



Organization of Part-time  
University Students

University of Windsor

Canadian Federation of Students Local 106

**ANNUAL GENERAL MEETING (AGM)**

Thursday March 30, 2023

University of Windsor

2023



ANNUAL GENERAL MEETING

Thursday March 30th, 2023

4:30pm

AGENDA

1. Welcome and Opening Remarks
2. Approval of the Agenda
3. Approval of the Minutes from March 31, 2022
4. Appointment of financial auditor for Apr. 30, 2023 year end
5. Approval of Elections CRO Report & ratification of election results
6. Presentation of the Annual Board & Staff Reports
7. Approval of the Annual Board & Staff Reports
8. Presentation of the Financial Reports
9. Approval of the Financial Reports
10. Constitution & Policies
11. Strategic Plan
12. Questions period
13. Adjournment
14. Keynote Presentation, Chat GPT with Open Learning Director Nick Baker

**STUDENTS ADVOCATING FOR STUDENTS**

**ANNUAL GENERAL MEETING MINUTES**

**OF**

**MARCH 31, 2022**

University of Windsor

2023

**ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS**

**ANNUAL MEMBERSHIP MEETING**

**THURSDAY MARCH 31, 2022, AT 4:00 PM**

**MS TEAMS**

**MINUTES**

Present:

President: Chris Baillargeon

Vice-President: Diana Marion

Treasurer: Donna Patterson

Directors at Large: Donna Patterson, Bianca Lenarduzzi & Bernarda Camello-Doctor, Janice McAdam, Nadia Rodwyn, Stephen Weir

Staff Members: Maryan Amalow (Executive Director), Steve Jancev (Health Plan Administrator), Zainab Latif (Marketing Coordinator), Ikraam Nur (Marketing Coordinator) & Urooj Fatimah (Administrative Clerk)

Students at large: Namrata Vijaykumar, Sara Aljoudi, Zayd Ahmad, Halimat Oladimeji-Agbabiaka, Nourin Ahmed, Bruna Cazzolato Ribeiro, Ilhaam Nur, Lovelesh Patel, Ruqayyah Faizan, Insaaf Nur, Courtney Gifford, Ranim Aljoudi & Khaled Al-Akili, Manal Omer, Elijah Sevilla-Garcia, Alishah Kareem, Cameron Repmann, Mariam oro, Nicola Varacalli, Deepali Kaushal, Lovelesh Patel, Sameena Sultan, Ruqayyah Faizan

Guests: Fred Francis, Manal Omar, Namrata Vijaykumar, Elijah, Cameron Repmann,

**1. Welcome and Opening Remarks**

The meeting was called to order at 4:00 pm.

**2. Approval of Agenda**

**3. Approval of Minutes**

Be it resolved that we approve the Annual General Meeting minutes of March 31, 2022

#### 4. Presentation of the Annual Reports

OPUS board & staff presented and highlighted their involvement during the 2021-2022 academic year.

#### 5. Approval of the Annual Reports

Be it resolved that we approve the 2022 Annual Reports

#### 6. Presentation of the Financial Reports

OPUS Treasurer & staff presented the financial report to the members and overview of budget for the 2021-2022 fiscal year.

#### 7. Approval of financial report

Be it resolved that we approve the 2022 Financial end of year reports.

#### 8. Appoint an Auditor for Fiscal year end Apr. 30, 2022

Whereas the board of directors reviewed the quote proposals received for financial auditing services;  
Be it resolved that we appoint Baker Tilly LLP Essex as our financial auditor for fiscal year end Apr 30, 2022 per the recommendation of the board

Be it resolved that all these above items be approved in omnibus. Bianca/Bernarda

#### 9. Constitution & Policies

There were no amendments proposed.

#### 10. Elections update

The 2023 OPUS Biennial Elections Nomination period and we will choose CRO for the Election 2023

#### 11. Strategic Plan

OPUS board & staff presented the strategic plan initiatives that we've been working on this past academic year. We will review our existing initiatives and determine what we need to focus on next year.

#### 12. Questions and comments

It was a challenging and fulfilling year for OPUS due to the ongoing pandemic with having our gatherings remain virtual. We continue to strive forward in our best efforts and provide students the same level of support and services during these times such as our Drug and Dental Plan, Scholarships & Bursaries, employment opportunities, information session/webinars and more.

### 13. Adjournment

Meeting adjourned at 6:30pm

## **STUDENTS ADVOCATING FOR STUDENTS**

## **2023 FINANCIAL AUDIT QUOTE**

University of Windsor

2023

Based on our experience and the information you have provided to us, we anticipate the fees for our audit of the financial statements for the 2023 fiscal year will be \$7,450 plus HST.

Our fees outlined above include the following:

- Audit of Financial Statements prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations;
- Attendance at meetings with Management and Board of Directors, as required;
- Preparation of corporate tax return form T2, supporting schedules, and non-profit information return form T1044 as required by CRA.

We do not anticipate any out-of-pocket costs.

Our quoted fees are based on the assumption that there will be no material changes to the operations of OPUS from those included in the April 30, 2022 audited financial statements. Any such changes of a material nature may require a revision to our quoted fees.

Our quoted fees are also based on the assumption that we do not encounter extraordinary circumstances that would cause a material extension of normal procedures. Extraordinary circumstances would include fire, destruction or disappearance of records, discovery of fraud, major changes in operations or legislated requirements, personnel or similar situations beyond our control or knowledge. If such were the case, we would consult with you to determine the appropriate course of action and the impact on our quoted fees.

Fees for other services requiring an extension of our audit procedures beyond the scope required for us to issue an opinion on the basic financial statements and reports on individual programs discussed above, requiring a substantive time commitment, will be billed at our standard billing rates, which vary depending upon the level of experience and responsibility of the individuals involved.



**STUDENTS ADVOCATING FOR STUDENTS**

**OPUS ELECTIONS CRO  
REPORT**

University of Windsor

2023

## Overview:

What follows is the CRO report for OPUS 2023 elections. I was brought on as CRO by the OPUS staff in mid-January and endeavoured to make the elections as fair and professional as possible. Throughout the elections, Steve and Maryan provided excellent support and assistance to me whenever I had questions or issues.

