limited quantities for some student unions ex. “cram” sessions for major courses. Tutors are paid an hourly rate for their time. Or something like a \$5 entrance fee can be set. Prices are set by the union through the administrative console. The goal is that the union sets a point of contact, we meet with them once a month to get updates/reports, but that the app is administered by the tutors and Nimbus. The tutors are not employees, they are contractors. The app can be used for any service that includes booking and scheduling, other associations have used it for mentorship and advising services.

K. Vargscarr pointed out that this partnership would essentially be creating a new service, and would include charging for a UWSA service for the first time.

4) Closed Session

**Breanna moves that we enter closed session with an invitation to KV and JB  
Motion carries**

- a. Executive Support Proposal – For Approval

5) Adjournment

**Breanna moves to adjourn at 3:33 p.m.  
Motion carries**