



## GA Meeting - Fall 2025 - Oct 27

University of Lethbridge Students' Union

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NWl4YjQzZGEtZDg5YS00ZTQ3LWE2YWUtYWI2ZTA4YzI4MDRi%40thread.v2/0?context=%7b%22Tid%22%3a%228cd360c2-068b-4e36-8db5-27b35792f53f%22%2c%22Oid%22%3a%22351ed1b5-b686-4f69-a916-f0875c2c8993%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWl4YjQzZGEtZDg5YS00ZTQ3LWE2YWUtYWI2ZTA4YzI4MDRi%40thread.v2/0?context=%7b%22Tid%22%3a%228cd360c2-068b-4e36-8db5-27b35792f53f%22%2c%22Oid%22%3a%22351ed1b5-b686-4f69-a916-f0875c2c8993%22%7d)  
2025-10-27 17:45 - 2025-10-27 20:40 MDT

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### 2. Land Acknowledgement

Oki and welcome to this meeting of the ULSU General Assembly. Our University's Blackfoot name is Iniskim, meaning Sacred Buffalo Stone. The University is located in traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing and caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our university community.

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BIMT the General Assembly ratify the By-Election results from the September 24th AGM for the 2025/2026 academic year:

- Keiara Lewis as First Year Representative
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Presentation followed by Q&A

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Reports from GA members are due by the end of the 5th business day of every month, and can be submitted at the link here:

2025-2026 Report Deadlines:

- November 7, 2025
- December 5, 2025
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Details on the Get Out The Vote Campaign for the Municipal Election as well as steps moving forward such as welcome letters, coffee with council and continued efforts to have a strong relationship with the new council. Also will provide an update about who won the election.

**14. In-Camera**

Reminder: Any business discussed while in-camera is privileged and confidential. Any discussion will not be recorded, however motions made in-camera will be noted. If you are attending virtually, please ensure you are in a private location or that you are using a headset that ensures privacy and confidentiality are maintained. No business discussed in-camera is to be discussed once the motion is passed to move ex-camera.

**14.1. In-camera Update**

**15. Other Business**

**15.1. GA Personal Swag Items Order**

Friendly reminder for the chance to have some branded ULSU merch. Deadline to order is October 28th at noon.

Everybody has \$60 allowed for merch, if you go over this amount it will be subtracted from your next honorarium.

Fill out the form here:

**15.2. Memo re: GA Email Accounts**

- We will be discontinuing the use of GA representative (i.e. non-ec) email addresses
  - These accounts are causing a greater administrative burden than anticipated
  - Eventually, following some discussions about our IT infrastructure with the U of L, there is potential for having these types of accounts down the road. Just not feasible at the moment
  - Requirements from GA reps: If you were provided log-in details for these accounts please let us know now so we can give you a few days to forward any relevant information to your student email

**16. Next Meeting**

The next meeting of the General Assembly is October 24th, at 5:00pm in Andy's Place (AH100).

Please ensure all items are in by end of day Thursday the 13th of November. Submission

Link can be found here.

Remaining Meetings for Fall 2025:

- November 24, 2025
- December 8, 2025 (Tentative)
  - Please ensure all items are in by end of day November 27th. Submission Link can be found here.

**17. Adjournment**

**18. New Section**



# University community saddened by passing of Dr. Dennis Connolly

OCTOBER 24, 2025

The University of Lethbridge has lost one of its most endearing community members, retired mathematics professor Dr. Dennis Connolly (LLD '17), who passed away Thursday, Oct. 23, 2025, at the age of 81.

Connolly was one of the longest serving employees of ULethbridge, signing on with the Department of Mathematics in 1967 and only retiring in 2021, marking just over 54 years of teaching, mentoring, volunteering, supporting, cheering and generally embodying the spirit of the University.

"Since meeting Dennis in the stands at the old University gym cheering on Pronghorns basketball, we became good friends and I consider him an icon, not only at ULethbridge, but in the larger community," says longtime ULethbridge supporter Knud Petersen. "His enthusiasm, kindness and generosity were second to none and he left a positive effect on thousands of students and community members."

Connolly's arrival at ULethbridge is the stuff of legend and befitting of the man who would become an institutional cornerstone. Having just completed his master's degree at the University of Western Ontario (now Western University) in the spring of 1967, the Australian-born Connolly had a friend from his homeland join him on a celebratory cross-North America road trip. The duo happened to arrive in Lethbridge during the historical April 27, 1967, snowstorm and literally had their car buried on the road. Forced to wait for the snow to melt, Connolly saw in the Lethbridge Herald that a new university was set to open in September, and they were advertising for professors. Connolly walked over to the University (which was then at the site of Lethbridge Polytechnic), and spoke to the head of the math department, Laurence Hoye, and put in an application. He started full-time teaching in September of that year.

"Dr. Dennis Connolly's unmatched commitment to the University of Lethbridge and its students over the past 58 years is an inspiration to us all," says Dr. Matt Letts, Dean of the Faculty of Arts & Science. "From the time of his appointment, thanks to an April 1967 snowstorm that disrupted his North American road trip, Dennis valued the importance of getting to know each and every one of his students, mentoring them in their academic, artistic and athletic pursuits. Dr. Connolly's meaningful impact on well over 10,000 students will never be forgotten."

Connolly was born in Wagga Wagga, Australia in 1944, and was the eldest of four siblings. A strong student in school, he excelled at mathematics and English literature. Shortly after turning 17, he began his undergraduate studies at Sydney University, focusing on atomic physics. He switched to mathematics in his second year and upon graduation, earned a Commonwealth Scholarship, allowing him to begin his graduate studies in Canada. Following completion of his master's and two years of work at ULethbridge, he was granted study leave, allowing him to complete a PhD in mathematics at University of York, England. It was there he met his wife, Catherine. They married in England in the summer of 1972 and later welcomed children David and Helen (currently an instructor in the ULethbridge Academic Writing Program).

Over the course of Connolly's accomplished career, he taught more than 36 different courses (a total of 225 classes) in the math department to both undergraduates and graduates — teaching more than 10,000 students in total. His accolades were many, including recognition as the Students' Union Excellence in Teaching Award winner in 2019, the [2009 Senate Volunteer Award](https://unews/article/connolly-earns-senate-volunteer-award) ([/unews/article/connolly-earns-senate-volunteer-award](https://unews/article/connolly-earns-senate-volunteer-award)), an honorary [Doctor of Laws in 2017](https://unews/article/honorary-degree-recipient-has-been-u-l-start) ([/unews/article/honorary-degree-recipient-has-been-u-l-start](https://unews/article/honorary-degree-recipient-has-been-u-l-start)), and the honoree of the [2019 Wine & Dine: Arts & Science Scholarship Dinner](https://www.ulethbridge.ca/artsci/dennis-connolly) (<https://www.ulethbridge.ca/artsci/dennis-connolly>). In 2017, as part of Homecoming Weekend and the University's 50-year celebrations, Connolly was [gifted](#)



Dr. Dennis Connolly receiving his honorary degree in 2017.



Dennis (right) with his good friend Knud Petersen, supporting the Horns.

[the Blackfoot name Itiomaahkaa \(/unews/article/u-l-dignitaries-honoured-traditional-blackfoot-names\)](#), which fittingly means Long Journey.

An exemplary scholar, Connolly published works on statistics, probability and casino gambling. He lectured on numerous and varied topics, including sundials and projectiles and wrote about predicting the tides, mortgage renewals and league schedules. In 1994, he utilized his advanced knowledge of statistical analysis to assist in a monumental Australian legal case involving radiation poisoning of 20,000 servicemen and women who had been involved in the British Department of Defence's nuclear testing program near Maralinga, Australia.

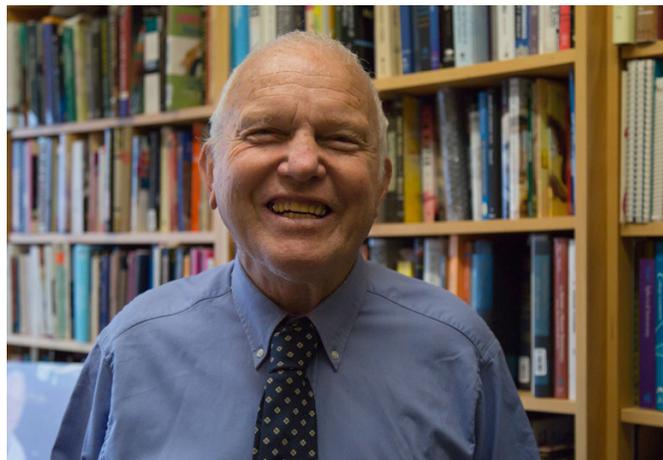
Connolly's approach to teaching was an extension of his approach to life, marked with empathy, understanding and kindness.

"I take a photo of each student on their first day in class and ask them to write a little summary about themselves," he said at his Arts & Science honoree dinner in 2019. "It helps me to learn more about them and that way it's easier when I'm marking papers because I think: 'David has done much better this time around or Emma is well on her way to graduate school with these marks!' It's much easier and more interesting to mark papers if you know a bit about the student."

One of the founders of the Supporting Our Students (SOS) initiative, Connolly was engaged in every aspect of the ULeithbridge experience. He was a staunch supporter of Pronghorn Athletics and could be seen at virtually every game played, even traveling to support the Horns women's rugby and men's basketball teams at national championship events in Trent, Ont. and Halifax N.S, respectively. He was also a patron of the arts and a constant presence at ULeithbridge Opera Workshops and Faculty of Fine Arts productions.

Connolly was an ardent and generous supporter of multiple scholarships and programs in athletics, the arts and more. In addition to his commitment to SOS, he also supported the PUBLIC Professor Series. The Dr. Dennis Connolly Scholarship Fund was established in 2019. In recognition of his life and achievements, please consider making a donation to the fund on the [Tribute and Memorial Gifts \(https://www.ulethbridge.ca/giving/tribute-memorial-gifts\)](https://www.ulethbridge.ca/giving/tribute-memorial-gifts) page.

This notice will be updated when plans for a memorial service for Connolly are finalized. The University of Lethbridge will lower its flag on the day of his memorial.



Dennis always had a smile on his face and a warm greeting.

# ULSU GENERAL ASSEMBLY MEETING

## AGENDA

SEPTEMBER 24, 2025 | 5:30PM – 8:00PM MST

ANNUAL GENERAL MEETING

MEETING NO. 3 | 2025-2026

IN-PERSON: RM SU 300 - 4401 University Dr. W, Lethbridge AB T1K 3M4

**VOTING MEMBERS:** PRESIDENT - **ALEJANDRO FIGUEROA** | VP OPERATIONS & FINANCE – **MOYOSOREOLUWA OLADOYE** | VP STUDENT LIFE - **JESSICA SUMBERA** | VP ACADEMIC - **KIMOYA EDWARDS** | VP EXTERNAL - **BRADLEY PIKE** | ARTSCI REP - **BRANNON SUMNER** | ARTSCI REP – **RYLEE WEVERS** | ARTSCI REP - **EMI MUNDELL** | ARTSCI REP - **KATE BROWN** | ARTSCI REP - **NNENNA AGIDI** | ARTSCI REP - **ORION LEGG** | FINE ARTS REP – **VACANT** | HEALTH SCI REP - **NIOSHA ATTARIFARD** | EDUCATION REP - **VACANT** | DHILLON SCHOOL OF BUSINESS REP - **CLAY BRYDEN** | DHILLON SCHOOL OF BUSINESS REP - **RIKIN PATEL** | CALGARY CAMPUS REP – **KHUSHPREET** | INDIGENOUS REP - **VACANT** | INTERNATIONAL REP – **YASH DIXIT** | RESIDENCE REP - **NATASHA MATEMERA** | FIRST-YEAR REP - **VACANT**

**NON-VOTING MEMBERS:** GENERAL MANAGER - **CHERI POKARNEY** | OPERATIONS COORDINATOR - **VACANT** | COMMUNICATIONS COORDINATOR - **MASON HILL** | ADMINISTRATIVE ASSISTANT - **MAIKO OGITA** | GOVERNANCE AND EXTERNAL RELATIONS OFFICER – **MARK SEREBRYANSKY**

**ABSENT:** NIOSHA ATTARIFARD

**CHAIR:** JON OXLEY | **SCRIBE:** MARK SEREBRYANSKY

**CALLED TO ORDER AT:** 6:06pm

**1. LAND ACKNOWLEDGEMENT** (2 minutes) - Alejandro

Oki and welcome to the 3<sup>rd</sup> meeting of the ULSU General Assembly. Our University's Blackfoot name is Iniskim, meaning Sacred Buffalo Stone. The University is located in traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing and caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our university community.

**2. APPROVAL OF THE AGENDA** (1 minute)

**2.1 APPROVAL OF THE AGENDA**

BIMT the General Assembly approves the agenda for September 24, 2025.

**MOTION [GA2514]** MSC: Alejandro, Natasha

CARRIED

**3. APPROVAL OF THE MINUTES** (1 minute)

**3.1 APPROVAL OF THE MINUTES**

BIMT the General Assembly approves the minutes for:

[-May 21st, 2025](#)

[-August 27<sup>th</sup>, 2025](#)

**MOTION [GA2515]** MSC: Bradley, Moyo

CARRIED

**4. CHAIR REMARKS** (2 minutes) – Jon

**4.1. ACKNOWLEDGEMENT OF OBSERVERS**

**4.2 GENERAL ASSEMBLY REPORT SUBMISSIONS**

**5. FALL 2025 BY-ELECTION**

**5.1 FALL 2025 BY-ELECTION SPEECHES**

**5.1.1 FIRST YEAR REPRESENTATIVE**

Candidate(s):

-Jenna Win Vong

-Isaac Burford

-Felicity Dueck

-Madeline Drummond

-Keiara Lewis

**5.1.2 FINE ARTS REPRESENTATIVE**

Candidate(s):

-Kavindu Sumanasena

**5.1.3 EDUCATION REPRESENTATIVE**

Candidate(s):

-Marla Pasolli

#### **5.1.4 INDIGENOUS REPRESENTATIVE**

Candidate(s):

-Lauryn Morris

### **6. REPORTS (30 minutes)**

BIMT the general assembly table reports:

MSC: Rikin, Brad

*CARRIED*

Abstentions: Kimoya, Alejandro

- 6.1 VP OPERATIONS & FINANCE** – *Moyo*
- 6.2 VP STUDENT LIFE** – *Jessica*
- 6.3 VP ACADEMIC** - *Kimoya*
- 6.4 VP EXTERNAL** – *Bradley*
- 6.5 PRESIDENT** – *Alejandro*
- 6.6 CALGARY CAMPUS REP** – *Khushpreet*
- 6.7 ARTS AND SCIENCE REPS** – *Brannon, Emi, Kate, Nnenna, Orion, Rylee*
- 6.8 FINE ARTS REP** - *VACANT*
- 6.9 HEALTH SCIENCE REP** – *Niosha*
- 6.10 EDUCATION REP** – *VACANT*
- 6.11 DHILLON SCHOOL OF BUSINESS REP** – *Clay, Rikin*
- 6.12 INDIGENOUS REP** - *Vacant*
- 6.13 INTERNATIONAL REP** – *Yash*
- 6.14 RESIDENCE REP** – *Natasha*
- 6.15 FIRST-YEAR REP** - *Vacant*
- 6.16 EXECUTIVE COUNCIL MEETING SUMMARY** - *Mark*

### **7. ITEMS FOR ACTION: ULSU BUSINESS (10 minutes)**

#### **7.1 APPROVAL OF EXECUTIVE ACTION PLAN** – *Alejandro*

BIMT the General Assembly approve the 2025–2026 ULSU Executive Action Plan as priorities, contingent on any necessary editorial or formatting changes made by the Executive Council prior to publication.

**MOTION [GA2516]** MSC: Kimoya, Natasha

*CARRIED*

## **7.2 VP OPERATIONS AND FINANCE ADDITIONAL CLASS AUTHORIZATION –**

*Moyo*

BIMT the General Assembly approves VP Operations and Finance, Moyosoreoluwa Oladoye, to take an additional class for the Fall 2025 semester.

**MOTION [GA2517]** MSC: Natasha, Bradley

*Carried*

## **7.3 NEGOTIATION UPDATE - Alejandro**

BIMT the General Assembly approve the Executive Council and General Manager to finalize the agreement for the Multi-Sports Dome, pending final approval from ULSU's Legal Counsel, and authorize the initial payment of \$500,000, and annual payments of \$43,333.33, until the contribution of \$1,150,000 is obligated, in compliance with the terms of the agreement.

Be it further resolved the contract be presented to the General Assembly as an email item for information before finalizing.

**MOTION [GA2518]** MSC: Bradley, Natasha

*CARRIED*

## **8. ITEMS FOR ACTION: CLUBS, GROUPS, AND INDIVIDUALS (10 minutes)**

### **9. ITEMS FOR INFORMATION (10 minutes)**

#### **9.1 ULSU FOOD KIOSK STANDING UPDATE – Cheri**

-Cheri provided update on work being done in the kiosk. Largely the same, work is contingent

-Is there a potential opening date? Still in progress. Aiming for a soft launch in January.

## **10. ADVOCACY UPDATES (0-10 minutes)**

### **10.1 ALBERTA YOUTH EMPLOYMENT INCENTIVE – Bradley**

-Government of Alberta Announced Alberta Youth Employment Incentive which includes a \$8 million investment to create 2,500 youth jobs for 1,000 employers through a \$10/hour wage subsidy.