## Nominations:

The nomination period ran from January 30th to February 10th. The following candidates were nominated:

Chris Baillargeon, President

Diana Marion, Vice President

Bernarda Doctor, Director-at-Large

Bianca Lenarduzzi, Director-at-Large

Stephen Weir, Director-at-Large

## Campaigning Period:

The campaigning period ran from February 13th to February 17th. Per their request, the candidates were sent campaign posters.

## Issues:

- After the nomination, I received verbal consent from one candidate as they could not submit the online Acceptance of Nomination form.
- Once a member was nominated, I sent three emails to remind them about completing the online Acceptance of Nomination form. However, I was able to sit with them at the OPUS office and submitted the form on their behalf.
- A reminder to submit the Acceptance of Nomination form was sent out to three candidates, and Nadia withdrew her elections application due to personal reasons.

## Election Results

The voting days, virtual and in-person, of Tuesday, March 7th and Wednesday, March 8th, were cancelled. All of the positions were uncontested; thus, they were acclaimed. Other students that applied were disqualified as they were full-time students and/or graduate students.

Chris Baillargeon was re-elected as your president. Diana Marion was re-elected as your vice-president. Bernarda Doctor, Bianca Lenarduzzi, and Stephen Weir were re-elected as the directors-at-large.

Two students, Stephanie Thomson & Hisham Barakat, contacted the office after the elections and mentioned that they are interested to be on the board. They were advised that the board will be notified about their interest, and they'll be appointed at the April board meeting. There is one vacancy remaining, director-at-large. OPUS will issue a call for OPUS members to apply for this position, and then select that person as per the constitution.

Sincerely,

Zainab Latif  
Chief Returning Officer  
Organization of Part-time University Students  
University of Windsor

## **STUDENTS ADVOCATING FOR STUDENTS**

## **UNIVERSITY OF WINDSOR COMMITTEES**

University of Windsor

2023

## Committees at the University of Windsor

The OPUS Board of Directors represents part-time undergraduate students by advocating on their behalf on the following committees:

Program Development Committee (PDC)      Annually review academic programs at the university

Academic Policy Committee (APC)              Set's policies for the university regarding academics

Senate Student Caucus                              Meet's on Issues that concerns students

Senate    Makes the final decision on all academic issues

Senate Governance Committee                      Sets the agenda for Senate committee

Judicial Panel    Deals with discipline hearings involving students

University Committee on Academic Promotion & Tenure (UCAPT)  
Deal with promotions, tenure and renewal of contracts of professor's at the University of Windsor

University Committee on Renewal, Promotion & Permanence for Librarian Member (UCRPPLM)  
University of Windsor committee that deals with renewal, promotions and permanence for Librarian's

Renewal, Promotion & Permanence for Librarian Members (RPPULM)  
Library Committee that deals with renewal, promotions and permanence for Librarian's

Board of Governors                                      Makes the final Decision on financial & other matters

The President's Advisory Council on Student Life  
President's from the 3 student groups regarding student issues

Medical and Health Services                              Meets on issues regarding Medical and Health

Information Technology Services                              Meets on issues regarding IT Services

Women Campus Safety Grant Committee                              Meets on issues regarding Campus Safety

Accessibility Advocacy Committees                              Promotes awareness and creates an atmosphere

Residence and Food Services Advisory Board (RFSAB) Meets on Food and Residence issues on campus

Social Justice Committee  
Meets on Centre of Social Justice issues affecting Social justice majors or minors

Policy Management Board (PMB)

Meets monthly to act in the best interest of the CAW Student Centre along with OPUS, UWSA and the University

Learning Management System (LMS) Advisory  
Committee (CTL-CLEW)

Meets on student online web portal issues

Strategic Planning Review Committee (ULAC)

Meets to discuss and review strategic plan

Campus Alcohol Policy Committee  
Downtown Campus Steering Committee

Meets to ensure safety of student alcohol use  
Focus on development of downtown core

## **STUDENTS ADVOCATING FOR STUDENTS**

## **PRESIDENT'S REPORT**

University of Windsor

2023

March 27, 2023

## President's Report for OPUS AGM 2023

During this 2022-2023 academic year, we have continued to collaborate with Dr. Rob Gordon, President of the University on various initiatives and in conjunction with Administration, Faculty and Staff, as well as the other student groups, the University of Windsor Student Alliance (UWSA) and the Graduate Student Association (GSS) to make the student experience a success on campus. It has both remained a vital part of our day-to-day operations to stay in communication with everyone and effectively advocate for all our part-time members.

We continue to represent all part-time students who receive our OPUS Benefits Plan and other services to the best of our ability. The OPUS Benefits Plan is in its fourteenth year and is an essential service to all students who utilize it. If comparable coverage has been provided and verified, then an opt-out refund will be issued within the appropriate timeframe. No cost increase has been assessed to plan for this 2022-23 year.

Financially, we are in good shape as reviewed by our auditor annually and once again we will be recommending an auditor for our next fiscal year ending April 30th, 2024. The OPUS treasurer will comment on our financial position in more detail in her report. Also, we offer over twenty part-time scholarships and bursaries for part-time students annually that are in financial need and are not eligible for many awards offered by the University to full-time students. OSAP is available to part-time students through other government funding resources who take one to three part-time courses and are eligible and qualify to further advance their studies.

This has been a busy year in terms of committee involvement. I served on the Board of Governors, Senate, Policy Management Board (PMB) for the Student Centre, Alumni Association Board, Ancillary Fee Board, University Committee for Promotion, Permanence and Tenure (UCAPT), Lancer Sports and Recreation Centre (LSRC), and Campus Union Solidarity (WUFA) meetings, held virtually and in-person during this previous year.

The Senate has approved many new programs and course changes throughout the year as submitted by the Program Development Committee (PDC). The meeting minutes are very detailed and can be found on the Senate website. A variety of annual reports including Recruitment, Leddy Library, Centre for Teaching and Learning, Office of Open Learning, Financial Aid, and IT Services are accessible through the University website as well.

The Ancillary Fee Board approved CPI increases for OPUS fees this year to match inflation, and the OPUS Benefit Plan will also remain at its current rate without an increase. The U-Pass bus service has returned to normal post-pandemic again starting September 2022 with regular opt-out considerations. Also, the new athletic facility fee will be assessed starting in Summer 2022. The Toldo Lancer Centre opened in July 2022. All fees were passed in accordance with previous referendums (as allowable to the referendum question itself) and further voted on by the student membership. Mental health support has also been on the rise and a going concern due to the two-year absence brought on by the Covid-19 pandemic. Post-pandemic mental health needs require greater engagement,



resources and supports to help alleviate the needs for our part-time student membership. Currently, there are services offered through Green Shield to help assist our members in this capacity.

Furthermore, additional to my committee involvement, I have also attended many functions, events, and activities either virtually or in-person by continuing to observe health guideline protocols where required to do so. Throughout the year I have attended the following events: Centre for Teaching and Learning Awards, Alumni Awards, OPUS Annual Awards, Welcome Week orientation, OPUS Appreciation Week, Fall Social 2023, OPUS Winter Social 2023.

We continue to work on re-establishing a renewal to our CAW Student Centre Management Agreement in conjunction with University Administration and UWSA. Currently, we have updated our constitution through an established joint agreement between University Administration, UWSA and OPUS to manage the center as the Policy Management Board. As well, discussions regarding an Intellectual Property Policy have commenced to represent ongoing concerns between student and faculty when arrangements are established with industry partners when rights are observed in comparison to other institutions.

We have also made further strides on correcting injustices on campus through initiatives to address Anti-Black Racism such as establishment of Equity, Diversity, Inclusion and Decolonization office (EDID) and Black Studies Institute, as well as addressing Indigeneity issues around implementation of Truth and Reconciliation Commission recommendations through other initiatives on campus. Search committees have commenced regarding the appointments of a Associate Vice-President of Student Experience, Provost and Vice-President Academic, and Vice-President of Research and Innovation have all been hired and will be in place by Summer 2023. Registrars search committee selections are currently taking place.

Royal Bank of Canada (RBC) has established a kiosk within the Student Centre with a permanent space to be designated by Fall 2023. In conjunction with their established footprint, further scholarships and bursaries will be established for students through the Policy Management Board (PMB) on this initiative as well as further educational initiatives on financial matters for students. Further to this initiative on campus, we continue to see progress to a transformation of the various buildings and architectural improvements such as that of the newly renovated law building to be ready by Summer 2023 and the recent addition of 300 Ouellette building for the Master of Applied Computer Science Program. As well as updated campus Strategic Plan being put in place through "Aspire" campaign to envision the next five to ten years will be finalized soon.

OPUS Handbook Day Planner was available to all students this previous year in print, while other versions were available online for students made available on a first come first serve basis. We have commenced with our Free Pizza Fridays in Fall 2022 and Winter 2023 post-pandemic with great success of over 300 students at each event, as well as the return of the OPUS BBQ, OPUS Awards dinner Fall 2023, and other social events. We continue to provide webinar keynote speakers for our part-time student members either in-person or virtually, so please stay connected and updated on all the recent events.

I wanted to express my thanks to the OPUS Board of Directors for all their hard work, dedication, and contributions as part of the OPUS team to make this happen: Diana Marion, Vice-President; Donna

Patterson, Treasurer; Bianca Lenarduzzi, Director-at-Large; Bernarda Camello-Doctor, Director-at-Large; and Stephen Weir, Director-at-Large; recently re-elected for another two-year term, as well as departing board members for their contributions as follows: Ed King, Director-at-Large; Nadia Rodwyn, Director-at-Large; and Janice McAdam, Director-at-Large. Furthermore, I would also like to thank our Executive Director, Maryan Amalow and our OPUS Benefits Plan and Facilities Administrator, Steve Jancev, for their outstanding work for the day-to-day operations of OPUS.

Respectfully submitted,

Chris Baillargeon  
OPUS President

## **STUDENTS ADVOCATING FOR STUDENTS**

## **VICE PRESIDENT`S REPORT**

University of Windsor

2023

## Opus VP report for March 2023 AGM meeting

The year has been a mixture of virtual, hybrid, and face-to-face meetings. Many committees were recently given the option to choose their formats based upon member decisions. Virtual and hybrid meetings was the choice for several of my committees. As an Opus board member I have attended many scheduled and some emergency university committee meetings, Ontario student committee meetings, student activity meetings, and Opus inspired meetings and socials. Attendance was always as a representative of Opus with student advocacy and student strength the aim. A few of such committee and social meetings will be highlighted in this report.

A new learning management system was made usable and replaced the old system in most student university course deliveries as of September 2022. The old system, known as Blackboard, will be retired in April 2023. Students were employed and students volunteered throughout the ongoing implementation process. I did and still do serve on a learning management committee with the intent of bringing student input and decisions regarding the new system.

The Program Development Committee I serve on has been involved with the Indigenous learning outcomes and included information about how faculties and instructors might fill in the required forms(s). We have discussed new faculty programming and have recently advised on government and university course sustainability efforts. The related sub-committee reads mandated faculty and external reviewer reports. We send next steps and recommendations based upon our discussions about these reports. There are many committee responsibilities and these are but a few.

The Senate committee meetings have been involved with the choice of Search committee members and acceptance of their recommendations. We have provided feedback on, for example, their associate VP of Student Experience and the university Provost choices. Comments are made on the building of a new student residence as well as the purchase costs and now safety concerns of a downtown building.

The Strategic Planning Steering committee meetings resulted in a completed version of the plan. The process included student and community feedback and consultation. Much time in committee meetings was devoted to the choice and wording of our chosen university values.

As a member of the Ontario executive committee, group meetings were both scheduled and emergency initiated. Staff efforts are devoted towards revamping existing Ontario student campaigns. Federal student disputes and local media offerings have been discussed with votes were

taken about how to address such issues. Ongoing committee issues are part of my representation duties.

The Ontario student organization provided skills training whereby sessions taught and questions answered helped with the appropriate representative needed for our Windsor campus students.

As an Opus student representative workshops have been attended with useful information obtained. For example, The Centre for Teaching and Learning offered many such workshops as well as holding their annual Teaching Awards presentation.

Opus activities from our welcome bar-b-que events to our many presentation events and socials included tuition draws and student door prize draws. We have offered sponsorship to several student organizations, including the Carrousel of Nations and have been a part of Alumni activities at the new Lancer Centre. I am privileged to attend such activities as your Opus student representative.