**11. IN-CAMERA - (0-30 minutes)**

Any business discussed while in-camera is privileged and confidential. Any discussion will not be recorded, however motions made in-camera will be noted. If you are attending virtually, please ensure you are in a private location or that you are using a headset that ensures privacy and confidentiality are maintained. No business discussed in-camera is to be discussed once the motion is passed to move ex-camera.

BIMT the General Assembly move in-camera:

**MOTION [GA2519] MSC:** Bradley, Kimoya

*CARRIED*

BIMT the General Assembly move ex-camera:

**MOTION [GA2520] MSC: Bradley, Natasha**

*CARRIED*

BIMT the General Assembly extend the meeting to 8:45pm.

*MSC: Emi, Orion*

*CARRIED*

BIMT Move the General Assembly move-in camera;

**MOTION [GA2521] MSC:** Bradley, Kimoya

BIMT Move the General Assembly move-ex camera;

**MOTION [GA2522] MSC: Bradley, Natasha**

*CARRIED*

**12. OTHER BUSINESS (0-10 minutes)**

-Meet your candidate night in the Science Commons on the 29<sup>th</sup> of September

-Paint and Sip night in the Zoo 5pm-7pm

**13. NEXT MEETING (1 minute)**

The next meeting of the General Assembly is October 27<sup>th</sup>, 2025.

**14. ADJOURNMENT (1 minute)**

## **14.1 ADJOURNMENT**

BIMT the General Assembly adjourn the meeting of September 24<sup>th</sup>, 2025.

MSC: Kimoya, Clay

*CARRIED*

MINUTES

## September 2025 GA Reports Update

Submitted By: Mark Serebryansky, Governance and External Relations Officer

Prepared for: Jon Oxley, General Assembly Chair

Dear Jon Oxley,

Please see below an update regarding the status of monthly reports from the Executive Council and the representatives of the General Assembly.

I am submitting this to you in compliance with Bylaw 19 – The Chair of the General Assembly. Bylaw 19, Section 2.2.3 outlines that the chair will “Provide an update on outstanding reports in the Chair Remark’s section of General Assembly Meetings”.

Please let me know if you have any questions or if I can provide further details,

Respectfully submitted,

Mark Serebryansky

### Status of Monthly Reports as of End of Day, Friday October 24th

- **Executive Council**
  - Reports Submitted 3/5 (60% compliance)
  - On-Time: 3 reports
  - Missing: 2 EC reports
- **General Assembly Representatives**
  - Reports Submitted: 10/12 active positions (83% compliance)
  - On-Time: 10 reports
  - Missing: 2 GA reports
- **Total**
  - Total Compliance: 13/17 reports (76%)
  - Total Hours Reported: 735 hours (230 GA + 505 EC)

## **Key improvements comparing September 2024 to September 2025:**

- GA compliance increased by 28 percentage points (55% to 83%)
- Overall reporting compliance improved by 12 percentage points
- 100% of GA reports were submitted on time compared to mixed on-time/late submissions last year
- Strong engagement from GA representatives in the first month of the fall semester

## **Next Steps:**

- **Heads up regarding October Reports Deadline:** End of day, November 7, 2025 (5th business day)
- Reminder for those 2 EC and 2 GA Reps with missing reports to get them in ASAP

## **See Attached:**

- Fall 2025 Report Dashboard as of end of day Friday Oct 24<sup>th</sup> 2025

## Fall 2025 Semester

### Fall GA Reports Submitted

Sept GA Reports	10/12
Oct GA Reports	0/16
Nov GA Reports	0/16
Dec GA Reports	0/16

**2**  
# of GA Fall Reports Outstanding

**10**  
# of GA Fall Reports on Time

### Fall 2025 Hour Total

**230**  
GA Reps Hours Reported

### Fall EC Reports Submitted

Sept EC Reports	3/5
Oct EC Reports	0/5
Nov EC Reports	0/5
Dec EC Reports	0/5

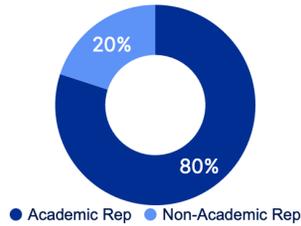
**2**  
# of EC Fall Reports Outstanding

**3**  
# of EC Fall Reports on Time

### Fall 2025 Hour Total

**505**  
EC Hours Reported

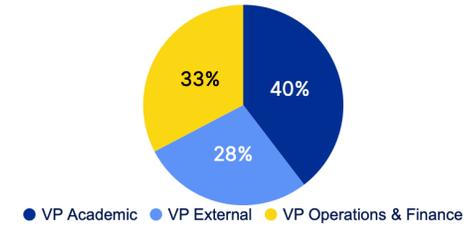
### Reported Fall Hours by Type of GA Rep

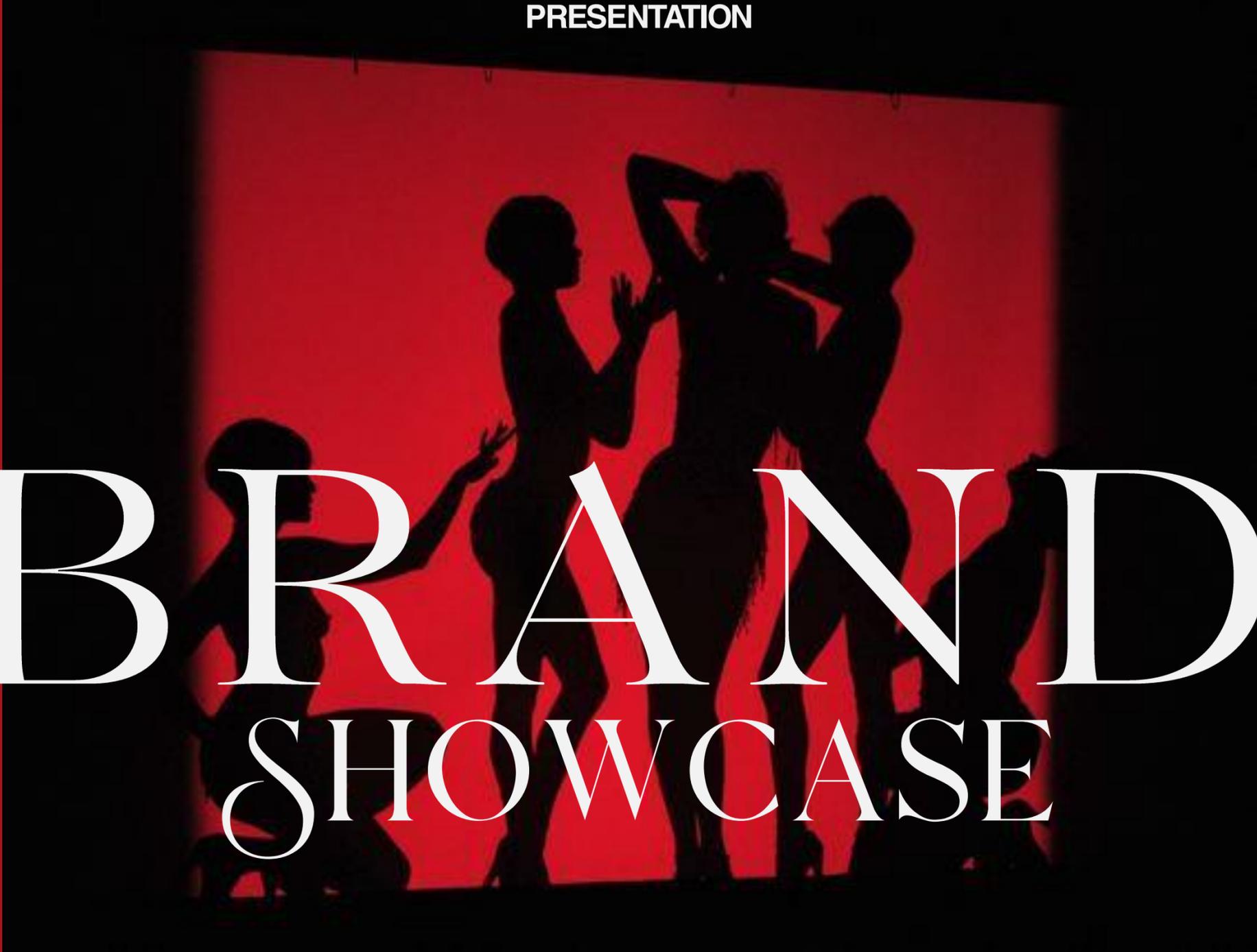


### EC & GA Hours Reported by Month



### Reported Fall AVG Hours by EC Role





# BRAND SHOWCASE

# KALLEEN



KAILEEN ATELIER CO.

# THE MOTIONAL

WHERE EMOTION MEETS DESIGN PSYCHOLOGY

This package is about storytelling that makes people feel before they see. Through intentional color, composition, texture, and language, we design visuals that trigger dopamine, and emotional memory.

Keywords: Seduction, Power, Memory, Desire, Identity



## CINEMATIC MOODBOARD



Textures chosen to stimulate tactile memory and sensory curiosity

## DELIVERABLES

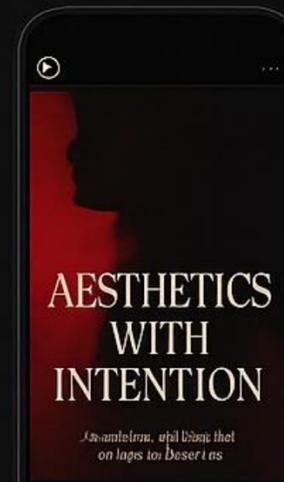
- Creative Direction
- Copywriting
- Visual Production
- Moodboard, tone
- Tagline, caption
- Short video ad

CO-WRITING + PSYCHOLOGY

## “DON'T WAIT TO BE CHOSEN.”

(short, confident, dopamine-based, line-triggering autonomy and desire)

Stimulus	Reaction	Emotion
Red + Black	Visual tension	Desire
Slow pacing	Heart rate sync	Suspense
Satin texture	intimacy	Oxytocin



Project Identity

Logo:

Kaileen Atelier Co. (red serif with neuron element)

Tagline:

Where psychology meets design.

Mission statement:

Kaileen Atelier Co. uses psychology, colour theory, and neuroaesthetics to design brands and campaigns that promote healing, accessibility, and emotion-driven storytelling.





ORGANIC & NATURAL  
SKINCARE GROWN FRESH  
DAILY ON THEIR U.S. FARM



PRODUCTS THAT RESCUE  
BOTH YOUR COMPLEXION  
AND NEGLECTED ANIMALS.



# Case Study: Apparel – Applied Brand-Gen Analysis

## Before:

The original (covered name for confidentiality) Apparel branding (shown below) featured low colour contrast, minimal tonal hierarchy, and an overly white visual field. According to the Brand-Gen JSON report, the palette scored low on “boldness,” “neural engagement,” and “innovation” metrics.

## Intervention:

Using my Brand-Gen tool, I analysed emotional tone, colour family, and contrast balance, then generated JSON-based design recommendations. From those, I curated new creative directions that aligned with the intended bold, creative, and innovative vibe of the brand.

## Outcome:

This process illustrates how Kaileen Atelier Co. integrates psychology, technology, and design science to create data-driven creative strategies for small businesses.

Welcome! Enjoy



**15% OFF**

Your first order

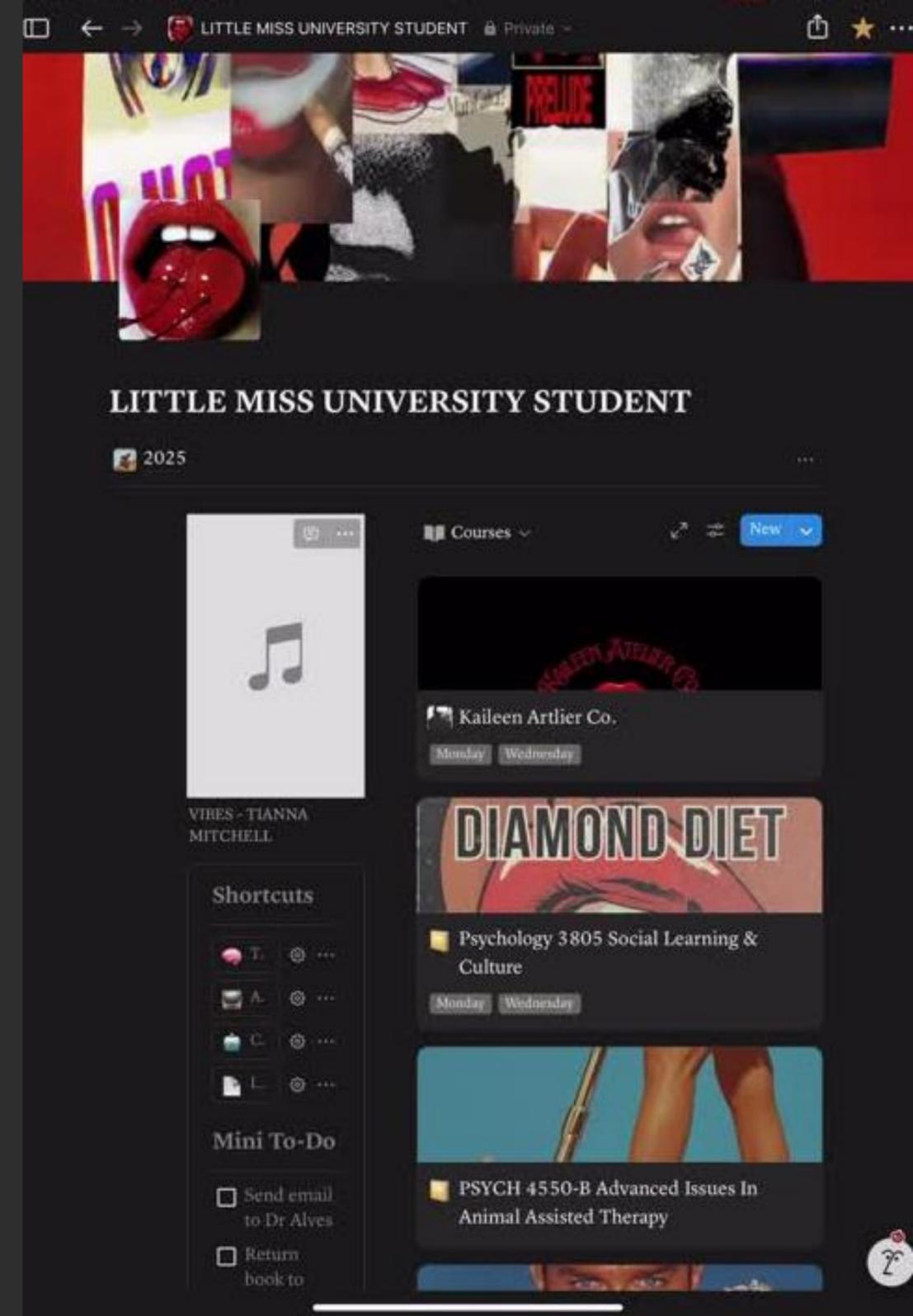
With code "FIRST" at  
checkout!