Sincerely,

Diana Marion, Vice President

## **STUDENTS ADVOCATING FOR STUDENTS**

## **TREASURER`S REPORT**

University of Windsor

2023

## AGM Report

March 30, 2023

For the 2022 / 2023 academic year I have been on the OPUS board as the treasurer and have fully enjoyed the role. Although all our board meetings have been virtual, we have fully continued our advocacy for part-time students.

Committees that I have served on are the Student Senate Caucus Committee, Policy Management Board, and Ancillary Fee Committee whenever possible.

My involvement with OPUS includes participating in monthly meetings, Fall Welcome BBQ, Fall Social, OPUS Awards dinner, Fall Open House, OPUS tour of new computer science campus, OPUS Holiday dinner and I was honored to attend the International Women's Day Gala 2023 as an OPUS representative.

Being an advocate for part time students has been a privilege and allowed me many opportunities to be a voice with other devoted board members.

Sincerely,

Donna Patterson, Treasurer

**STUDENTS ADVOCATING FOR STUDENTS**

**DIRECTOR AT LARGE**

**REPORTS**

University of Windsor

2023



## AGM Report for March 30, 2023

The past year from September 2022 to March 2023 has brought many changes to the university community. We are now experiencing the best of the challenges that evolved due to Covid – 19. The many activities sponsored by OPUS have been very positive and we are seeing so many students willing to volunteer again. The Pizza Days again are distributing free pizza to approximately 300 students. The Winter Social Event ( in person also) was also well attended. The guest speakers addressed relevant issues, for example : public speaking skills, financial planning and immigration standards. Monetary gifts were also presented at the Winter Social.

Opus sponsored a table for the Mental Health & Wellness day during Lancer Care Week. Many students became involved in the interactive event as a prize was awarded to a lucky student.

As a director at large, I was involved in the Academic Policy Committee. Annual reports were submitted for the monthly meetings. The most relevant was the Information Technology Services Report presented by Marcin Pulcer. The many challenges were addressing the students issues as Live Chat replaced the previous online tickets. Due to the success of Live Chat, additional funding was necessary. An amount of \$160, 000 was paid to staff to accommodate the students' needs. Another success was the setup of the 300 Ouellette campus. In the last meeting CHATGPT was discussed; the controversy caused by A.I. will lead to many changes in the standards of students' evaluations. Another success story was the formal opening of Toldo Lancer Centre. OPUS was invited to initiate some of the facilities. The participants were so privileged. Another opportunity to celebrate the opening was sponsored by the Alumni. Both the president and I were part of the successful event. The previously described activities are only a portion of the events that OPUS board members either sponsor or are members. The hard work by the board members is evident as OPUS continues to be recognized as a very important advocate of mature and part time students.

In addition, I wish to thank my fellow OPUS members, especially our director, Maryam for all the support and encouragement over the last four years. Unfortunately, this is my last year as a director at large. Such a great experience!

Many thanks,

Janice McAdam  
Director at large

Stephen Weir is a Director-at-Large on the OPUS Board. He has been involved with organization for almost two years. For the past three years Stephen has been studying part-time within the university's Communications Department. The first two years he did his studies on-line. For the past two semester he has been commuting by train weekly from his home in Toronto to attend in person a 4th Creative Writing course.

Stephen Weir is one of the oldest members of OPUS and has been associated with the school longer than anyone else. He first enrolled at Windsor U in 1969 and met his wife. They live in downtown Toronto and own a family home in Walkerville,

He holds a degree in Journalism from the Ryerson Polytechnical Institute and has a long storied career as a journalist and communications expert. He is a published author, an expert scuba diver and a long-time advisor to the Toronto Caribbean Carnival. He currently is a reporter for the Caribbean Camera weekly newspaper in Toronto.

On behalf of Opus the 70-year-old student sits on several boards. He sits on the **Senate** and is also a member of the **Senate Governance Committee** and the **Leddy Library Board**. He has been involved in two important recruitment committees, one was the recent search for the next Vice President of Student Experience, the other was for a library position.

In addition to committee work, Stephen Weir has represented Opus at cultural events around the city of Windsor including book launches, book readings, art gallery exhibition openings and festivals.

Sincerely,

Stephen Weir  
Director at large

My name is Bernarda Doctor and I currently sit as Director-at-Large for the Organization of Part-time University Students known as OPUS. I have had the privilege of taking part in many events and activities during my time with the board while advocating for other students such as myself on campus.

I attended and fully participated with groups from all around the world within Canada. It was organized by the Canadian Federation of Students (CFS), Local 106 we are a part of as CFS members held in Ottawa, Ontario in the Fall of 2022. Maryan, Bianca, and I represented the whole University of Windsor as GSS and UWSA were not present as attendees for the event. I truly enjoyed attending the Annual General Meeting – educationally, socially, and culturally. Personal associations, joint lecture groups, sharing cultural performances, discussions, enjoying social encounters opened me up in every way, to the extent that up to this date, has left fresh lasting memories of those four days. I am inclined to share the friendliness and openness of socialization with the people I met during that time, as well as being open to learn and know others more through these interactions overall.

I also represented OPUS during our Fall 2022 and Winter 2023 socials to assist and take part in the events being held. On October 6<sup>th</sup>, 2022 we had RBC Financial Planning, GSC Benefit Plan, and Pocket Pills representatives here to speak to students on various topics. Also, on February 8<sup>th</sup>, 2023, we had speakers for Immigration, Employment, and Public speaking featured to take part and listen to. These were both well represented and popular events with students.

I also took part in three of our “Free Pizza Fridays” promotional events held on February 17, March 3<sup>rd</sup>, and March 24<sup>th</sup>, 2023. We had well over 300 students attend these events with great success in anticipation of their free pizza. Also, I have contributed with a song I wrote, shown as an introduction in my autobiographical book: **Giving Back by the song title “Gifted”**.

**The song goes along as follows:**

**Giving back all, I’ve received, gifts empowering, my whole life: Spirit of visioning, seeking multi-growing humanely. Sensually strong and sincere, psycho-physiologically side by side...; Totally involved, discovering, developing and refining to intended ends.**

**Chorus : Fi-li-pi-na ! Born with utmost mission, Be-e-e-e...you who God created. Caring, loving...sharing humans with everything, gifted purposely, abundantly. Hallelujah! Now, I’m living my dreams!**

**Theme: I’ll forever light the world...of students.**

Further to my contributions, I have proposed a plan to be considered in a future meeting, the possibility of a future trust fund, sustainable and the logistics of a charitable entity which could assist future part-time students with their financial needs. This plan is still being worked on as a work in progress.