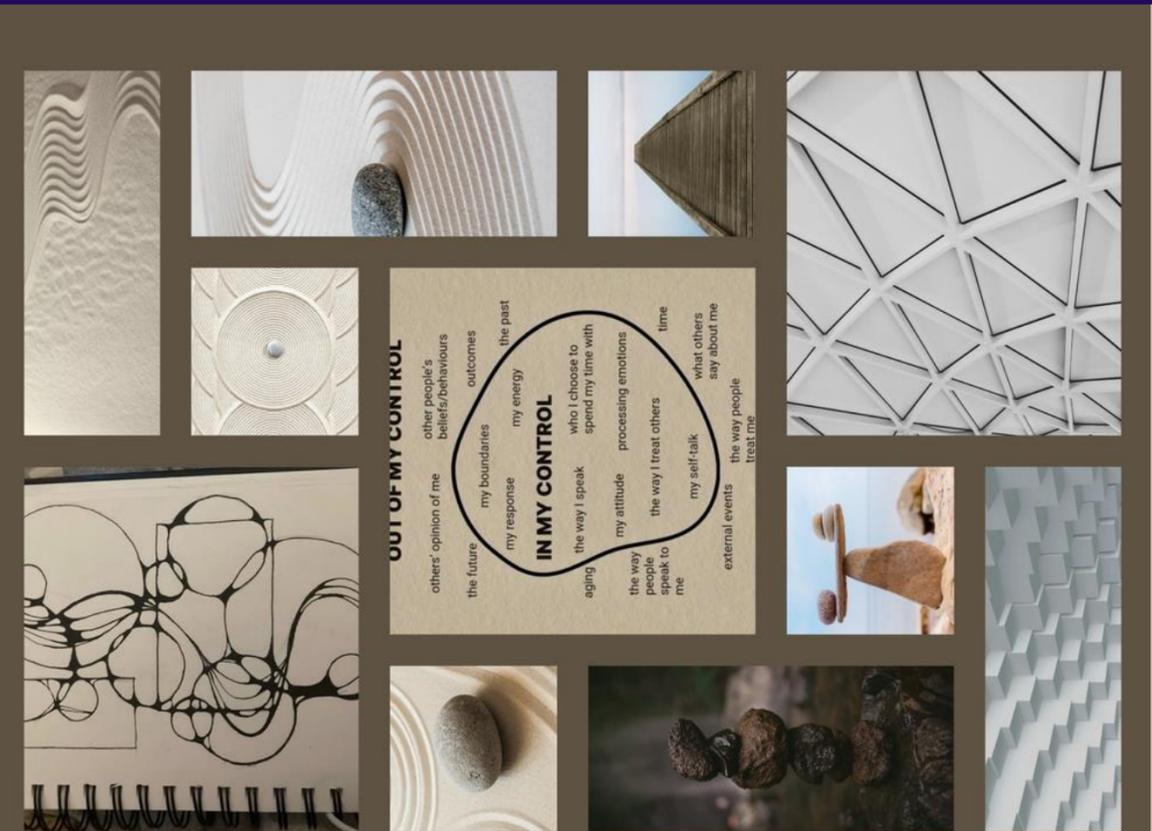
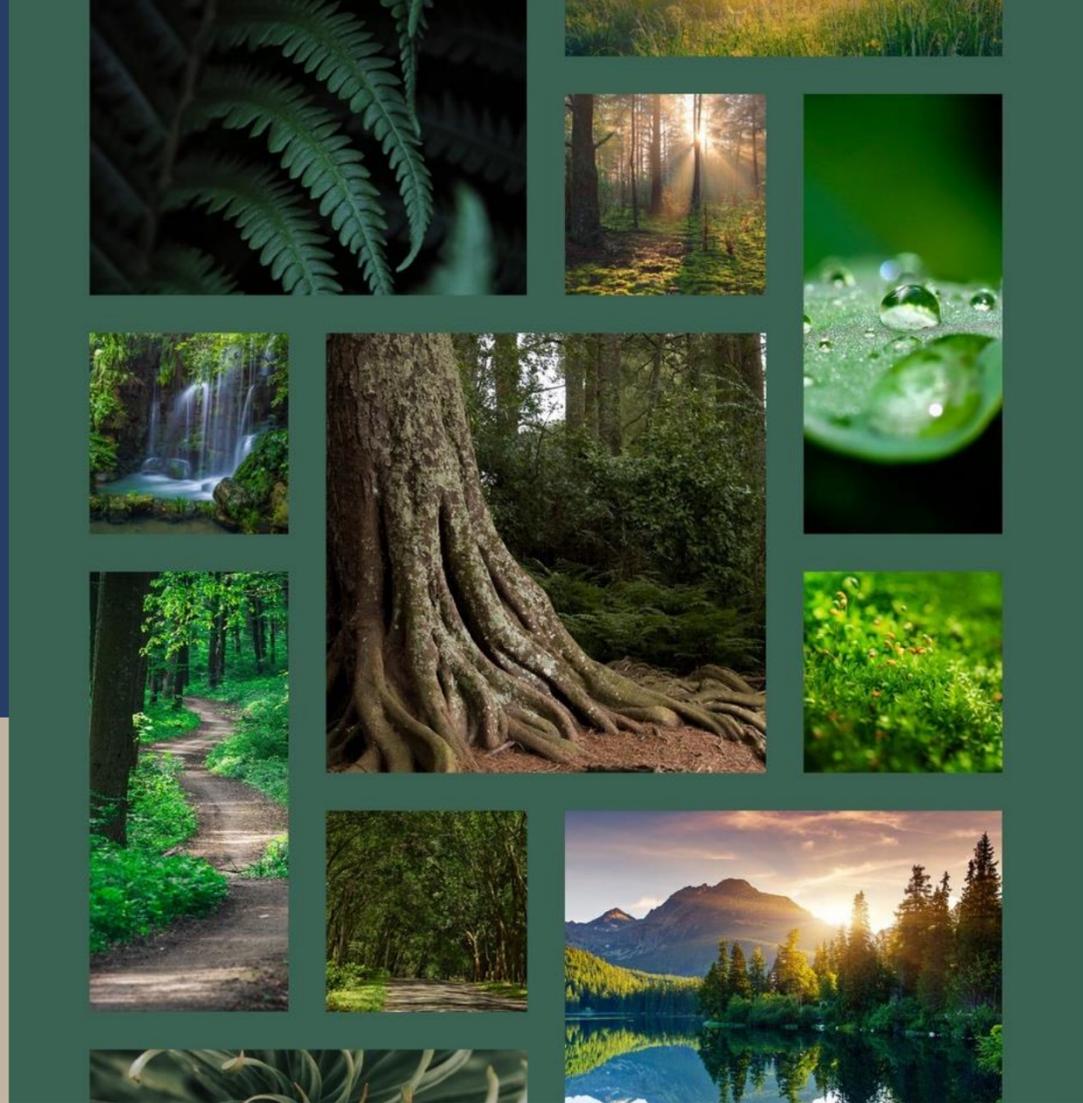
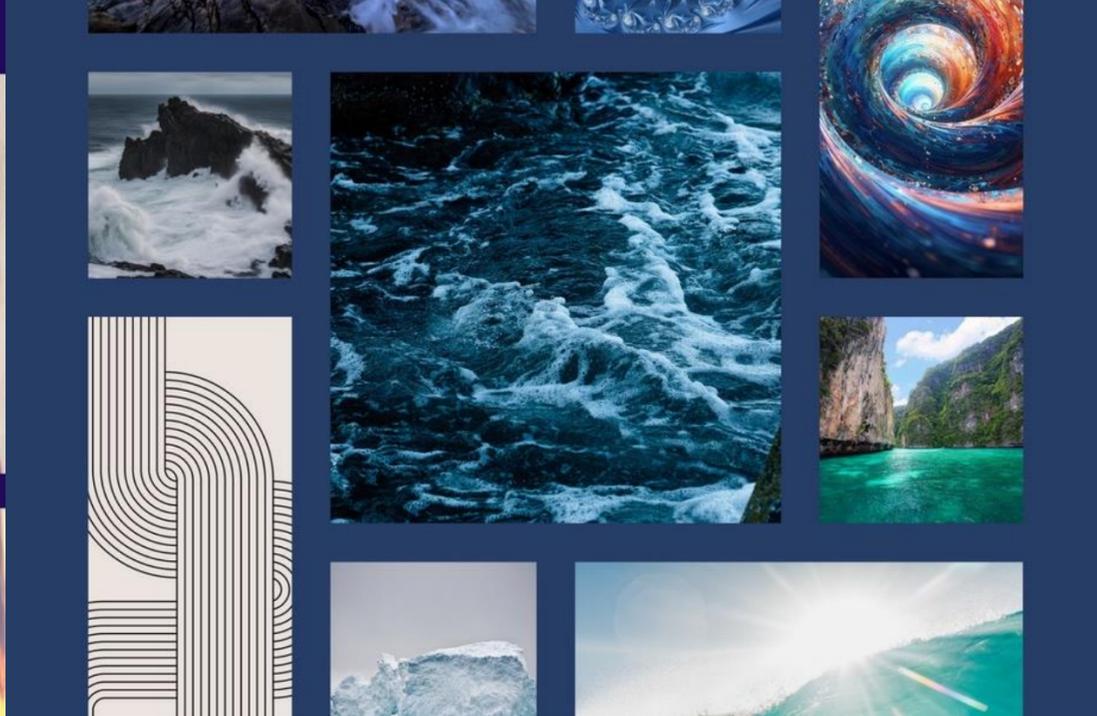
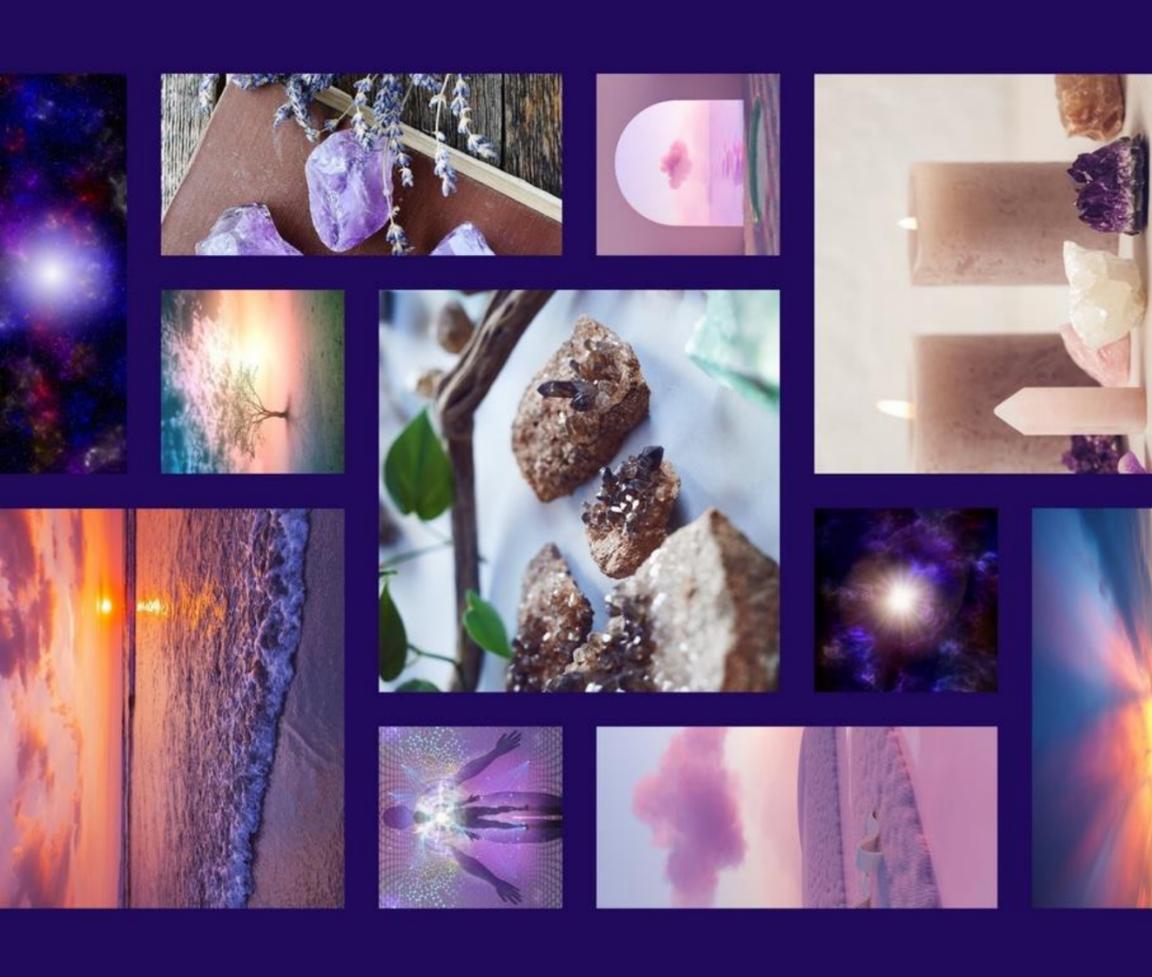


Newest Drop



# ADHD friendly organization on Notion, Goodnotes and Desktops





# PRIORITY MATRIX

DATE: \_\_\_\_\_

<p><b>IMPORTANT, NOT URGENT</b> <i>DECIDE WHEN WILL DO</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>IMPORTANT &amp; URGENT</b> <i>DO IMMEDIATELY</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>NOT IMPORTANT &amp; NOT URGENT</b> <i>DO LATER</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>NOT IMPORTANT &amp; URGENT</b> <i>DELEGATE</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

NOTE: \_\_\_\_\_



## EMINI WEEKLY MEDICATION PLANNER

WEEK: SEPTEMBER 15 - 21

21 - June 20

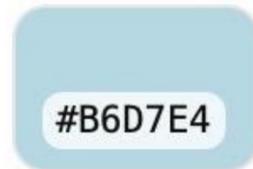
DAY	MORNING (MEDICATION & DOSE)	MED CHECK	AFTERNOON (MEDICATION & DOSE)	MED CHECK	EVENING (MEDICATION & DOSE)	MED CHECK
MONDAY	Vyvanse 40mg	II				
	Vyvanse 50mg	II				
	Wellbutrin 300mg	II	Vyvanse 20mg	▼	Intuniv 3mg	●
	Zoloft 100mg	II	Vyvanse 10mg	▼	Seroquel 25mg	●
	Birth Control 1tab	II	Clonazepam .5mg	▼	Clonazepam .5mg	●
	Clonazepam .5mg	II	Lorazepam .5mg	▼	Lorazepam .5mg	●

# Kaileen Atelier — Brand-Gen

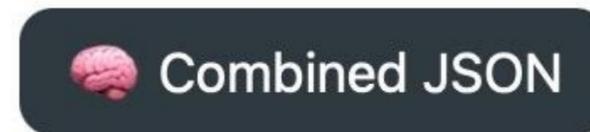
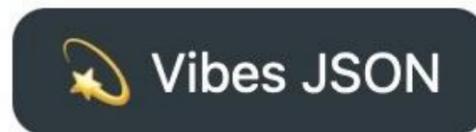
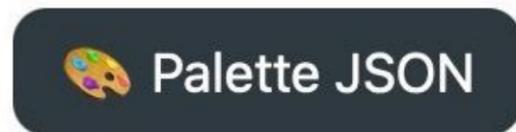
Where psychology meets design. Generate palettes, classify vibes, and export JSON.

## Vibe Guidance

Wellness • Value • Trustworthy



## Export



Download or preview your palette and full 34-word vibe dictionary.



<b>Moyosoreoluwa . O</b>	<b>VP Operations &amp; Finance</b>	September 2025	<b>165</b> hours contributed
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## LOOKING BACK

**NOTE:** Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

<b>Hours Breakdown</b> <i>(Meetings, events and activities that I've attended in my role, with an hours breakdown)</i>	<ul style="list-style-type: none"> <li>NSO &amp; FRESH FEST EVENTS: 19 Hours</li> <li>Meetings: 25 Hours</li> <li>Office Hours, Tablings &amp; Volunteer: 121 Hours</li> </ul>
<b>Highlights and Reflection on monthly activity</b> <i>(Information of note, what went well, what did not)</i>	<ul style="list-style-type: none"> <li>The Month of September was filled with me volunteering with the rest of the Executive Council to be in attendance throughout the NSO Week- the pep rally, President's breakfast, Battle of the Majors, and so many more NSO activities.</li> <li>The next major thing in the 2<sup>nd</sup> week of September was volunteering and tabling for the various items lined up for Fresh Fest week- Lemonade tablings, Free BBQ, Line &amp; two-step dancing, goat yoga, and ticketing at the fresh fest jamboree.</li> <li>I attended the Brand Launch as well in September, as well as the GFC Meeting</li> <li>Had a meeting with the rest of the EC to get acquainted to the U.LFA team</li> <li>Attended the Board Orientation, the ULSU Annual General Meeting where we approved this year's EC Action Plan, the Meet Your Municipal Candidates event, and Filming and Photo Session for the ULSU EC's</li> <li>Attended the Board Finance Committee, went to the bank for ULSU business, and gave a brief workshop on club funding during the Clubs Council in September</li> <li>Met with Deans of Arts &amp; Science &amp; Attended Meliorists meetings</li> <li>Helped out with Paint Night and tabled alongside the CASA delegate during the CASA Tour</li> </ul>
<b>Projects in Progress</b> <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i>	<ul style="list-style-type: none"> <li>Workshop with the ULethbridge Scholarship &amp; Finance Office</li> <li>Selecting LRC Priorities for the year</li> <li>Streamlining processes in related to my role for easy transition</li> </ul>

<b>Completed Projects</b> <i>(Projects that I have completed, what went well, what did not, and why)</i>	<ul style="list-style-type: none"> <li>• Student Travel Grants &amp; Emergency Travel Grants</li> <li>• Executive Council Action Plan</li> <li>• Detailed Scribe Breakdown for Funding Processes</li> </ul>
<b>Challenges I've encountered:</b> <i>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</i>	<ul style="list-style-type: none"> <li>• Scheduling Conflicts with classes and Board meetings</li> </ul>
<b>Goals I've accomplished this month:</b> <i>(kept up with regular duties &amp;/or accomplished additional goals)</i>	<ul style="list-style-type: none"> <li>• Kept up with regular office duties, as well as making connections with stakeholders necessary to this position</li> </ul>

## MOVING FORWARD

<b>Current or upcoming tasks:</b> <i>(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).</i>	<ul style="list-style-type: none"> <li>• Creating Scholarships</li> <li>• Hosting Workshops</li> </ul>
<b>Goals for next month:</b> <i>(What I would like to accomplish next month as a ULSU representative)</i>	<ul style="list-style-type: none"> <li>• To successfully show up for the various meetings ahead of me.</li> </ul>



## Weekly Overview

**Week 1:** 30hrs. Highlight of this week was organizing and executing different NSO events, helping with residence move in & attending the Calgary NSO.

**Week 2:** 35hrs. This week's highlights consisted of GFC orientation, committee meetings, FLARE meetings, ULETH Brand Launch, committee meetings & FRESH FEST.

**Week 3:** 35hrs. Both internal & external committee meetings like MHW or Academic Standard committee, administration check ins, helping with Triple header, dirty bingo logistics, etc.

**Week 4:** 35hrs. Mentionable for this week was our AGM & By-election, amazing progress with our FLARE platform (confirmed funding, faculty interest and editorial team), planning advising night, committee meetings, 3 grade appeal assistance,, planning 1<sup>st</sup> mental health initiative, etc.

**Week 5 & Miscellaneous:** 58.5hrs. This week's highlights include but aren't limited to ULSU filming, committee meetings, attending candidate night, FLARE meetings, Calgary NSO, Fresh Fest, Triple header, planning & discussing initiatives & events, brand photoshoot, move in, rumble in the jungle, AGM, etc.