Submitted by,

Bernarda Carmella-Doctor, Director-at-Large

**STUDENTS ADVOCATING FOR STUDENTS**

**OPUS EMPLOYEES**

**REPORT**

University of Windsor

2023

Good afternoon OPUS Members,

Welcome to our 2023 Annual General Meeting (AGM). We would like to begin by thanking our current and past members of the board for their efforts over the past year as well as our student employees. The past year was another challenging one for us as we were all adjusting to interacting more often in person. Most of our gatherings were in person this past year and our office continues to be available in-person by appointment and virtually.

The OPUS staff organized a great in person BBQ event for part-time and mature students on Thurs. Sept. 22. Over 300 students completed the ballot last year for the FREE Tuition Bursary prize valued at up to \$1,850 sponsored by the Alumni Association. It's great that we were able to have a successful event with many of our campus and off campus partners. Thanks to Dr. Edwin Tam for welcoming students on behalf of the presidents' office.

I participated this year in Feb 2023 the National Black Students' Caucus conference to celebrate Black History Month in Toronto which was very successful.

For many students, this past fall was the first time they came back to a physical classroom since 2020. If financial barriers were an issue pre-pandemic, the burden has now only grown exponentially. We're talking about tuition hikes, which have gone up as pandemic freezes have decidedly thawed, but also, everything is more expensive right now.

This is the result of record inflation rates (a forty year high!), which have led to higher prices for almost everything across the country. With in-person classes come additional expenses—having to relocate, pay rent, buy groceries, access transportation, to name a few—and students are bearing the brunt.

We continue to strive forward in our best efforts and provide students the same level of support and services during these unprecedented times such as our Benefits Plan, Scholarships & Bursaries, employment opportunities, information session/webinars and more.

The OPUS annual audit for the 2022 fiscal year started August 2022. Sherry and Joe from Baker Tilly were recording the data from all the necessary documentation and figures we provided for them to properly assess the audit. Our chartered accountant Sherry presented the audit draft document at our Oct. 2022 meeting.

OPUS Students perceived interactions with Online Studies: Annual Survey.

This survey aims to inquire about the needs of part-time and mature undergraduate students utilizing the UWindsoR "Qualtrics" platform. This survey will function to determine and enhance the learning experience for part-time and mature students by assessing current services and student experience. Our goal is to provide our members with excellent services and advocacy to help their needs.

I attended last November 2022 the CFS 41 Annual National General Meeting as OPUS representative.  
Report Local 106 CFS:

Ratification of the CFS plenary speaker was Anne Marie 4:30pm

Member Locals who were present from these provinces:

BC, AB, SK, MB, ON NB, PEI, NS, NL

CFS provides students from across the country with an effective and united voice, provincially and nationally. They create space and foster opportunities for students to join in creating lasting change and winning victories, both on and off campus.

Because universities and colleges are funded primarily by the federal government and administered by provincial governments, the policies, and priorities of both levels of government determine the accessibility of post-secondary education in Canada. Tuition fee levels, student financial assistance programs, Indigenous student funding, and funding for research are all set directly or indirectly by both levels of government.

CFS addressed in the meeting those few vital points:

Financial Barriers: Pre-pandemic, financial concerns were one of the greatest barriers for access to a quality post-secondary education.

Physical Barriers: Aside from universities historically being inaccessible to folks with disabilities, as schools across the country reopen their doors, we are in line to see increased physical barriers to education because of the pandemic.

Mental Barriers: This is a big one. COVID-19 has amplified the devastating anxieties that students were already facing in a pre-pandemic world (exacerbated by racial injustice, climate change, and gross economic disparity—to name a few), and added additional stressors to their already overwhelming workloads. While Canada does have a universal healthcare system, this does not cover mental health services,

Students must Take Action: Call on federal leadership to boost funding and improve the accessibility, affordability, and quality of post-secondary education.

Pre-pandemic financial concerns were one of the greatest barriers for access to a quality post-secondary education. With constantly rising tuition costs, increasingly expensive books and supplies, and overwhelming student debt—being able to afford university is simply not a reality for many.

For the past 30 years, the Circle has highlighted the challenges facing Indigenous students in Canada, including racism on campus, cutbacks in funding to the Post-Secondary Student Support Program (PSSSP), and the exclusion of some students from the program.

At these meetings, the Part time and Mature Students can discuss current issues and examine the specific concerns of its members on their campuses, as well as campaigns and policies that could be implemented by the Canadian Federation of Students.

Every year, the Part time and Mature Students elects a representative who acts as a spokesperson for the group and sits on the National Executive Committee.

This year, we had our board elections in Winter 2023 as classes were still primarily in person. As you may be aware, we typically have our elections biennially (every 2 years) in the Winter.

We have accomplished many goals throughout this past year including:

OPUS Handbook/Day planner: This continues to be beneficial for students that include ads from other campus departments and community partners. Last year since the other student Unions were not having hardcopy day planners, OPUS was the only primary group that provided day planners to all students. They were distributed throughout campus as well as the public library.

Our annual newsletter was distributed during our awards banquet in Oct. 2022. As usual, it highlights our activities from the year. The next one will be released at the next awards banquet on Oct 27, 2023.

The renovations of the RBC's permanent space in the student centre are still pending. The plan is to have it opened in fall 2023.

Upon receiving the good news and approval from health/safety, we hosted numerous free pizza event for all students, sponsored partially by the Campus Dental Centre along with the EDI office. We received a tremendous number of registrations and fed 200 students throughout fall and winter.

Chris, Steve, and I attended on Feb 28 the Introduction meeting for the new Executive Director Office of Student Rights and Responsibilities Sukanya Pillay. She told us her office will be dealing with non-academic issues and they are looking into the fairness of the students. She is a Member of the Advisory Board for Canadian Lawyers for International Human Rights (CLAIHR). She also met our board during the March 2023 meeting.

The mature, part-time and transfer students' fall orientation was on Aug. 6, 2022, and the winter session was on Jan. 3, 2023. We gave prospective (incoming) students an opportunity to directly find out about what support services are available to them online including our student association. We are planning to participate and host a part-time mature session in the upcoming Spring Open House on April 1, 2023.

The OPUS Winter Social was held on February 8<sup>th</sup>, 2023. CFS Ontario were the keynote presenters shared important information with students. We announced the winner of the \$800 new student bursary for Winter 2023, and we also gave out numerous door prizes and the \$250 money prize.

We would like to take this opportunity to share with you that OPUS approved some donations to support our mission. This was such a generous and kind-hearted donation. We have seen how OPUS makes a difference in so many people's lives on several occasions' students, staff, faculty, and associates, which makes us super proud.

OPUS was able to support student led activities along with maintaining our awards and scholarships and continuing our existing partnership with donors/sponsors.

OPUS contributed \$500 for a seat at University Players in the Essex Hall theatre. Supported Ride for Refuge, \$300 for cancer research. Sponsored \$250 for student pow wow hosted by Aboriginal/SSLC. We contributed \$500 to Relay for Life, proceeds go to the Canadian Cancer Society. We also

contributed @1,000 and supported the Building an EDI Infrastructure in Windsor-Essex Symposium which took place yesterday Mar. 29, 2023.

Provide our benefit plan members with Inkblot Therapy, a mental health program with a focus on secure video counselling that is available any time, any place to make mental health support readily accessible. Additionally, a comprehensive student assistance program is bundled for members to access. OPUS students receive this vital benefit at no additional cost.

Continue to expand our benefits plan and access to health care with mental health therapy (iCBT) through Beacon, online pharmacy services with Pocket Pills, and legal assistance plan. We also continue providing the Universal Bus Pass (UPass) service through Transit Windsor.

Students continue accessing Inkblot & Beacon through the benefits plan, using Psychologist or Social Worker/Counsellor or Master of Social Work or Psychotherapist or MindBeacon  
Therapist Guided Program: \$500 per benefit year combined for all services.

We attended few meetings about the OPUS Outreach for Recruitment and Retention Planning. OPUS desires a stronger collaboration with enrolment management on marketing towards part-time learners, such as increased outreach, engagement, etc.

Ideal learner segmentation: Micro-credentials, professional development (ConEd), finishing a degree, working professionals, stop-outs, non-traditional learners, mature and online learners.

Leverage competency-based prior learning and investments in online learning  
Increase the awareness of part-time studies at the University.

Had discussions with President Dr. Robert Gordon during some of our monthly board meetings and addressed the concerns and needs of our part-time & mature students. More specifically, we advocated to be a part of the university's academic plan along with emphasising the need of recruitment of certificate or degree path programs, 300-400 level classes, online/evenings/weekends.

The University of Windsor is in the process of conducting an external review of equity, diversity, and inclusion practices on campus, as well as a campus wide consultation on changes to student misconduct procedures. These reviews will inform many changes to campus procedures and operations as the University works towards ensuring a safe, just, inclusive, and welcoming campus environment for everyone. The UWSA, OPUS, and GSS are strongly in support of these efforts.

We hope part time students will take advantage of the many student services and campus resources at OPUS that can help them succeed in their undergraduate student life. Our website is ([www.uwindsor.ca/opus](http://www.uwindsor.ca/opus)) where you find out about our services as well as Facebook & Twitter and Instagram (OPUS UWindsor). As always, ensure to email your inquiries to [opus@uwindsor.ca](mailto:opus@uwindsor.ca).

Thank you to Janice and Edward for their dedicated years of service on the board of directors as a director at Large and past president.



We would also like to welcome our newest members of the board Stephanie & Hisham and we look forward to working with them. Lastly, we'd like to thank all the students at large for the opportunity to share these highlights and experiences. We continue to make sure that the needs of part-time and mature students are met by being a leader and advocate on their behalf. We look forward to the next academic year and hope to continue seeing more positive outcomes.

Here's a glimpse of OPUS EVENTS in 2022-23

- AGM Membership meeting March 31, 2022 with Fred Francis Director of Multicultural Council of Windsor Essex
- OPUS 20th Annual free welcome BBQ/free tuition bursary draw - Sept. 22, 2022
- OPUS Fall Social - Oct. 6, 2022 – RBC financial planning & GSC
- OPUS 30th Annual Awards Banquet - Oct. 28, 2022
- OPUS Social - Winter 2023 - Feb 8, 2023 – Public speaking workshop, WEST services & Canada by Choice immigration services.
- Next Event: Student Series Webinar with Open Learning Director Nick Baker ChatGPT on Thurs. Mar. 30 at 5:30pm

Sincerely,

Maryan Amalow-Executive Director

Steve Jancev-Health Plan Administrator/Student Centre Facilities Administrator

**STUDENTS ADVOCATING FOR STUDENTS**

**OPUS BUDGET**

**MAY 2022 - APRIL 2023**

University of Windsor

2023

**OPUS Financial Report**  
**May 1/2022 to April 30/2023**

<b>Revenue/Health Plan</b>	<b>\$602,500.00</b>
Health Plan Fees	\$575,000.00
PMB Contribution for HPA Wages	\$27,500.00
	<b>\$602,500.00</b>
<b>Advertising and Promotion</b>	<b>\$10,000.00</b>
Advertising Income	\$10,000.00
	<b>\$10,000.00</b>
<b>Awards / Bursaries</b>	<b>\$17,266.00</b>
Alumni Association sponsorship Awards/Bursaries	\$3,100.00
Award banquet sponsorship	\$10,000.00
Campus Dental sponsorship Awards/Bursaries	\$2,500.00
Dr. Kai Hildebrandt sponsorship Awards/Bursaries	\$1,666.00
	<b>\$17,266.00</b>
<b>Interest Revenue</b>	<b>\$0.00</b>
Interest Revenue	\$0.00
	<b>\$0.00</b>
<b>Rent Revenue</b>	<b>\$12,000.00</b>
Other Revenue - Bookstore Space	\$12,000.00
	<b>\$12,000.00</b>
<b>Revenue/Society Fees</b>	<b>\$233,000.00</b>
Canada Summer Job Program Wage Reimbursement	\$28,000.00
Society Fees	\$200,000.00
WEST LEAD Program Wage Reimbursement	\$5,000.00
	<b>\$233,000.00</b>
<b>Social Events</b>	<b>\$5,000.00</b>
Social Events Income	\$5,000.00
	<b>\$5,000.00</b>
<b>Student Refugee Support</b>	<b>\$15,000.00</b>
Student Refugee Support Program - Restricted	\$15,000.00
	<b>\$15,000.00</b>
<b>Universal Bus Pass</b>	<b>\$200,000.00</b>
Upass fees revenue	\$200,000.00
	<b>\$200,000.00</b>
<b>Revenue budget</b>	<b>\$1,094,766.00</b>
<b>Health Plan</b>	<b>\$410,000.00</b>
Health - Benefit expenses	\$0.00
Health - Plan Refunds	\$100,000.00