Metric	Value
<b>Reflection</b>	This month was filled with lots of challenges, times where I felt burned out and very tired but it also showed me that multi-tasking is possible and that delegating tasks make life easier.
<b>Projects Accomplished</b>	<ul style="list-style-type: none"> <li>EDIA Committee Struck Up</li> <li>Terms of References started</li> </ul>
<b>Challenges</b>	Most challenging part of this month was getting GA volunteers for events and initiatives happening on campus or with the ULSU.
<b>Hours contributed</b>	200

## Goals for Next Month

### Mental Health Initiatives:

Plan & execute a Midnight Breakfast & Rage room for mental health

### Committee:

Have all committees functioning & have set committee times for EDIA & MHW.

## Month Highlights

- Attended both campuses NSO
- Attended Triple-header and helped with Move In & Fresh Fest
- Got several committees started
- ULETH Brand Launch
- AGM & By-Election

Metric	Value
<b>Professional Growth</b>	In this month, my multi-tasking abilities improved. I was able to improve my confidence at public speaking and having conversations with upper administrations.
<b>Professional Insights</b>	If you have the time now, do what needs to get done because waiting until later will cause more stress.
<b>Professional Highlights</b>	Was able to collaborate with multiple organizations on campus for various events & get together. Provided successful advice to various students in regards to grade appeals

# General Assembly Report: September

**Advocacy:**

- Alberta Youth Employment Incentive
  - The Government of Alberta announced an \$8 Million investment into a youth employment program aimed to create 2,500 jobs for youth between 15-24 years old.
  - Created and distributed a press release.
- Media Interview - Some University of Lethbridge students struggle amid cost of living
  - CTV New Lethbridge

**Major Events:**

- Student Leader Orientation - Presented as the Chair of the Council of Alberta University Students
- New Students Orientation - Lethbridge and Calgary
- Meet your Candidates Night
- Rachael Thomas Youth Advisory Board - Housing, Employment and Mental Health
- Fairness and Safety in Sport Act Feedback
- CAFA Distinguished Awards
- CAUS Advo-Week planning
- Action Plan work

**General Events/Meetings:**

- General Faculties Committee
- AssureUs Club
- Action Plan work
- ASPN Task Force
- Two CAUS Meetings
- Filming Action Plan Material
- ULSU x Dean's meeting
- CASA E-Plenary
- ASPN Monthly Student Leaders Meeting



# COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

<b>Name</b> Khushpreet	<b>Position</b> Calgary Campus rep	<b>Month/Year</b> September/2025	<b>hours contributed</b> 30
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## THINGS TO CONSIDER INCLUDING IN MY REPORT

<b>Goal Type:</b>	<b>Goals I'm pursuing</b>	<b>Meetings I've prepared for &amp; debrief</b>	<b>Tactics on sharing SU event Information</b>	<b>Upcoming programs &amp; services</b>
<b>Include for Each Goal:</b>	<b>Details on upcoming tasks I will be completing</b>	<b>Important dates/deadlines</b>	<b>People I will need to work with</b>	<b>Resources I might need to gather</b>
<b>Meetings &amp; activities attended, people I've spoken with:</b>	<b>Reflect on what I've accomplished</b>	<b>Challenges I've encountered</b>	<b>How my work has impacted students in my constituency</b>	<b>Details on what I did &amp; who I worked with etc. New tasks in my work plan</b>

## LOOKING BACK

**NOTE:** Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

<b>Hours Breakdown</b> <i>(Meetings, events and activities that I've attended in my role, with an hours breakdown)</i>	Emails, meetings (Calgary campus, Cheri and GA) and Proposals, NSO, meet and greet with students and semester start up party
<b>Highlights and Reflection on monthly activity</b> <i>(Information of note, what went well, what did not)</i>	I had a semester start-up party, and it went really well. Everyone loved it
<b>Projects in Progress</b> <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i>	Diwali Party for October 24
<b>Completed Projects</b> <i>(Projects that I have completed, what went well, what did not, and why)</i>	Semester start-up party
<b>Challenges I've encountered:</b> <i>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</i>	Finding the right DJ and photo booth

**Goals I've accomplished this month:**

*(kept up with regular duties &/or accomplished additional goals)*

I was able to get the approval for the semester start up party, and everyone had fun

**MOVING FORWARD**

**Current or upcoming tasks:**

*(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).*

**Goals for next month:**

*(What I would like to accomplish next month as a ULSU representative)*

**Important dates/deadlines:**

*(important deadlines related to my goals or position).*



Name	Position	Date	Hours
Brannon Sumner	Arts & Science Representative	Sept, 2025	23

## LOOKING BACK

Hours Breakdown	
	<p>Sept 2<sup>nd</sup>:</p> <p>Executive Accountability Committee (EAC) Meeting. Met with the chair of EAC, Emi Mundell, to discuss initial priorities and timeline for the committee. 1hr.</p> <p>Sept 3<sup>rd</sup>:</p> <p>Arts and Science Representative Meeting. Planned the Meet Your Reps Event, and various upcoming events. 1hr.</p> <p>Sept 4<sup>th</sup>:</p> <p>Fresh Fest Poster Setup: 3hr.</p> <p>MyExperience Meeting: Met with Roberto Bello, Student Engagement &amp; Research Coordinator, to discuss feedback regarding MyExperience transcripts. 0.5hr.</p> <p>Sept 8<sup>th</sup>:</p> <p>General Faculties Council (GFC) Orientation &amp; Meeting. Attended orientation and the first GFC council meeting for the fall semester. 4.5hr</p> <p>Fresh Fest Carnival: Assisted and coordinated volunteers to help setup and takedown the event. 2hr.</p> <p>Sept 15<sup>th</sup>''</p> <p>Arts and Science Council Committee Meeting: Presented alongside Rylee Wevers on FLARE (Fostering Liberal Arts Research Excellence), providing Arts &amp; Science faculty, administration, Deans, and council members with an overview of the platform's vision; participated and voted in the council committee meeting discussions. 1hr.</p> <p>Mental Health Committee Meeting: Discussed and planned events which promote student wellness including a "Paint and Sip" event, wellness baskets, and a food drive competition for ULSU clubs. 1hr.</p> <p>Sept 17<sup>th</sup>:</p> <p>Arts and Science Meet Your Reps Tabling: Worked alongside fellow arts and science representatives to gain feedback on campus issues and event ideas from over 90 students. 1.5hr.</p>

Sept 23<sup>rd</sup>:

FLARE Meeting: Met with Kimoya Edwards (VPA), and Rylee to continue planning for FLARE. Discussions focused on logistics, editorial processes, and next steps for launching the initiative. 1hr.

Sept 24<sup>th</sup>:

Annual General Meeting (AGM): Attended the AGM as a panel member which included voting and directing questions towards bi-election candidates. Participated in the following General Assembly meeting. 4hr.

Sept 29<sup>th</sup>:

Arts and Science Dean's Meeting: Met with faculty of arts and science Deans alongside fellow arts and science representatives to discuss year plans. 1hr.

Sept 30<sup>th</sup>:

FLARE Meeting: Met with Kimoya and Rylee to finalize various policy decisions within the operations manual; confirmed Kate Brown (Arts & Science Representative) as the Finance Lead; discussed the budget Cheri had outlined for the symposium; drafted outreach emails for June survey respondents to fill team rolls; began revamping presentations for the Dean's Advisory Council. 1.5hr.

## Projects in Progress

### Arts and Science Trivia Night Event

- Ongoing planning involving other faculties, including fine arts & education.

### FLARE – *Fostering Liberal Arts Research Excellence*

The following are major progress milestones we have made in the infrastructure of FLARE recently:

#### Journal Submission Workflow:

1. **Submission Intake**  
Authors submit via the FLARE online portal once built. Submissions logged into a central database.
2. **Reviewer Assignment:** Section Editor (by discipline cluster) assigns each manuscript to 1-2 undergraduate discipline reviewers.
3. **Undergraduate Peer Review (14 days):** Reviewers use discipline specific rubrics. Reviewers submit structured reports: strengths, weaknesses, and recommendations (Reject / Revise / Accept). Reviews uploaded to the portal, anonymized for editorial decisions.
4. **Faculty Oversight Review (21 days)** Faculty Advisors audit undergrad reviews for rigor and fairness. Provide meta feedback to reviewers (mentorship function) and confirm/adjust recommendations. Then sent back to the undergraduate reviewer for adjustments in feedback.
5. **Editorial Decision:** Editorial team review all review recommendations. Decision categories: Reject, Revise & Resubmit, Accept with Minor Revisions, Accept.

6. **Revision Process:** Authors submit revised manuscript. Revised manuscripts undergo re checks (rubric reassessment by same reviewers when possible).
7. **Copyediting & Formatting:** Once accepted, manuscript sent to Copyeditor for grammar, clarity, and formatting consistency. Checked against accessibility guidelines and Creative Commons CC BY license compliance.
8. **Archiving & Publishing:** Final manuscript uploaded to OPUS (University of Lethbridge Repository). Published on FLARE's website under open access CC BY.

### **Leadership & Team Structure**

#### **Technical**

**Technical Lead (Brannon):** Oversees all operational technical aspects including website infrastructure and its capacity for submission for the symposium and journal, and maintenance of the suppository for papers, reviews, and symposium entries.

**Website Developer (1):** Maintains the FLARE site, updates content, ensures accessibility, and manages integrations (e.g., submission portal links); implements submission/tracking features within WIX.

**Submission Systems Coordinator (1):** Oversees the online paper and symposium submission platform (uploads, forms, workflows). Works with editors to make sure submissions flow smoothly.

**Database & Records Officer (1):** Structures and maintains the database for papers, reviews, and symposium entries. Ensures data is organized, searchable, and backed up using in house OPUS technology.

**Design / Communications Officer (1):** Branding, social media, symposium posters, website visuals while coordinating between the technical and symposium teams.

#### **Outreach**

**Outreach Lead (Kimoya):** Oversees all operational aspects including room bookings, audiovisual setup, catering, prizes, payments and accessibility accommodations. Maintained contingency plans to address unexpected challenges.

**Program Coordinator (1-3):** Will help with developing and managing the event schedule, confirm keynote speakers, and coordinate with student presenters to ensure a balanced and engaging program, with potential 3 individuals

**Volunteer Coordinator (1):** Recruit, train, and supervise volunteers and staff, assigning tasks such as registration, ushering, and tech support to ensure smooth event operations.

**Moderator / Session Char (1):** Facilitated speaker panels and student presentation sessions, introduced presenters, managed timing, and guided Q&A discussions to foster academic engagement.

#### **Editorial**

**Editorial Lead (Rylee):** Overall supervision of peer review editorial team: sets review policy, ensures timeline compliance, communicates with section editors.

**Reviewer Training (1):** For incoming students new to peer review. Scheduling and doing orientation sessions or workshops (Initially, this will be under the responsibilities of the Editorial Lead)

**Section Editors (5–6):** One per major discipline cluster (Arts & Humanities, Social Sciences, Natural Sciences, Health Sciences, Fine Arts / Creative Interdisciplinary). ~7 faculties/schools

**Peer Reviewers (~25–35):** Since the undergrad population is ~7,600, assume a good interest pool. To handle 20–30 papers, each needing 2 external reviews, need ~40–60 review slots. With reviewers doing 2–3 reviews/year, 25–35 reviewers gives flexibility and redundancy.

**Undergraduate Review/Faculty/Grad Student Coordinators (Split the faculties):** Research possible avenues for the future, initially we do it manually, then build a custom software tool that automates it sending to the pool under the faculty members. Handles matching papers to reviewers, tracking deadlines, reminders, and maintaining the reviewer database. Prevents delays with a larger reviewer pool.

**All potential numbers:** 20–30 papers, 40–60 reviewers (2 per paper), If each does 2 reviews/year → need ~20–30 reviewers If some only do 1 → better to have 30–35 reviewers in roster, with 5–6 editors, each oversees ~4–6 submissions/year

### **Finance & Operations**

**Finance Lead (Kate):** Oversees all budgeting and financial management for FLARE. Prepares reports, ensures compliance with ULSU/University policies, and works with the team leads to align funding with needs.

**Treasurer (1):** Handles daily financial operations: reimbursements, payments for prizes/catering, and processing invoices. Maintains accurate logs for accountability.

**Sponsorship & Fundraising Coordinator (1):** Develops partnerships with local businesses, alumni, and campus groups to secure sponsorships and support. Coordinates fundraising campaigns (e.g., merch, donations, events).

### **Completed Projects**

Arts and Science Meet the Representatives Tabling Event.

Key Take aways:

1. Food and accessibility and affordability is the strongest student priority, including on campus fresh produce, longer food store service hours, and more microwaves.
2. Students want more frequent low barrier events that help build community. Although, it was also expressed by first and second years that communication regarding events and clubs needs to be improved.
3. Academic supports, including more research opportunities, easier methods to connect with professors, more accessible academic advising, and mandatory lecture recordings.
4. Cheaper parking passes, increased flexibility of U-Pass opt out.

## MOVING FORWARD

### Current or upcoming tasks:

FLARE

- Get Email approved.
- Reach out to undergraduates, including those who expressed interest in the initial survey, to fill roles within the leadership structure.
- Create extensive documentation on tasks involving the technical team.
- Prepare October 27 Dean's Advisory Council (DAC) presentation on FLARE.

Advance the planning for Arts and Science Trivia night alongside other representatives.

Schedule a full committee meeting for EAC.

### Important dates/deadlines:

Oct 1<sup>st</sup>: Student Affairs Committee Meeting

Oct 3<sup>rd</sup>: Sociology journal launch

Oct 6<sup>th</sup>: General Faculties Council Meeting

Oct 8<sup>th</sup> & Oct 20<sup>th</sup>: Arts and Science Council Meeting



<b>Emi Mundell</b>	<b>Arts and Science Rep</b>	September/2025	17.5 hours
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### HOUR BREAKDOWN

<b>External Meetings: 2.5 hours</b>	<ul style="list-style-type: none"> <li>- AS Executive Meeting (30 mins)</li> <li>- Degrees Committee Meeting (30 minutes)</li> <li>- Senate Member Orientation (1.5 hours)</li> </ul>
<b>Internal Meetings: 5 hours</b>	<ul style="list-style-type: none"> <li>- EAC Chair meeting with Brannon (1 hour)</li> <li>- ULSU General Assembly Meeting and By-Election (4 hours)</li> </ul>
<b>Events: 9 hours</b>	<ul style="list-style-type: none"> <li>- Fresh Fest Carnival Set-Up and Assistance (2.5 hours)</li> <li>- Fresh Fest Jamboree Ticket Scanning and Assistance (4 hours)</li> <li>- Arts and Science Reps Booth at Club Rush (2.5 hours)</li> </ul>
<b>Other: 1 hour</b>	<ul style="list-style-type: none"> <li>- Meeting Prep- Accumulative (1 hour)</li> </ul>

### LOOKING BACK

Goals I've accomplished:	<ul style="list-style-type: none"> <li>- Met the new incoming ULSU Arts and Science Representatives</li> <li>- Struck up the Legislative Review Committee</li> </ul>
People I've worked with:	<ul style="list-style-type: none"> <li>- Brannon - Gathered to discuss strategy on striking up the Executive Accountability Committee.</li> <li>- Arts and Science Representatives - Planning of Art/Sci Rep info booth.</li> </ul>
Challenges I've encountered:	<ul style="list-style-type: none"> <li>- Lack of communication and transparency between all ULSU Parties.             <ul style="list-style-type: none"> <li>- Barriers between EC and GA. No consistent communication or updates. As a GA, I feel frequently unaware of what the ULSU is actively doing and working on.</li> </ul> </li> <li>- Delay of General Assembly agendas has led to inadequate meeting preparation.             <ul style="list-style-type: none"> <li>- Due to the lack of meeting materials, there is very little knowledge provided for the General Assembly members voting on motions.</li> </ul> </li> <li>-</li> </ul>

<p>How has my work impacted students in my constituency?</p>	<ul style="list-style-type: none"> <li>- Connected with a lot of students across campus <ul style="list-style-type: none"> <li>- Arts and Science Rep Tabling- Gained a lot of feedback from students during the hours I sat at the table. Within our collective report created by Rylee, we saw numerous consistencies with the feedback provided by the current Arts and Science Students.</li> <li>- Fresh Fest- Took this week as an opportunity to reconnect with the campus community</li> </ul> </li> <li>- Did an in depth review of our Bylaws and Policies, hoping my work will increase transparency between the student body and the ULSU.</li> </ul>
<p>Details on outcomes:</p>	<ul style="list-style-type: none"> <li>- Although September was a busy month for many students on campus, I felt all events had very successful outcomes and lots of active participation. We had lots of feedback provided during the A&amp;S tabling event which will be very beneficial to direct advocacy priorities.</li> </ul>
<p><b>CURRENTLY and MOVING FORWARD</b></p>	
<p>Goals I'm pursuing:</p>	<ul style="list-style-type: none"> <li>- EAC <ul style="list-style-type: none"> <li>- Striking Up EAC as soon as possible in order to adhere to the timeline outlined in the Operations Manual.</li> </ul> </li> <li>- LRC <ul style="list-style-type: none"> <li>- Completing an in-depth review of the ULSU Operations Manual to prepare for future LRC meetings.</li> </ul> </li> <li>- Arts and Science Trivia Event <ul style="list-style-type: none"> <li>- The Arts and Science Reps have begun the beginning stages of planning the next Fall Semester Arts and Science Trivia night.</li> </ul> </li> <li>- EDIA <ul style="list-style-type: none"> <li>- Prep for potential ideas on what the committee should look like during this academic year.</li> </ul> </li> <li>- Mental Health Committee <ul style="list-style-type: none"> <li>- Mental Health Baskets</li> </ul> </li> </ul>
<p>Upcoming Activities:</p>	<ul style="list-style-type: none"> <li>- October GA Meetings</li> <li>- October Senate</li> <li>- October Committee Meetings</li> </ul>
<p>Important dates/deadlines:</p>	<ul style="list-style-type: none"> <li>- No hard deadlines at the moment.</li> </ul>



# COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

<b>Name:</b> Kate Brown	<b>Position:</b> Art & Sci Rep	<b>Month/Year:</b> Sept/2025	<b>XX hours contributed</b> 21.5 Hrs
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## THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

## LOOKING BACK

**NOTE:** Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

### Hours Breakdown

*(Meetings, events and activities that I've attended in my role, with an hours breakdown)*

Sept 3rd: Art and Science Rep Meeting (1 hr)

- Met with other Art and Science representatives to organize upcoming events. Discussed budget and figured out staffing of table.
- Organized handing out freezies at Fest Fest petting zoo and games.

Sept 8th-12th: Fest Fest Volunteering (4hr)

- Volunteered at Fresh Fest events
- Tabled for Fresh Fest

Sept 15th: Mental Health Committee Meeting (1 hr)

- Met with the Mental Health Committee to discuss upcoming events.

Sept 17th-18th: Art and Science Meet Your Reps tabling (4.5 hrs)

- Over the course of two days Art and Science reps met with students to learn more about what initiatives and events they would like to see on campus.
- Gave out full-size chocolate bars for student input.

	<p>Sept 19th: Dirty Bingo (4hrs)</p> <ul style="list-style-type: none"> <li>- Volunteered at Dirty Bingo</li> <li>- Organized mini games and put together prizes for game winners.</li> <li>- Helped set up and take down</li> </ul> <p>Sept 24th: AGM (4hrs)</p> <ul style="list-style-type: none"> <li>- Annual general meeting where GA voted on incoming representatives.</li> </ul> <p>Management of Art and Science Instagram page: (3 hrs)</p> <ul style="list-style-type: none"> <li>- Over the course of September, I managed the Art and Sci Rep Instagram page</li> </ul>
<p><b>Highlights and Reflection on monthly activity</b> <i>(Information of note, what went well, what did not)</i></p>	<ul style="list-style-type: none"> <li>- Art and Science Meet Your Reps tabling was very successful and was able to gain a lot of input from students</li> <li>- Dirty Bingo had very good turnout and was overall a very enjoyable night</li> <li>- The AGM went well and the SU council is full!</li> </ul>
<p><b>Projects in Progress</b> <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i></p>	<ul style="list-style-type: none"> <li>- Currently working on Art and Sci social media</li> </ul>
<p><b>Completed Projects</b> <i>(Projects that I have completed, what went well, what did not, and why)</i></p>	<ul style="list-style-type: none"> <li>- Have completed Meet Your Reps Tabling Event</li> <li>- Have been active on Art and Sci Instagram page</li> </ul>
<p><b>Challenges I've encountered:</b> <i>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</i></p>	<ul style="list-style-type: none"> <li>- I have encountered challenges with managing my course work and also managing Social Media. Not as active as I would like to be. I have busy upcoming weeks and am not sure how much I can get done.</li> <li>- Was told to come early for the set up of events and no one was there until ~45 mins later.</li> <li>- I have also felt guilty that I can not help out as much due to my busy class schedule.</li> </ul>
<p><b>Goals I've accomplished this month:</b> <i>(kept up with regular duties &amp;/or accomplished additional goals)</i></p>	<ul style="list-style-type: none"> <li>- I created a September posting schedule that I managed to follow until the last week of September</li> <li>- Active at events and meetings.</li> </ul>

## MOVING FORWARD

**Current or upcoming tasks:**

*(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).*

- I would like to make an October posting schedule
- Meet with Art and Science Reps to plan Trivia Night
- Post more regularly on Instagram and gain a bigger following.
- Volunteer at SU events.

**Goals for next month:**

*(What I would like to accomplish next month as a ULSU representative)*

- Make October Post Schedule
- Plan Art and Science Trivia Night
- Post more regularly

**Important dates/deadlines:**

*(important deadlines related to my goals or position).*

- Upcoming reception on October 7th
- Hopefully fun social with other reps in early October.



# COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

<b>Nnenna Agidi</b>	<b>Arts &amp; Sci Rep</b>	<b>September/2025</b>	<b>19.5 hours contributed</b>
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## THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

## LOOKING BACK

**NOTE:** Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

### Hours Breakdown

*(Meetings, events and activities that I've attended in my role, with an hours breakdown)*

Arts and science meeting 5pm-7pm: This month I and my fellow arts and science reps held a meeting to discuss our tabling for club rush, budgeting and assigned roles for events. 2hrs in total.

Fresh fest volunteering (Sept 8<sup>th</sup>: 1pm -3pm, Sept10<sup>th</sup>: 4pm -6pm and Sept11<sup>th</sup>: 6pm-10pm): I volunteered at Fresh fest working shifts at tickets and lemonade promotion tables as part of SU reach out to students.8 hrs in total.

Arts and science tabling during club rush Set 17<sup>th</sup> 10am-12pm ,2pm-4pm: I participated in The Arts and Science tabling where we engaged students with sticky note activity and candy give aways to collect feedback on their needs and ideas.4 hours in total.

Meeting with the student success centre September 19<sup>th</sup> 3pm-4pm: I had a meeting with the success centre to discuss launching a language and coding workshop and how to connect Arts and science student coding support.1 hr in total.

GA Meeting & AGM September 24<sup>th</sup> 5;30pm -8;30pm: I attended the AGM, it included by election where I participated in governance decisions and student voting processes. 3hrs in total.

	Meeting with Arts and science deans September 29 <sup>th</sup> 2pm-3:30pm: I attended a meeting with the Deans to provide student perspectives on pressing issues with the faculty. 1hr 30 mins in total.
<b>Highlights and Reflection on monthly activity</b> <i>(Information of note, what went well, what did not)</i>	The Arts and science tabling event went very well. We gathered a lot of insight from students on what they need, through sticky notes and idea sharing. I am excited to review the excel sheets with all the student feedback and focus on implementing some of the suggestions
<b>Projects in Progress</b> <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i>	Language and coding workshop: Continuing discussion with the student success centre, Next steps include reaching out to computer science club and the department Chair for partnership and support
<b>Completed Projects</b> <i>(Projects that I have completed, what went well, what did not, and why)</i>	Arts and science tabling was successfully completed after two days.
<b>Challenges I've encountered:</b> <i>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</i>	Balancing role with academics, clubs and personal life has been challenging, as this is my first time in this office. I am still adjusting to the workload and learning how to manage my time effectively.
<b>Goals I've accomplished this month:</b> <i>(kept up with regular duties &amp;/or accomplished additional goals)</i>	Attended all scheduled meetings and events

## MOVING FORWARD

<b>Current or upcoming tasks:</b> <i>(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).</i>	Participation in student affairs planning for October events, including Halloween  Support the open house.  Continue working on the language and coding workshop.
<b>Goals for next month:</b> <i>(What I would like to accomplish next month as a ULSU representative)</i>	Language and coding workshop project in progress
<b>Important dates/deadlines:</b> <i>(important deadlines related to my goals or position).</i>	No immediate deadlines



# COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

<b>Orion Legg</b>	<b>ArtSci Rep</b>	Sept/2025	28 hours contributed
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## THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
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## LOOKING BACK

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### Hours Breakdown

*(Meetings, events and activities that I've attended in my role, with an hours breakdown)*

I attended an arts and science meeting, our AGM GA meeting, an arts and science executive council meeting, a senate orientation meeting, and a destination 2 meeting. I worked at multiple events within NSO week including: move in, sports pep rally, and rise and shine pep rally. I worked at two events during fresh fest week: setup and lemonade stand at the carnival and ticketing at the jamboree. I worked at two days of our "Meet your reps" tabling event with my fellow arts and science reps (see completed projects.) I worked at the triple header doing face painting and alumni check in.

### Highlights and Reflection on monthly activity

*(Information of note, what went well, what did not)*

Nothing to report

### Projects in Progress

*(Projects that I am currently working on, who I am working with, what resources do I require?)*

Arts and science trivia night is the next big project for myself and the other ArtSci reps.

### Completed Projects

*(Projects that I have completed, what went well, what did not, and why)*

Our meet your reps tabling event was a great success, giving us nearly 100 responses on event ideas or initiatives that our representees want.

**Challenges I've encountered:** Nothing to report  
*(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).*

**Goals I've accomplished this month:** Nothing to report  
*(kept up with regular duties &/or accomplished additional goals)*

## MOVING FORWARD

**Current or upcoming tasks:** Nothing to report  
*(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).*

**Goals for next month:** Nothing to report  
*(What I would like to accomplish next month as a ULSU representative)*

**Important dates/deadlines:** Nothing to report  
*(important deadlines related to my goals or position).*



<b>Name</b>	<b>Position</b>	<b>Date</b>	<b>Hrs</b>
Rylee Wevers	Arts & Science Representative	Sept 2025	34

## LOOKING BACK

**Hours Breakdown**

- Sept 2:** *New Student Orientation and Pep Rally Volunteering:* volunteered at NSO which served as a high energy kickoff event for incoming students and a way to introduce the ULSU Council.  
**Hrs. 4**
- Sept 3:** *A & S Representative Meeting with Brannon, Orion, Kate, Nnenna, and Emi:* discussed Meet your Reps event, other event ideas, and strategize on how to increase engagement through social media.  
**Hrs. 1**
- Sept 4:** *Event Scheduling & Budget Submission:* finalized scheduling for the Meet Your Reps event. I also prepared the event budget and submitted it to Mark (Governance Officer) and Cheri (General Manager) for review and EC approval.  
**Hrs. 1**
- Sept 5:** *A & S Curriculum Meeting:* Unfortunately, the meeting ended early as quorum was not met.  
**Hrs: .25**
- Sept 8:** *Brand Launch:* I attended the official University of Lethbridge Brand Launch event, where the new institutional branding was formally introduced to the campus community.  
**Hrs. 2**
- GFC Orientation:* Participated in orientation for General Faculties Council (GFC), gaining clarity on responsibilities and expectations.  
**Hrs. 1**
- GFC Council Meeting:* Attended the first GFC meeting of the Fall semester.  
**Hrs. 2.25**
- GFC Reception:* Engaged with faculty, administration, and student leaders to build connections.  
**Hrs. 1.25**
- Helping with takedown:* Assisted with the ULSU Carnival event wrap up and cleanup.  
**Hrs. .25**

**Sept 13:** *Fresh Fest Volunteering:* I volunteered at Fresh Fest, assisting with ticketing at the door, engaging with students, while promoting a positive student campus culture..

**Hrs. 2.5**

**Sept 15:** *A & S Council Committee Meeting:* Presented alongside Brannon on FLARE (Fostering Liberal Arts Research Excellence), providing Arts & Science faculty, administration, Deans, and council members with an overview of the platform's goals, structure, and long term vision. Also participated and voted in the council committee meeting discussions.

**Hrs. 1**

*Mental Health Committee Meeting:* Participated in discussions and planning for initiatives such as food bank baskets and a "Paint and Sip" event, both aimed at supporting student wellness and community.

**Hrs. 1**

**Sept 16:** *A & S Planning Strategic Meeting:* Contributed to long-term planning discussions shaping the Faculty of Arts & Science's strategic direction. Participated in breakout working groups with faculty to identify key priorities, core audience goals, and defining differentiators that will guide the faculty's Strategic Plan.

**Hrs. 2**

*Picking up supplies:* Went to Costco and Wholesale Club to pick up supplies, such as post it notes and chocolate bars for the upcoming student feedback tabling event.

**Hrs. 1**

**Sept 17:** *Arts and Science Tabling for Feedback:* Alongside the other A & S reps, we manned a booth in University Hall where students were invited to share feedback on campus issues and event ideas in exchange for chocolate bars.

**Hrs. 4**

**Sept 19:** *Arts & Science Curriculum Meeting:* Attended the committee meeting to discuss and vote on curriculum related approvals impacting Arts & Science students.

**Hrs. 1**

**Sept 23:** *FLARE Meeting:* Met with Kimoya and Brannon to continue planning for FLARE. Discussions focused on logistics, editorial processes, and next steps for launching the initiative.

**Hrs. 1**

**Sept 24:** *Annual General Meeting and General Assembly Meeting:* Participated in the ULSU's AGM, byelection, and GA meeting.

**Hrs. 4**

**Sept 29:** *Working on Operations Manual for FLARE:* Drafted core sections of the workflow and policy manual.

**Hrs. 2**

**Sept 30:** *FLARE Meeting:* Met with Kimoya and Brannon to finalize policy decisions, confirm Kate as Finance Lead, and check on whether the budget outline for FLARE was done with Cheri; submitted email request through IT for FLARE; drafted outreach emails for June survey respondents; began planning Dean's Advisory Council presentation for Oct 27.

**Hrs. 1.5**

## Arts & Science Strategic Planning Working Group (Meeting #2)

Key themes included:

**Purpose & Audience:** Building a faculty level plan that is practical + aspirational, aligned with but distinct from the University's Strategic Plan. Primary audience: faculty & students (community secondarily). Outcome should be a living framework that guides pedagogy, mentorship, culture, and student belonging.

**Undergrad & Grad Balance:** Grad rep emphasized grant support, TAs, mentorship. I raised undergrad needs: clear on ramps to research & interdisciplinary work, approachable mentorship, and step stone framing (curiosity → industry → grad school).

**Emergent Themes:** **1. Research & Opportunities:** pathways must be visible, guided, mentored. **2. Support & Belonging:** build U of L A&S pride; normalize questions/creativity; consistent encouragement. **3. Skills Beyond the Classroom:** employability, leadership, creativity, and critical thinking. **4. Equity & Accessibility:** proactively reach overlooked students; remove barriers so access ≠ prestige/insider status.

**A&S Distinctives:** Our smaller size → interdisciplinarity, close faculty to student ties, liberal & education & agility position, these as strengths for recruitment/retention.

**Forward Directions:** Deeper industry & alumni ties; teaching for AI realities; reaffirm liberal education as U of L's distinctive identity. Emphasis: students are independent & ambitious, celebrate that while ensuring direction, equity, and a curiosity driven culture.

## Arts & Science Curriculum Committee Updates (Chair: Susan Findlay)

(Two meetings; Kimoya Edwards (VPA) covered one on behalf of Brannon (A&S Rep) and myself)

### Approved:

- **Anthropology:** Approved title updates for ANTH 3010, 3115, and 3300.
- **English:** Broadened ENGL 3602 prerequisite to any 2000-level English course.
- **Geography:** Deleted outdated courses (3750, 4065, 4730) and updated related program references.
- **Kinesiology:** Proposal to remove the mandatory lab from KNES 4610 was defeated twice, pending revision.
- **Neuroscience:** Approved new courses—NEUR 4500, 5500, and 7500 (Computational Methods in Neuroscience).
- **Philosophy:** Major restructuring to modernize the curriculum and consolidate offerings following faculty changes.
- **Indigenous Studies (significant restructuring):**
  - **Context:** faculty shifts & retirements; AQAR recommendations.
  - **Personnel:** Dr. McKenzie Jones to History & Religious Studies; Dr. Beaulieu retiring 2027.
  - **Curricular moves:** some courses transferred/removed; History to assume several; Dhillon cross-lists reduced 11→6; Indigenous literature series consolidated; Art History cross lists dropped due to expertise gaps.
  - **Vision:** land-based & immersive pedagogy; Blackfoot language & linguistics integrated into core; planning a Blackfoot minor and Certificate in Blackfoot Language Revitalization.
- **Integrated Engineering Program (U of L × Lethbridge Polytechnic):**
  - **Rationale:** AB graduates ~1,700 engineers/yr (UCalgary + UAlberta) vs APEGA > 6,000 new registrations (~70% outside AB) = supply gap.

- **Design:** integrated generalist training across chemical/civil/mechanical/electrical/computer; CEAB accreditation targeted in Year 3 (retroactive to first cohort).
- **Pathway:** Y1 at U of L → one semester at Lethbridge Polytechnic (Y2 applied courses) → U of L for Y3–4 → full-year capstone.
- **Curricular features:** Indigenous Studies, sustainability, innovation/entrepreneurship; electives aligned to regional needs (Precision Farming, Food Science, Industrial Robotics, Agricultural Water Systems).
- **Impact:** leverages Polytechnic labs + U of L liberal education & research; aims to attract rural & Indigenous learners; retain grads in southern AB; strengthens local industry/municipalities; positions U of L for partnerships & external support.

## ULSU Governance & Initiatives

### Meet Your Reps & Feedback Event (Sept 17–18, 2025)

During Club Rush Week, the Arts & Science Representatives hosted a two day tabling event in University Hall. Students were invited to share feedback on events, advocacy priorities, and academic experiences in exchange for full sized chocolate bars. The goal was to gather broad based input across year levels to shape both A&S Reps advocacy and ULSU initiatives.