Health Plan Premiums	\$300,000.00	
Health-Banking Expenses	\$0.00	
Expenses initially derived from operations	\$10,000.00	
HEALTH-databases		
	<b>\$410,000.00</b>	
<b>Advertising and Promotion</b>		<b>\$8,000.00</b>
Advertising and Promotion	\$5,000.00	
OPUS Appreciation Week	\$3,000.00	
	<b>\$8,000.00</b>	
<b>AGM</b>		<b>\$500.00</b>
Annual General Meeting	\$500.00	
	<b>\$500.00</b>	
<b>Amortization</b>		<b>\$0.00</b>
Amortization	\$0.00	
	<b>\$0.00</b>	
<b>Awards / Bursaries</b>		<b>\$15,000.00</b>
Awards/Bursaries	\$11,000.00	
Awards/Busaries Banquet/Dinner	\$4,000.00	
	<b>\$15,000.00</b>	
<b>Banking</b>		<b>\$10,000.00</b>
Audit	\$8,500.00	
Bad debt expense	\$1,000.00	
Banking expense	\$500.00	
	<b>\$10,000.00</b>	
<b>Board of Directors</b>		<b>\$33,000.00</b>
Board meetings	\$2,000.00	
Board of Directors Election-CRO Fee	\$2,000.00	
Board of Directors Parking	\$2,000.00	
Board of directors-education/training	\$1,500.00	
Honorarium	\$25,500.00	
	<b>\$33,000.00</b>	
<b>Canadian Federation of Students</b>		<b>\$21,000.00</b>
Canadian Federation of Students Fee	\$17,000.00	
Conferences/Conventions	\$4,000.00	
	<b>\$21,000.00</b>	
<b>Donations &amp; Sponsorship</b>		<b>\$5,000.00</b>
Student Event Funding	\$5,000.00	
	<b>\$5,000.00</b>	
<b>Gifts/Flowers</b>		<b>\$500.00</b>

Gifts/Flowers	\$500.00	
	<b>\$500.00</b>	
<b>Insurance/Lawyer</b>		<b>\$7,500.00</b>
Insurance	\$2,500.00	
Lawyer	\$5,000.00	
	<b>\$7,500.00</b>	
<b>Lounge</b>		<b>\$1,000.00</b>
Lounge: Beverages, coffee, milk, water & misc	\$1,000.00	
	<b>\$1,000.00</b>	
<b>Miscellaneous</b>		<b>\$500.00</b>
Miscellaneous	\$500.00	
	<b>\$500.00</b>	
<b>Office</b>		<b>\$12,800.00</b>
Health Database Software	\$1,000.00	
Office - capital	\$3,000.00	
Office - computer	\$3,000.00	
Office - misc.	\$500.00	
Office - paper	\$200.00	
Office - photo copier	\$2,000.00	
Office - Postage	\$500.00	
Office - supplies	\$1,000.00	
Office Database/Software	\$1,600.00	
	<b>\$12,800.00</b>	
<b>OPUS Information Sessions/Workshops</b>		<b>\$2,500.00</b>
OPUS Information Sessions/Workshops	\$2,500.00	
	<b>\$2,500.00</b>	
<b>Orientation</b>		<b>\$2,500.00</b>
Orientation - bursaries	\$1,600.00	
Orientation - food services	\$400.00	
Orientation - supplies	\$0.00	
Orientation - UWIN Card Gift Card for volunteers	\$500.00	
	<b>\$2,500.00</b>	
<b>Payroll Expenses</b>		<b>\$193,550.00</b>
Employee Health & RSP Benefits	\$8,000.00	
Employee Parking	\$2,000.00	
Employees Education/Training	\$3,000.00	
Employees Holiday Bonus & Wage Adjustments	\$5,000.00	
Government Remittance - CPP Expense approx. 5%	\$7,500.00	
Government Remittance - EI Expense approx. 2%	\$3,700.00	
Government Remittance Arrears	\$350.00	
Wages-Executive Director	\$78,000.00	

Wages-Health Plan Administrator	\$71,000.00	
Wages-Work Study Students & Holiday Bonuses	\$15,000.00	
	<b>\$193,550.00</b>	
<b>President's Office</b>		<b>\$500.00</b>
President's office-meetings	\$500.00	
	<b>\$500.00</b>	
<b>Printing</b>		<b>\$750.00</b>
Business Cards	\$250.00	
Printing (Document Imaging) - Letterheads	\$500.00	
	<b>\$750.00</b>	
<b>Social events</b>		<b>\$5,000.00</b>
Social events	\$5,000.00	
	<b>\$5,000.00</b>	
<b>Student Refugee Support    \$0.00</b>		
Student Refugee Support Sponsorship	\$0.00	
	<b>\$0.00</b>	
<b>Telephone</b>		<b>\$1,300.00</b>
Telephone - Long Distance	\$0.00	
Telephone - Monthly	\$1,300.00	
	<b>\$1,300.00</b>	
<b>Universal Bus Pass</b>		<b>\$200,000.00</b>
Upass fees expense	\$200,000.00	
	<b>\$200,000.00</b>	
<b>Expense budget</b>	<b>\$930,900.00</b>	