**Participation by Year: Day 1 (Sept 17):** Year 1 (15), Year 2 (15), Year 3 (15), Year 4 (6), Year 5+ (2)

**Day 2 (Sept 18):** Year 1 (10), Year 2 (9), Year 3 (15), Year 4 (4), Year 5+ (1)

**Total Participation: 92 students**, with a strong majority from Years 1–3 (75 students, 82%), confirming early year students as the primary voice shaping the feedback.

#### 1. Campus Food & Services (Most Frequent Theme)

The most common and emphatic feedback. “Better food!!!” appeared repeatedly on notes across both days.

**Requests:** Fresh produce sales on campus; Longer food service hours & expanded meal plan flexibility; More microwaves in high-traffic areas; Events tied to food affordability (Annual BBQ, pizza by the slice, Mini-Fresh Fest with local artists + cheap beer);

Infrastructure: more bike lockers, more study tables in Science, easier disability resource access

**Representative Quotes:** “Better food!!!” (multiple); “Fresh produce available on campus, food places open later”; “More microwaves, please”

**Analysis:** Food affordability & access is a clear #1 priority. This aligns with other student surveys and will be carried forward as a central advocacy issue with both ULSU and administration.

#### 2. Events & Campus Culture

Students requested low-barrier, fun, community-building events that foster belonging.

**Social Events:** Trivia nights (including Arts & Science specific), themed movie nights, scavenger hunts, charades, Hide & Seek, haunted house, sledding

**Large Gatherings:** Pep rallies with cheer/dance teams, Beer Olympics, Zoo Cabarets, school wide water fight, fashion week

**Community & Wellness:** Pet therapy (dogs, kittens), yoga/stretch sessions, cheerleading club, swimming, arts competitions

**Cultural Celebrations:** Strong demand for South Asian festivals (garba/garbu Indian dance nights), cricket, kabaddi; also requests for more cultural nights to showcase diversity

**Representative Quotes:** “Petting a lot of kittens”; “Please start organizing Indian dance

garba"; "School-wide Hide & Seek!"; "More cultural nights to learn about other cultures"

**Analysis:** Students want regular, informal mixers alongside large-scale, high-energy events. The strong showing from first- and second-years shows a desire for easier entry points into campus culture.

### 3. Academic & Research Opportunities

Many notes focused on the academic experience and support.

**Requests:** Expanded undergraduate research opportunities, especially intra-institution collaborations supported by faculties; Stronger academic advising; Mandatory instructor lecture recordings to reduce barriers and humanize classes; Math competitions and subject-specific challenges; Workshops with alumni and professionals on employability and leadership

**Representative Quotes:** "More research opportunities for Arts & Sci – school-supported collaborations"; "Stronger academic advising!"; "Mandatory teacher videos"

**Analysis:** Students are hungry for academic pathways that make research accessible, not elite. This validates FLARE as an initiative directly addressing this gap.

### 4. Equity, Accessibility & Advocacy

Issues of fairness, affordability, and inclusion came through clearly.

**Parking & Transit:** Cheaper/free parking (esp. H Lot after 5 pm); flexibility to opt out of U-Pass

**Equity & Safety:** Requests for protection of trans students from Danielle Smith's policies

**Accessibility:** Calls for better/easier access to disability resources and supports

**Belonging & Navigation:** First years especially reported difficulty finding clubs or making friends → need for better communication & low-barrier mixers

**Representative Quotes:** "Protect trans students from Danielle Smith"; "Better/easier accessible learning disability resources"; "Difficulty finding new friends"

**Analysis:** The intersection of affordability (parking/U-Pass), equity (2SLGBTQ+ protection), and accessibility (learning supports) can guide both advocacy priorities and student support programming.

### Key Takeaways

1. Food affordability and access is the strongest student priority.
2. Students want fun, low barrier events (trivia, movie nights, cultural festivals) that help build community.
3. Academic supports (advising, research pathways, instructor accessibility) are critical.
4. Advocacy themes are clear: parking reform, U-Pass flexibility, equity support, accessibility.
5. First and second years in particular need better communication and easier ways to get involved.

### Projects & Initiatives

#### **FLARE – Fostering Liberal Arts Research Excellence**

This month saw major developments in FLARE, the undergraduate research journal and symposium initiative co led by myself, Brannon Sumner, and Kimoya Edwards. Our work focused on policy, workflow development, technical infrastructure, team roles, and long-term positioning.

The following is some of the progress we have made in the infrastructure of FLARE recently:

### **Journal Submission Workflow:**

1. **Submission Intake**  
– Authors submit via the FLARE online portal once built. Submissions automatically logged into a central database and assigned an ID code (Still under discussion).
2. **Triage & Initial Check:** Technical Lead verifies formatting compliance based on the discipline cluster (APA/MLA, word count, anonymization for review). Submissions Coordinator logs metadata and checks for plagiarism using screening software. Non compliant manuscripts returned to authors for correction before review.
3. **Reviewer Assignment:** Section Editor (by discipline cluster) assigns each manuscript to 1-2 undergraduate reviewers. Reviewer matching based on discipline, year level, and past review performance. Assignments manually tracked, with a future plan to automate matching.
4. **Undergraduate Peer Review (14 days):** Reviewers use discipline specific rubrics (Science rubric: clarity of research question, methodology, data analysis; Humanities rubric: originality, theoretical contribution, clarity of argument). Reviewers submit structured reports: strengths, weaknesses, and recommendations (Reject / Revise / Accept). Reviews uploaded to the portal, anonymized for editorial decisions.
5. **Faculty Oversight Review (21 days)** Faculty Advisors audit undergrad reviews for rigor and fairness. Provide meta feedback to reviewers (mentorship function) and confirm/adjust recommendations. Then sent back to the undergraduate reviewer for adjustments in feedback.
6. **Editorial Decision:** Section Editor and Editorial Lead review reviewer recommendations. Decision categories: Reject, Revise & Resubmit, Accept with Minor Revisions, Accept. Decision letter drafted, referencing reviewer feedback, and sent to author.
7. **Revision Process:** Authors submit a point by point response letter alongside revised manuscript. Revised manuscripts undergo re checks (rubric reassessment by same reviewers when possible).
8. **Copyediting & Formatting:** Once accepted, manuscript sent to Copyeditor for grammar, clarity, and formatting consistency. Checked against accessibility guidelines and Creative Commons CC BY license compliance.
9. **Archiving & Publishing:** Final manuscript uploaded to OPUS (University of Lethbridge Repository). Assigned a DOI for permanence and academic citation (Still under discussion) Published on FLARE's website under open access CC BY.

### **Peer Review & Policy Manual**

- Drafted an operations manual for FLARE (50+ page combined workflow and policy manual).
- Introduced a single blind tiered peer review model balancing undergraduate training with faculty oversight.
- Formalized expectations around confidentiality, COI disclosure, deadlines, and review quality.
- Drafted a policy on generative AI use.
- Misconduct policy aligns with COPE and U of L guidelines, covering plagiarism, duplicate submission, and data falsification.

- Plagiarism screening tools under review for integration into workflow.

### **Timelines & Accountability**

- Undergraduate reviewers: 14-day turnaround.
- Faculty oversight: 21-day turnaround, with reassignment if deadlines are missed.
- Appeals: authors may appeal within 14 days; appeals jointly reviewed by Managing Editor and Faculty Advisor.

### **Author & Editorial Policies**

- Authors must disclose conflicts of interest and provide ethics approvals where required.
- Response to reviewers must include point by point replies.
- Licensing decision: FLARE will publish under Creative Commons Attribution (CC BY), maximizing openness while preserving the option for authors to republish revised or extended versions elsewhere.

### **Training & Recognition**

- Possible first cohort of undergraduate reviewers will undergo a live training workshop in November, with online modules for subsequent cohorts (Still under discussion)
- Recognition through certificates, annual reviewer acknowledgements (opt-out option) (Still under discussion)
- Drafted ideas for how rubrics could look for both Sciences and Humanities (Will be looking into getting Faculty involved in the creation of this).

### **Leadership & Team Structure**

#### ***Technical***

**Technical Lead (Brannon):** Oversees all operational technical aspects including website infrastructure and its capacity for submission for the symposium and journal, and maintenance of the suppository for papers, reviews, and symposium entries.

**Website Developer (1):** Maintains the FLARE site, updates content, ensures accessibility, and manages integrations (e.g., submission portal links). implement submission/tracking features within WIX.

**Submission Systems Coordinator (1):** Oversees the online paper and symposium submission platform (uploads, forms, workflows). Works with editors to make sure submissions flow smoothly.

**Database & Records Officer (1):** Structures and maintains the database for papers, reviews, and symposium entries. Ensures data is organized, searchable, and backed up using OPUS technology.

**Design / Communications Officer (1):** Branding, social media, symposium posters, website visuals while coordinating between the technical and symposium teams.

#### ***Outreach***

**Outreach Lead (Kimoya):** Oversees all operational aspects including room bookings, audiovisual setup, catering, prizes, payments and accessibility accommodations. Maintained contingency plans to address unexpected challenges.

**Program Coordinator (1-3):** Will help with developing and managing the event schedule, confirm keynote speakers, and coordinate with student presenters to ensure a balanced and engaging program, with potential 3 individuals

**Volunteer Coordinator (1):** Recruit, train, and supervise volunteers and staff, assigning tasks such as registration, ushering, and tech support to ensure smooth event operations.

**Moderator / Session Char (1):** Facilitated speaker panels and student presentation sessions, introduced presenters, managed timing, and guided Q&A discussions to foster academic engagement.

### **Editorial**

**Editorial Lead (Rylee):** Overall supervision of peer review editorial team: sets review policy, ensures timeline compliance, communicates with section editors.

**Reviewer Training (1):** For incoming students new to peer review. Scheduling and doing orientation sessions or workshops (Initially, this will be under the responsibilities of the Editorial Lead)

**Section Editors (5–6):** One per major discipline cluster (Arts & Humanities, Social Sciences, Natural Sciences, Health Sciences, Fine Arts / Creative Interdisciplinary). ~7 faculties/schools

**Peer Reviewers (~25–35):** Since the undergrad population is ~7,600, assume a good interest pool. To handle 20–30 papers, each needing 2 external reviews, need ~40–60 review slots. With reviewers doing 2–3 reviews/year, 25–35 reviewers gives flexibility and redundancy.

**Undergraduate Review/Faculty/Grad Student Coordinators (Split the faculties):** Research possible avenues for the future, initially we do it manually, then build a custom software tool that automates it sending to the pool under the faculty members. Handles matching papers to reviewers, tracking deadlines, reminders, and maintaining the reviewer database. Prevents delays with a larger reviewer pool.

**All potential numbers:** 20–30 papers, 40–60 reviewers (2 per paper), If each does 2 reviews/year → need ~20–30 reviewers If some only do 1 → better to have 30–35 reviewers in roster, with 5–6 editors, each oversees ~4–6 submissions/year

### **Finance & Operations**

**Finance Lead (Kate):** Oversees all budgeting and financial management for FLARE. Prepares reports, ensures compliance with ULSU/University policies, and works with the team leads to align funding with needs.

**Treasurer (1):** Handles day to day financial operations: reimbursements, payments for prizes/catering, and processing invoices. Maintains accurate logs for accountability.

**Sponsorship & Fundraising Coordinator (1):** Develops partnerships with local businesses, alumni, and campus groups to secure sponsorships and support. Coordinates fundraising campaigns (e.g., merch, donations, events).

### **Infrastructure Progress**

- Began testing a WIX based submission portal, with OPUS archiving and DOI assignment integration being discussed.
- Ongoing discussions with Roberto regarding potential MyExperience platform integration for submissions and training recognition.
- Requested mailing list support from IT (still awaiting approval).
- Longer term goal: an automated reviewer matching tool. Current assignments are being managed manually.

## **MOVING FORWARD**

### **Next Steps:**

- Prepare October 27 Dean's Advisory Council (DAC) presentation on FLARE.
- Begin researching for November undergraduate reviewer training workshop.
- Get email approved for FLARE.
- Email June interest survey undergraduate respondents outlining the open FLARE Roles and take in applications.

- Reach out to each department chair with an email requesting faculty volunteers for each cluster.
- Advance planning for Trivia Night and other student driven events with the A & S Reps.

**Obstacles:**

- Need for IT to approve email setup.

**Songs of the Month:** *Love and Happiness* by Al Green, *Take Me Home* by Pink Pantheress, and *Guilty* by Lady Wray

**Photos from this Month:**



**Memes of the Month:**



u ever meet someone and u can tell they were heavily involved on campus

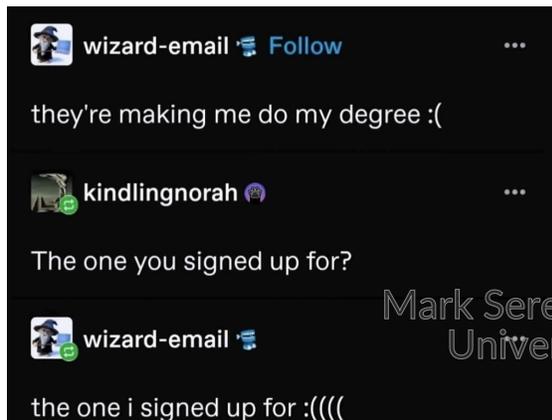
hacking adhd by absolutely blasting club music into my ears at a volume that would terrify god and drinking a medically unadvisable amount of caffeine just to write an email i have been avoiding for two weeks

X-ray of me putting away my laptop after failing to connect to eduroam for an hour



I hate citations why cant u just trust me

Mark Serebryansky, 2024-02-19 21:32:53 UTC  
University of Lethbridge Students' Union





<b>Niosha Attarifard</b>	<b>Health Science Rep.</b>	<b>September 20245</b>	<b>15.5 hours</b>
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## LOOKING BACK

<b>Meetings &amp; activities attended, people I've spoken with:</b>	<p><b>Fresher Fest – 4 hours</b></p> <p>I was able to help table and join the Karaoke which took place in the zoo!</p> <p><b>GA Meeting – 5 hours</b></p> <p>I attended two general assembly meetings where we explored opportunities for the upcoming semester and identified areas in need for attention.</p> <p><b>Faculty HSC Meeting – 2 hours</b></p> <p>Items discussed included an orientation for all new and returning members of the committee and the events upcoming in our department.</p> <p><b>GFC meeting – 4.5 hours</b></p> <p>We had our orientation, photoshoot and reception for this year's committee members.</p>
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<b>Challenges I have encountered:</b>	Many events and meetings clash with my classes.
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<b>Goals I have accomplished:</b>	I am happy with the hours I was able to contribute despite my schedule.
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## MOVING FORWARD

**Projects I am working on:**

EDIA and mental health committee – Planning events for the semester!

**Upcoming tasks:**

I would like to meet up with more professors to try and identify tangible solutions to our feedbacks given to me by the students.

# Clay Bryden time sheet report

fresh fest week volunteering

**HEY THIS IS THE MAJORATY OF MY FRESH FEST VOLUNTEER HOURS I FEEL AS THOUGH IM NOT MISSING ANYTHING AND NOT OVER ESTIMATING ANYTHING, AND I THOUGHT IT WOULD BE IMPORTANT TO GET THIS LOGGED QUICKLY BEFORE IT BECOMES BARRIED IN NOTES AND FORGOTTEN ABOUT**

date and task committed	Hours comited
Monday september 8th 2025 Indiginous Vendor Market and double ball comp	7 hours
games captain and volunteer Tuesday september 9th 2025	6 hours
Tabling on thusday September 11 from 12pm to 5 pm with hour	3 hours 15 mins (had class to go to half way through)
Friday September 12 <sup>th</sup> help with set up and then ticket tracking noon to 9pm	7 hours (took breaks and visited durring set up)
misc volunteering helping with small things such as poster hanging and construction of large standing posters	2 hours
<b>total hours</b>	25 hours

**Subject:** Activities and events not counting fresh fest

**Date:** Tuesday, October 7, 2025 at 10:41:02 PM Mountain Daylight Time

**From:** Bryden, Clay

**To:** Serebryansky, Mark

Hey below is a list of some of what I have done and what I am working on, I aimed for it to be a summary of things I have been doing as well as what I am hoping to be doing going forward hopefully this is what you were looking for when you wanted to know a little more about how I was directing my efforts.

-Volunteering with NSO

-Multiple meetings with other organisations to host events around student mental wellness as well as attend various Meetings for both the Student wellness committee and the student affairs committee

-Communicating with Carry Godfrey to set up meeting times for me and Ricken to communicate concerns and think of possible solutions specific to business students.

-Facepainting for the triple header

-Looking into if a third DSB rep should be debated or voted upon based on data from the Deans office.

-Help with multiple events such as paint night and connections café as well as helping make hampers to give to students

-Attending the annual general assemble to fill general assemble seats as well as plan future SU activities

-Sitting on the Student grade appeal committee

-Representing the Student union at the career fair

Going forward I have a meeting tomorrow with Cheri to talk about the collaboration events and I will be working with the Student affairs committee to help fulfill all activates during “halloweek” as well as work towards furthering my goal of having a Economics help session available by next semester. I plan to do this by starting to talk to different business faculty as well as consulting other GA and faculty members about the best ways to proceed and lay groundwork for things to come.

Thank you,

Clay Bryden

780-853-7154

University of Lethbridge Student Union



<b>YASH PRASAD DIXIT</b>	<b>INTERNATIONAL REPRESENTATIVE</b>	SEPTEMBER 2025	16 hours contributed
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**THINGS TO CONSIDER INCLUDING IN MY REPORT**

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

**LOOKING BACK**

**NOTE:** Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown  
(Meetings, events and activities that I've attended in my role, with an hours breakdown)

- Fresh Fest Events: 7 hours  
Assisted with student engagement and event coordination for all students, focusing on connecting students and encouraging participation.
- GFC Meeting: 3 hours  
Represented student voice and contributed to discussions around academic governance and student resource allocation in the first meeting of the semester.
- GA Meeting: 3 hours  
Participated in the first General Assembly meeting of the term, had a bi-election for the positions open in the council, provided updates, and discussed about other SU related matters.
- Orientation Events: 3 hours  
Attended various orientation sessions to meet new students and provide information about resources and upcoming events.

<p>Highlights and Reflection on monthly activity (Information of note, what went well, what did not)</p>	<p>September was an active start to the academic year. As the International Representative, my focus was on connecting with new international students and ensuring they felt supported during their transition to the University.</p> <p>Fresh Fest was a major success. I spent most of my time helping at events, meeting students, and promoting SU services. The orientation sessions allowed me to introduce the Students' Union to incoming students and hear their initial feedback.</p>
<p>Projects in Progress (Projects that I am currently working on, who I am working with, what resources do I require?)</p>	<p>Legal Aid Camp Project: Continuing discussions with Lethbridge Legal Guidance (LLG) to host a free legal consultation camp for students on campus. Awaiting confirmation from their team to finalize the timeline.</p> <p>Diwali 2025 Celebration: Finalizing the event celebrations for Diwali 2025 on campus.</p>
<p>Completed Projects (Projects that I have completed, what went well, what did not, and why)</p>	<ul style="list-style-type: none"> <li>Assisted in executing Fresh Fest 2025, ensuring international student participation.</li> <li>Attended the first GA and GFC meetings, contributing to agenda discussions and providing updates on international student perspectives.</li> <li>Supported Fall Orientation efforts by meeting new international students and helping them navigate resources.</li> </ul>
<p>Challenges I've encountered: (eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</p>	<ul style="list-style-type: none"> <li>Decreased international student intake this year, leading to lower engagement numbers.</li> <li>Some difficulty in finalizing logistics for upcoming external collaborations (LLG).</li> </ul>
<p>Goals I've accomplished this month: (kept up with regular duties &amp;/or accomplished additional goals)</p>	<ul style="list-style-type: none"> <li>Actively represented international students at all university governance and union meetings.</li> <li>Engaged in major ULSU events (Fresh Fest &amp; Orientation).</li> <li>Began groundwork for future student service initiatives.</li> </ul>
<h2>MOVING FORWARD</h2>	
<p>Current or upcoming tasks: (upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).</p>	<ul style="list-style-type: none"> <li>Finalizing partnership details with Lethbridge Legal Guidance for a legal aid camp on campus.</li> <li>Developing and finalizing Diwali 2025 event.</li> <li>Preparing updates for the next GA meeting.</li> </ul>
<p>Goals for next month: (What I would like to accomplish next month as a ULSU representative)</p>	<ul style="list-style-type: none"> <li>Strengthen international student communication channels and feedback systems.</li> <li>Identify opportunities for cross-cultural events or collaboration with other student clubs.</li> </ul>
<p>Important dates/deadlines: (important deadlines related to my goals or position).</p>	<ul style="list-style-type: none"> <li>Next GA Meeting: October 2025</li> <li>Legal Aid Camp (Tentative): November 2025</li> </ul>



# Fall 2025 EC Meeting - Oct 14 Minutes

University of Lethbridge Students' Union  
10/14/2025 10:30 AMMDT

## Attendance

### Present:

Members: Kimoya Edwards, Alejandro Figueroa (remote), Mason Hill, Moyosoreoluwa Oladoye, Bradley Pike, Cheri Pokarney, Mark Serebryansky (remote), Jessica Sumbera

1. Call to Order (Presenters: Cheri Pokarney)

Call to Order at 10:36

2. Land Acknowledgement (Presenters: Cheri Pokarney)

Oki and welcome to this meeting of the ULSU Executive Council. Our University's Blackfoot name is Iniskim, meaning Sacred Buffalo Stone. The University is located in traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing and caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our university community.

3. Approval of the Agenda (Presenters: Cheri Pokarney)

BIMT the Executive Council approve the agenda for October 14, 2025.

**Motion:**

Motion moved by Kimoya Edwards and motion seconded by Moyosoreoluwa Oladoye. Carried

4. Approval of Minutes (Presenters: Cheri Pokarney)

BIMT the Executive Council approve the minutes for Oct 7th, 2025

-Minutes from September 23rd are still pending

 [Fall 2025 EC Meeting - Oct 7 Minutes \[DRAFT\].pdf](#)

**Motion:**

Motion moved by Moyosoreoluwa Oladoye and motion seconded by Jessica Sumbera.

5. Presentations to Council

None at this time.

6. Reports

6.1. General Manager (Presenters: Cheri Pokarney)

- In a lot of meetings at the moment, Hallweek planning under way

- Health inspector stopped by to check ULSU operated businesses
- Union Eats Kiosk work under way, hiring management soon
- Lots of meetings with students, AGLC compliance with raffles for club events with lotteries

#### 6.2. Operations Coordinator

#### 6.3. Communications and Marketing Manager (Presenters: Mason Hill)

- Mainly working on Halloween promotion
- Kayden is working on the reels for the instagram with EC profiles
- Working on a couple of items
- Kimoya: wondering if Mason can work on the poster for advising night? Yes, will action that.
- communicationg with Work integrated learning students, setting up an introductory meeting, and planning out their projects this week

#### 6.4. Governance and External Relations Officer (Presenters: Mark Serebryansky)

- CASA Advocacy Week preparations finalized
  - Ottawa trip scheduled for week of November 16th with Alejandro
  - Brad simultaneously coordinating provincial advocacy with other CASA delegates at the legislature
- Reviewing legal counsel's notes on draft Sports Dome agreement with the university
  - Triaging questions for lawyer due to time constraints
  - Will have an update on Sports Dome agreement soon
- Attended Southern Alberta Medical School Association and Calgary Medical Students Association meeting to discuss how SAMP students will be "dual citizens" of the U of L & the U of C.

#### 6.5. VP Operations & Finance (Presenters: Moyosoreoluwa Oladoye)

- Attended the President's breakfast last week with EC
- This past Friday we had the Board of Governors meetings
  - The Fairness in Sport Policy passed at the board meeting
- Processing emergency grants which will be later on in the agenda

#### 6.6. VP Student Life (Presenters: Jessica Sumbera)

- Still processing club constitutions
- Seeking actors for Halloweek haunted house activities
- Looking at club letters in order to assign club rooms
- For culture month, looking to do hampers containing ingredients and recipes from a variety of cultural cuisines
  - Looking for input on this project. Executive council members recommended collaborating with Black Students' Association and Lethbridge Public Interest Research Group

#### 6.7. VP Academic (Presenters: Kimoya Edwards)

- Met with fellow EC at the Library meeting with the U of L
- Attended meetings with K-12 teachers who are currently on strike
- Mental Health Hampers went well with handing out hampers
  - All sponsorship based, no mental health dollars were spent on this

- Looking to do some coffee and tabling with students before the November semester crunch starts

#### 6.8. VP External (Presenters: Bradley Pike)

- Things with Get out the Vote are going well.
- Worked with Conservative Club and NDP Club to host last week's Pints and Politics forum
- For future events, looking forward to working with clubs to get students out
- Election period is under way for municipal elections
  - Sufficient engagement has been reached with two forums and instagram post for voter mobilization

#### 6.9. President (Presenters: Alejandro Figueroa)

- Met with Southern Alberta Medical Program and Calgary Medical Students Association
  - Consulted with University of Calgary Students' Union about how this process
- Attended various forums for the Municipal Election

**Task:** ([view in OnBoard](#))

Send Nando GA Agenda Form Submission. Due 10/20/2025 10:55 AMMDT.

Assigned to: Alejandro Figueroa

<https://app.smartsheet.com/b/form/fed936889453433db595e0baa394d4f4>

#### 7. Items for Information

None at this time.

#### 8. Items for Action: Clubs, Groups, And Individuals

##### 8.1. Student Emergency Assistance (Presenters: Moyosoreoluwa Oladoye)

**Motion:**

BIMT the EC move in-camera

Motion moved by Moyosoreoluwa Oladoye and motion seconded by Jessica Sumbera. Carried

**Motion:**

BIMT the EC move ex-camera

Motion moved by Bradley Pike and motion seconded by Moyosoreoluwa Oladoye. Carried

**Motion:**

BIMT the Executive Council approve \$500 for an emergency grant application. Monies to come from Student Assistance-Emergency.

Motion moved by Moyosoreoluwa Oladoye and motion seconded by Jessica Sumbera. Carried

8.2. Student Emergency Assistance (Presenters: Moyosoreoluwa Oladoye)

BIMT the Executive Council approve \$600 for an emergency grant application. Monies to come from Student Assistance-Emergency.

**Motion:**

Friendly amendment to \$500: BIMT the Executive Council approve \$500 for an emergency grant application. Monies to come from Student Assistance-Emergency.

Motion moved by Bradley Pike and motion seconded by Jessica Sumbera. Carried

8.3. Muslim Student Association - Club Funding Grant (Presenters: Moyosoreoluwa Oladoye)

 [Bank of Montreal Zain Khan 1.pdf](#)

 [MSA Budget-3 Zain Khan.pdf](#)

 [MSA IntentLetter-3 Zain Khan.pdf](#)

- Is this club ratified?
  - Yes, according to Jessica

**Motion:**

BMIT the Executive Council approve \$275 for Muslim Student Association. Monies to come from Club Funding Grant.

Motion moved by Moyosoreoluwa Oladoye and motion seconded by Bradley Pike. CARRIED

8.4. UofL Singers Club - Group Student Assistance: Travel Grant (Presenters: Moyosoreoluwa Oladoye)

BIMT the Executive Council approves \$1500 for the UofL Singers Tour travel within North America. Monies to come from Student Assistance Travel Budget Line.

 [UofLSingers .Eventregistration Brooklyn Karpa.pdf](#)

 [UofLsingers AttendanceList Brooklyn Karpa.pdf](#)

 [UofLsingers Budget Brooklyn Karpa.pdf](#)

 [UofLsingers Itinerary Brooklyn Karpa.pdf](#)

 [UofLsingersTravelArrangements Brooklyn Karpa.pdf](#)

**Motion:**

Friendly amendment to amend the amount to: BIMT the Executive Council approves \$1200 for the UofL Singers Tour travel within North America. Monies to come from Student Assistance Travel Budget Line.

Motion moved by Moyosoreoluwa Oladoye and motion seconded by Bradley Pike. CARRIED

8.5. Club Ratification (Presenters: Jessica Sumbera)

 [Accounting Aces Constitution \(2025-2026\).pdf](#)

 [LSPPC Constitution \(2025-2026\).pdf](#)

 [NSA Constitution \(2025-2026\).pdf](#)

 [Philosophy Club Constitution \(2025-2026\).pdf](#)

**Motion:**

BIMT the Executive Council ratify the following clubs for the 2025/2026 year: Accounting Aces, Leth Smash Ping Pong Club, Nursing Students Association, Philosophy Club

Motion moved by Bradley Pike and motion seconded by Moyosoreoluwa Oladoye. CARRIED

9. Items for Action: ULSU Business

In meeting item addition: Indigenous Basketball Night

- The amount as per the email exceeds EC's ability to approve funds, as it's

**Motion:**

Friendly amendment to an amount of \$1,300

BIMT the Executive Council approve a contribution of \$1,300, to support the 2025 Indigenous Basketball Night.

Motion moved by Alejandro Figueroa and motion seconded by Bradley Pike.

**Task: ([view in OnBoard](#))**

Adding attachments re: Indigenous Basketball Night Late Addition. Due 10/17/2025 11:20 AMMDT. Assigned to: Mark Serebryansky  
Add attachments Alejandro sent re: this item

10. Events

Nothing to report.

11. In-Camera

No motion to enter in-camera was moved.

12. Other Business

Nothing to report.

13. Next Executive Council Meeting

The next meeting of the Executive Council is October 21st at 10:20am.

[Please ensure all items are in by end of day Thursday. Submission Link can be found here.](#)

**Remaining Meetings for Fall 2025:**

- October 28, 2025
- November 4, 2025
- November 18, 2025 (*Note: Previous week is Fall Term Break, Nov 8-14*)
- November 25, 2025
- December 2, 2025
- December 9, 2025 (*Last day of fall term classes*)

14. Adjournment

BIMT the Executive Council adjourn the EC meeting of October 14th.

**Motion:**

Motion moved by Bradley Pike and motion seconded by Kimoya Edwards.



# Fall 2025 EC Meeting - Oct 7 Minutes

University of Lethbridge Students' Union  
10/7/2025 10:30 AMMDT

## Attendance

### Present:

Members: Kimoya Edwards (remote), Alejandro Figueroa (remote), Mason Hill (remote), Moyosoreoluwa Oladoye (remote), Bradley Pike (remote), Cheri Pokarney (remote), Mark Serebryansky (remote)

Guests: Khushpreet Null (remote)

### 1. Call to Order

Meeting Called to Order at 10:30 MST.

### 2. Land Acknowledgement (Presenters: Alejandro Figueroa)

Oki and welcome to this meeting of the ULSU Executive Council. Our University's Blackfoot name is Iniskim, meaning Sacred Buffalo Stone. The University is located in traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing and caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our university community.

### 3. Approval of the Agenda (Presenters: Alejandro Figueroa)

BIMT the executive council approve the agenda for October 7, 2025.

#### Motion:

BIMT the executive council approve the agenda for October 7, 2025.

Motion moved by Bradley Pike and motion seconded by Moyosoreoluwa Oladoye. Carried

### 4. Approval of Minutes (Presenters: Mark Serebryansky)

September 23rd Minutes will be available next EC meeting.

### 5. Presentations to Council

None at this time.

### 6. Reports

#### 6.1. General Manager

- Auditors are reviewing investments, soon will start in office audit
- Canadian blood services looking to attend next Clubs Council
- Fresh Fest wrap up/debrief concluded well
- Met with Jon O'Keefe, new Director of Security, Cheri met with him-- Jon said that he wished other institutions had the same relationship the ULSU has with security

## 6.2. Operations Coordinator

Role is vacant.

## 6.3. Communications Coordinator

- EC interviews are being edited
- Various social media promo
- Get out the vote campaign
- October newsletter and reel going out this week
- Mason presented to students as part of Portfolio class to recruit media interns with the ULSU

## 6.4. Governance and External Relations Officer

- Rotary presentation went well, looking forward to collaborations
- OnBoard set up
- AGM prep and follow up, including orientation for the new elects

## 6.5. VP Operations & Finance

- Working on Scribe standard operating procedures for future VP Operations & Finance
- Meliorist strategic plan was approved

## 6.6. VP Student Life

- Connections cafe set up help is required
- Food Fright Food Drive club council signs up have been going well
- Reading and submitting ratifications
- Submitting report late
- Excited for Halloweek Event planning
- Melody Monday went well, Fine Arts rep Kavindu assisting with event

## 6.7. VP Academic

FLARE Undergraduate Journal, is looking to be more of a platform. Working with Deans. Process is underway.

Working on hampers, donations and sponsorships are coming so not utilizing mental health budget line for this in order to stretch that out for other events

Looking to table next to connections cafe, looking to save some aside to save and give out to Calgary Campus

Midnight breakfast in November

## 6.8. VP External

Attended Confederation of Alberta Faculty Associations awards as CAUS chairs

Working on fairness and safety in sports survey. Not at a point where we can make a public statement.

Meet you candidates event took place, Bradley estimate Roughly 80 - 100 students attended.

Elections forum working with NDP club and Conservative Club.

Working on CAUS budget submission and finalizing Advo-week

Plan out reaching to Careers regarding Youth Employment Incentive

## 6.9. President

- Working with LPIRG, similarly
- Attended the meet the Candidates night
- Attended CASA e-plenary and getting ready for Advo-week
- Was at the CASA National Indigenous Advocacy Committee retreat

- Met with Dr. Digvir Jayas and discussed ULSU
- Working on General Assembly forums
- Working on Grant Application Field Law Community

## 7. Items for Information

### 7.1. Budget Submission for ULSU events (Presenters: Moyosoreoluwa Oladoye)

- Moyo mentioned that we need to get items ahead of time in order to approve events that have happened
- Showed an excel document

## 8. Items for Action: Clubs, Groups, And Individuals

### 8.1. Emergency Assistance Grant (Presenters: Moyosoreoluwa Oladoye)

BIMT the Executive Council approve \$600 for an emergency grant application. Monies to come from Student Assistance-Emergency.