**STUDENTS ADVOCATING FOR STUDENTS**

**FINANCIAL REPORT**

**MAY 2022 - MARCH 2023**

University of Windsor

2023

Budget Report - Monthly Summary - Details

Wednesday, March 29, 2023

Revenue	Budget	YTD	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Revenue/Health Plan	\$602,500	\$506,355.80			\$29,014.83			\$409,000.00			\$340.97		\$68,000.00	
Advertising and Promotion	\$10,000	\$11,817.50	\$5,932.50	\$1,412.50	\$4,472.50									
Awards / Bursaries	\$17,266	\$6,430.00						\$3,600.00	\$2,330.00	\$500.00				
Interest Revenue	\$0	\$77.41						\$77.41						
Revenue/Society Fees	\$233,000	\$206,563.00			\$11,701.00	\$600.00	\$70,000.00	\$77,362.00		\$1,000.00			\$45,900.00	
Social Events	\$5,000	\$3,334.69			\$2,000.00	\$300.00	\$650.00				\$384.69			
Universal Bus Pass	\$200,000	\$181,000.00						\$181,000.00						
<b>Revenue Total</b>		<b>\$915,578.40</b>	<b>\$5,932.50</b>	<b>\$1,412.50</b>	<b>\$47,188.33</b>	<b>\$900.00</b>	<b>\$70,650.00</b>	<b>\$671,039.41</b>	<b>\$2,330.00</b>	<b>\$1,500.00</b>	<b>\$725.66</b>		<b>\$113,900.00</b>	
Health Plan	\$410,000	\$267,788.05	\$0.00	\$54,652.60	\$25,883.90	\$25,883.90		\$266.36		\$85,799.32	\$21,930.20		\$53,371.77	
Advertising and Promotion	\$8,000	\$23,834.94	\$338.88	\$2,272.43		\$1,126.55	\$2,436.19	\$805.13				\$16,855.76		
Awards / Bursaries	\$15,000	\$24,345.24						\$12,566.74	\$106.95		\$921.55		\$10,750.00	
Banking	\$10,000	\$8,646.45	\$1.95							\$8,644.50				
Board of Directors	\$33,000	\$29,075.17	\$12,263.14		\$555.78	\$100.00			\$200.00	\$14,806.25		\$950.00	\$200.00	
Canadian Federation of Stu	\$21,000	\$2,604.62							\$1,854.62			\$750.00		
Donations & Sponsorship	\$5,000	\$2,050.00				\$250.00		\$300.00	\$1,000.00			\$500.00		
Gifts/Flowers	\$500	\$314.58								\$264.58			\$50.00	
Insurance/Lawyer	\$7,500	\$2,274.48											\$2,274.48	
Lounge	\$1,000	\$265.32						\$44.07		\$44.07	\$89.04	\$44.07	\$44.07	
Office	\$12,800	\$8,983.23	\$37.97	\$4,990.83		\$53.84	\$23.37	\$206.88	\$31.26	\$17.72	\$31.53	\$3,589.83		
OPUS Information Sessions	\$2,500	\$1,986.60						\$1,043.92			\$200.00	\$742.68		
Payroll Expenses	\$193,550	\$192,033.55	\$14,249.81	\$29,044.14	\$37,211.08	\$16,267.52	\$12,981.91	\$11,949.53	\$11,461.70	\$24,079.88	\$14,575.69	\$14,439.76	\$5,772.53	
President's Office	\$500	\$62.43			\$62.43									
Printing	\$750	\$204.53						\$204.53						
Social events	\$5,000	\$8,206.93		\$265.25			\$825.00	\$500.00	\$5,698.44	\$501.65	\$56.59	\$360.00		
Telephone	\$1,300	\$1,078.00	\$98.00	\$98.00		\$196.00	\$98.00	\$98.00	\$98.00	\$98.00	\$98.00		\$196.00	
Universal Bus Pass	\$200,000	\$112,858.83							\$25,331.04	\$87,527.79				
<b>Expense Total</b>		<b>\$686,612.95</b>	<b>\$26,989.75</b>	<b>\$91,323.25</b>	<b>\$63,713.19</b>	<b>\$43,877.81</b>	<b>\$16,364.47</b>	<b>\$27,985.16</b>	<b>\$45,782.01</b>	<b>\$221,783.76</b>	<b>\$37,902.60</b>	<b>\$38,232.10</b>	<b>\$72,658.85</b>	

Total Revenue	\$915,578.40
- Total Expense	\$686,612.95
Surplus	\$228,965.45

**Budget Amount**  
**\$930,900**

Balance As of: 29-Mar-23



**STUDENTS ADVOCATING FOR STUDENTS**

**2022 AUDITED FINANCIAL STATEMENT**

University of Windsor

2023

**ORGANIZATION OF PART-TIME UNIVERSITY STUDENTS****Statement of Operations****Year Ended April 30, 2022**

	2022	2021
<b>REVENUES</b>		
Health plan fees and reimbursements (Note 5)	\$ 523,008	\$ 459,963
Society and CFS membership fees	221,385	214,475
Bookstore rent	12,000	11,318
Advertising income	4,351	12,617
Other income (Note 6)	27,816	4,350
Interest revenue	140	182
Event sponsorship	1,000	3,420
	<u>789,700</u>	<u>706,325</u>
<b>EXPENSES</b>		
Health plan broker premiums	308,527	254,795
Wages	179,114	156,763
Canadian federation of students fees (CFS)	32,110	33,148
Board of directors - honorariums	25,223	21,896
Employee benefits, bonuses, peak time hours	13,903	13,223
Advertising and promotion	12,099	12,876
Professional fees	10,797	17,338
Bursaries and awards	10,600	9,200
Office	7,522	3,034
Social events	5,292	2,762
Meetings	3,786	1,080
Gifts, donations, flowers, and honorariums	2,910	2,070
Insurance	2,226	2,108
Conferences, conventions, miscellaneous	1,771	2,820
Banquets	1,346	983
Parking	1,209	-
Telephone	1,176	1,568
Amortization	975	438
Employee professional development	899	-
Postage	527	866
Website, office database, software	450	1,086
Interest and bank charges	364	413
Lounge	220	573
Orientation	-	1,564
	<u>623,046</u>	<u>540,604</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 166,654</u>	<u>\$ 165,721</u>

**STUDENTS ADVOCATING FOR STUDENTS**

**ADDITIONS, DELETIONS OR REVISIONS TO THE CONSTITUTION & POLICIES**

University of Windsor

2023

**ADDITIONS, DELETIONS AND/OR REVISIONS TO OPUS CONSTITUTION**

There aren't any proposals at this time.