**Motion:**

BIMT the Executive Council move in-camera

Motion moved by Moyosoreoluwa Oladoye and motion seconded by Jessica Sumbera. Carried

**Motion:**

BIMT the Executive Council move in-camera

Motion moved by Moyosoreoluwa Oladoye and motion seconded by Bradley Pike. Carried

**Motion:**

BIMT the Executive Council approve \$500 for an emergency grant application. Monies to come from Student Assistance-Emergency

Motion moved by Kimoya Edwards and motion seconded by Jessica Sumbera. Carried

### 8.2. Club Ratification (Presenters: Jessica Sumbera)

 [Agricultural Students' Society Constitution \(2025-2026\).pdf](#)

 [Art Society Constitution \(2025-2026\).pdf](#)

 [BSS Club Constitution \(2025-2026\).docx](#)

 [Chess Club Constitution \(2025-2026\).pdf](#)

 [Geography, Environment & Outdoor Club Constitution \(2025-2026\).pdf](#)

 [InterVarsity Christian Fellowship Constitution \(2025-2026\).docx](#)

 [Islamic Relief Constitution \(2025-2026\).docx](#)

 [KinPhyEds Constitution \(2025-2026\).pdf](#)

 [MSA Constitution \(2025-2026\).docx](#)

 [Pre-Med Club Constitution \(2025-2026\).pdf](#)

 [Seoul Mates Constitution \(2025-2026\).pdf](#)

 [UofL Dance Club Constiution \(2025-2026\).pdf](#)

 [UofL Singers Club Constitution \(2025-2026\).pdf](#)

**Motion:**

BIMT the Executive Council ratify the following clubs for the 2025/2026 year: Agricultural Students' Society, Art Society, Board Ski Surf Club, Chess Club, Geography, Environment, & Outdoor Club Constitution, InterVarsity Christian Fellowship, Islamic Relief, KinPhyEds, Muslim Student Association, Pre-Med Club, Rotaract, Seoul Mates, Trading Card Game Club, U of L Dance Club, U of L Singers Club.

Motion moved by Kimoya Edwards and motion seconded by Jessica Sumbera.  
Carried

9. Items for Action: ULSU Business

9.1. Diwali Celebration (Guests: Khushpreet Null)

 [Diwali Proposal.pdf](#)

- Khushpreet attended to speak towards her request for funding
- Food & Drinks, Entertainment, Diya Painting
- Kimoya asked if there are there other DJ options? Other options researched by Khushpreet were over \$1000 dollars
- Is there any chance we could look at other DJ options? Could connect with Jenna
- DJ was paid \$700 for last year's Diwali event when Yash Dixit organized the event

**Motion:**

BIMT the Executive Council approve funding in the amount of \$2000 for a Diwali Celebration at the Calgary Campus, pending a final written update from Khushpreet. Monies to come from Special Funding.

Motion moved by Bradley Pike and motion seconded by Moyosoreoluwa Oladoye. Motion Carried, Bradley Abstained

9.2. General Assembly Bonding Expense (Presenters: ale)

-Budget is for 20 people, all GA reps are able to attend.

**Motion:**

BIMT the Executive Council approve the allocation of \$496 from the General Assembly budget line to cover costs associated with the upcoming GA Social, including event expenses and food. Monies to come from Special Funding.

Motion moved by Bradley Pike and motion seconded by Kim. CARRIED

9.3. Indigenous Basketball Night (Presenters: Alejandro Figueroa)

 [Fw: Funding for Basketball Indigenous Night.pdf](#)

-Cheri was wondering if we can get a budget breakdown?

-

**Motion:**

BIMT the Executive Council approve a contribution of \$2,000 to support the 2025 Basketball Indigenous Night. Monies to come from Special Funding.

Motion moved by Bradley Pike and motion seconded by Jessica Sumbera.

**Motion:**

Motion to Table

Motion moved by Moyosoreoluwa Oladoye and motion seconded by Jessica Sumbera. Carried

9.4. ULSU Annual General Meeting (Presenters: Mark Serebryansky)

-This is for approving our AGM which took place on Wednesday the 24th.

**Motion:**

BIMT the Executive Council approve \$1081.92 for catering for the ULSU AGM. Monies to come from Special Funding

Motion moved by Kimoya Edwards and motion seconded by Bradley Pike.

CARRIED

9.5. Clubs Social Event (Presenters: Jessica Sumbera)

-60 people were in attendance

**Motion:**

BIMT the Executive Council approve \$772.80 for catering for the Clubs Social event in the Ballrooms. Monies to come from Council Events.

Motion moved by Bradley Pike and motion seconded by Jessica Sumbera.

- 9.6. Consent in the Read Zone - Paint & Sip Event (Presenters: Jessica Sumbera)  
-Motion includes Alejandro's additional canvas

**Motion:**

BIMT the Executive Council approve \$150 for supplies for the Consent in the Red Zone Paint and Sip Event. Monies to come from Council Events.

Motion moved by Bradley Pike and motion seconded by Jessica Sumbera.

CARRIED

- 9.7. Talking Circle Event Snacks (Presenters: Jessica Sumbera)

BIMT the EC approve \$35 for snacks for the Indigenous Talking Circles Event. Monies to come from Special Funding.

**Motion:**

Motion moved by Bradley Pike and motion seconded by Jessica Sumbera. Carried

- 9.8. Municipal Election Candidate Meet & Greet Night (Presenters: Bradley Pike)

-Chartwells catered due to it being located in the Sciences Commons

**Motion:**

BIMT the EC approve \$1260.63 for snacks/catering for the Lethbridge Municipal Election Candidate Meet and Greet event. Monies to come from Special Funding.

Motion moved by Bradley Pike and motion seconded by Jessica Sumbera. Carried

10. Events

Nothing to report.

11. In-Camera

12. Other Business

Nothing to report.

13. Next Meeting

The next meeting of the Executive Council is October 14th at 10:20am.

[Please ensure all items are in by this Thursday at noon. Submission Link can be found here.](#)

14. Adjournment

Meeting is adjourned.

**Subject:** Halloweek  
**Date:** Friday, October 24, 2025 at 1:00:12 PM Mountain Daylight Time  
**From:** Pokarney, Cheri  
**To:** Serebryansky, Mark

Hi Mark,

Here is the budget for Halloweek. It was supposed to just go to EC, but the Budget grew so that is why we had to bring it to the GA.

Mnoies to come from Council Events

Halloweek Budget

Snacks and Drinks (Movie, Pumpkin Carving & Haunted House)	\$400
Mini Pumpkins (200)	\$400
Pipe and Drape Rental	\$500
Arts Students Hired	\$550
CKXU Hired	\$1,000
Lights and Sound (Haunted House and Cab)	\$1,000
Money Drop?	\$300
Prizes	\$150
TOTAL	\$4,300

Thank you so much!!

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
Web: [www.ulsu.ca](http://www.ulsu.ca)

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# Kaileen Atelier Co. — A Student-Led Wellness and Design Initiative

**Applicant:** Tianna Mitchell, B.A. Psychology (4th Year)

Email: [Tianna.mitchell@uleth.ca](mailto:Tianna.mitchell@uleth.ca)

Phone: 403-461-2191

---

## Project Overview

*Kaileen Atelier Co.* is a student-founded initiative that merges psychology, design, and technology to promote mental wellness and accessibility within the University of Lethbridge community and beyond.

Created during my personal recovery from a workplace trauma, this project represents resilience and the practical application of psychological science. It explores how colour, texture, and emotion interact neurologically to shape perception and well-being.

Transforming academic theory into tangible, student-driven creativity.

The company applies consumer psychology, colour theory, and neuroaesthetics to help students and local businesses build trauma-informed, inclusive brands. As well as personal use tools such as ADHD friendly digital planners. It stands as proof that design can heal, empower, and educate when guided by psychological understanding.

---

## Goals and Deliverables

1. Develop *Kaileen Atelier Co.* into a student-driven creative wellness hub, offering accessible design services and collaborative projects.
  2. Host two “Designing for Wellness” workshops for students and community partners to explore how design impacts emotion and accessibility.
  3. Expand the Brand-Gen webapp, a Python-based tool that analyzes colour palettes for emotional and neuropsychological resonance.
  4. Integrate this work into academic research through my collaboration in the Fang Fang Lab under Virginia (Ginger) Shaw, where parts of Brand-Gen’s code are being adapted to streamline data analysis in speech-language studies.
  5. Build a foundation for sustainable collaboration between students, local businesses, and wellness professionals.
-

## Community Benefit

- **Students:** hands-on interdisciplinary experience combining psychology, coding, and design.
  - **Campus:** promotion of mental-health awareness through creativity and inclusive communication.
  - **Local businesses:** affordable, psychology-based branding that enhances accessibility and student engagement.
  - **Broader community:** workshops and outreach events fostering connection, resilience, and wellness.
- 

## Stakeholders & Resources

- **Community Partner:** Fennec Den Spa: commissioned rebrand focused on body positivity, diversity and wellness.
  - **Academic Partner:** Fang Fang Lab: integration of Brand-Gen into research pipelines for PHD candidates.
  - **Resources Needed:** , design software, accessibility materials, event supplies, and student collaboration fund.
- 

## Budget Summary (see Appendix A for details)

Total Request: **\$2,900**

Item	Description	Amount (CAD)
high-performance computer)	Required to run complex design, coding, and data-analysis software such as Adobe Creative Cloud, Canva Pro, and Python-based applications used in both <i>Kaileen Atelier Co.</i> and Fang Fang Lab collaborations. This equipment is essential for managing large creative files, rendering visual content, and operating accessibility programs that support academic and project productivity.	\$1,400

Domain & Hosting	Website and Brand-Gen webapp hosting for online platform and student access	\$120
Software Subscriptions	Canva Pro, Adobe CC, and data-visualization tools for design and analysis	\$300
Event Materials	Printing, signage, sensory-friendly supplies, refreshments for student workshops	\$250
Accessibility Tools	Captioning services, large-print materials, adaptive visual aids	\$150
Marketing & Outreach	Posters, digital ads, community engagement materials	\$180
Equipment	Ring light, tripod, microphone for workshop recordings and content creation	\$200
Student Collaboration Fund	Honoraria for student contributors and guest speakers	\$300
Total Requested from QIP		\$2,900

## Timeline

Phase	Activities	Timeline
Development	Branding, laptop/software setup, webapp optimization	Oct–Nov 2025

Outreach	Partner recruitment, event planning	Nov–Dec 2025
Launch & Evaluation	Student workshops and community events	Jan–Feb 2026

---

## **Future Sustainability**

Following project completion, *Kaileen Atelier Co.* will continue as an independent enterprise offering workshops and mentorship opportunities for students interested in psychology, design, and innovation. Future phases may include partnerships with the Agility Innovation Centre, Student Wellness Services, or Applied Studies.

---

## **Ownership & Intellectual Property**

*Kaileen Atelier Co.* is an **independent enterprise solely owned and operated by Tianna Mitchell**. All creative assets, branding, and software; including the *Brand-Gen* webapp, remain the property of the founder.

Funding received through the University of Lethbridge Students' Union Quality Initiatives Program will support the educational, accessibility, and community-engagement elements of the project only. No organization or funder will gain ownership or access to proprietary materials without written consent from the founder.

---

### **Tianna Mitchell**

Bachelor of Arts – Psychology (4th Year)  
University of Lethbridge



The University of Lethbridge Students' Union  
**Quality Initiatives Program (QIP) Grant Application**

APPLICATION FORM

<b>Name of Group/Organization</b>	Kaileen Atelier Co.	
<b>Contact Information</b>	<b>Phone #:</b> +14034612191	<b>E-mail address:</b> Tiannam1515@gmail.com
<b>Applying for</b>	<input type="checkbox"/> Travel <input checked="" type="checkbox"/> Event <input checked="" type="checkbox"/> Capital Project	
<b>Previous QIP Requests</b>	<input checked="" type="checkbox"/> First Time <input type="checkbox"/> Previously Funded    Historical Funding \$ _____	
<b>Applicant Information</b>	<b>Name:</b> Tianna Mitchell	<b>Position Title:</b> Founder/Psychology Student (4th Year)
<b>Amount of total budget</b>	<b>Total budget \$</b> 2900 <b>External Funded amount \$</b> 0	
<b>Amount requesting from QIP</b>	\$2900	
<b>Number of Students Event will benefit</b>	100s through collaborations, and online resources.	
<b>Date of application</b>	October 8, 2025	
<b>Date of Event (if applicable)</b>		
<b>Name of Event (if applicable)</b>		
<b>Place of Event (if applicable)</b>		
<b>NOTE:</b> If applying as a group, please attach a list all individuals (please print their names) requesting assistance to attend. Funding will only be available for events that take place within the current year.		

**TERMS OF AGREEMENT**

I TIANNA K. MITCHELL, do hereby agree that as a condition of accepting any monies through the University of Lethbridge QIP funding, I have read and understood the terms and conditions that come with the funding; I further commit to:

- provide the Students' Union with legitimate receipts and/or documents to verify expenses;
- provide a written brief of at least 200 words describing the nature of the event, if requested by a Students' Union Executive or staff member;
- honour the spirit of this grant as public monies entrusted to aid and assist me in achieving the stated goals in the letter of intent submitted with this grant application;
- reimburse the Students' Union of any unused monies from the grant, or which may have been used for purposes not described in the initial grant application or letter of intent.

  
 \_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*



## THE PROPOSAL PROCESS

### Develop the Proposal

There are some key points to consider when developing a QIP proposal:

- Why do you think this project is worthwhile?
- What do you hope to accomplish with the project?
- Who will this project benefit?
- Have you consulted stakeholder groups?
- Will it produce a tangible result?
- Do you have the resources (time, manpower, enthusiasm) to complete it?

Remember, QIP has to be approved by not only the General Assembly, but also University Administration. The above questions that if you are not asked by one party, will most certainly be asked by the other, and if you cannot answer them, it will surely hinder the approval of your proposal. If you are able to answer and defend these questions, begin your proposal.

### The Proposal Package

A standard QIP proposal should include:

- An executive summary of your proposal. This should be approximately 2 pages, and outline the project objectives and outcomes, while answering the above questions. This is your main “selling” section, so make sure it is fully utilized.
- If it is a capital project, then a breakdown of the executive planning committee or team would be beneficial. If it is a travel or conference proposal, then a list of attendees should be included. Again, this is all information that can be used to help sell and authenticate the proposal.
- A detailed breakdown of the estimated budget. Include any possible reference materials in the appendix, such as quotes on capital items, receipts, screenshots from websites with flight costs or booking information, etc. Again, the more detailed information provided the more professional the proposal will look, the less “basic” or “clarification” questions will be asked, and the more likely your proposal will be approved.
- Any supplementary information. This is including, but not limited to: petitions, surveys, letters or approval or recommendation, correspondence, or anything else that may seem relevant.

### The Process of Approval

Once you have completed your QIP proposal, your first step is to come talk to the ULSU VP Operations & Finance. They can review your proposal, inform you of any budgetary restrictions that may hinder your success, or any other relevant information.



The University of Lethbridge Students' Union  
**Quality Initiatives Program (QIP) Grant Application**

Once the ULSU has deemed that your QIP proposal is appropriate, it will be added to the agenda for a General Assembly meeting. The General Assembly only meets once a month, so it is important to take this into consideration when developing a timeframe for your proposal. Once your proposal is on the GA agenda, you will be invited to attend the meeting and make a presentation and answer questions about your proposal. The proposal will then be voted on by the GA.

If your proposal is approved, then the Vice President Operations & Finance will send the proposal to the University administration representative for approving QIP proposals. Approval from the University can take some time to respond, up to one month, depending on the time of the year. Also, during this time frame, you may be asked questions by the University administration, or the ULSU on their behalf. However, upon a successful approval by University administration, the ULSU will contact you, and then discuss how to deposit the funding, as well as financial reporting requirements.

Monday, October 27, 2025 at 3:49:03 PM Mountain Daylight Time

---

**Subject:** Fw: ULSU Financial Statements  
**Date:** Monday, October 27, 2025 at 12:28:36 PM Mountain Daylight Time  
**From:** Pokarney, Cheri  
**To:** Serebryansky, Mark

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
Web: [www.ulsu.ca](http://www.ulsu.ca)

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---

**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** May 24, 2024 2:22 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>; Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Kanashiro, Cathy <[c.kanashiro@uleth.ca](mailto:c.kanashiro@uleth.ca)>; Walker, Nancy <[nancy.walker@uleth.ca](mailto:nancy.walker@uleth.ca)>  
**Subject:** Re: ULSU Financial Statements

Hi Jodie,

We understand the importance of submitting an annual financial audit to the university and have consistently done so every year. We strive to complete the audit promptly, but we faced some unexpected delays this year.

Our accountant went on a second maternity leave, causing some transition challenges. Additionally, we had two staffing positions vacant for an extended period while we searched for suitable candidates. (These positions have now been filled.) Furthermore, KPMG, who received all our information required to complete the audit, encountered difficulties due to the supervising partner's personal illness.

Regarding the deadline, we are starting our audit this summer. However, I cannot fully confirm that everything will be completed by September. I do not recall a specific date requirement in the PSLA or our Building Agreement, but I will double-check. Completing the audit is our priority, and we understand its urgency. We also need the audit for our banking, insurance, and other business needs, making it crucial for us as well.

I am available to meet with the Finance Committee if further explanation is necessary. However, I do not anticipate any issues this year, and we will get the 2023/2024 audit to you as soon as possible.

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

Thank you.

Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
Web: [www.ulsu.ca](http://www.ulsu.ca)

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---

**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Sent:** May 23, 2024 5:00 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>; Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Kanashiro, Cathy <[c.kanashiro@uleth.ca](mailto:c.kanashiro@uleth.ca)>; Walker, Nancy <[nancy.walker@uleth.ca](mailto:nancy.walker@uleth.ca)>  
**Subject:** RE: ULSU Financial Statements

Thank you Cheri,

We are unable to present these until your GA has ratified them, so please inform us when that is done and when it is expected. I will pass along the information to the Board that you have just received your draft from KPMG. I suspect that a discussion will be requested on what measures will be taken in ensuring that this years Financials are prepared and presented to the Board in an appropriate timeline. I had indicated, in a prior email, the timeline below which would mean that the 2022-2023 and the 2023-2024 audited financial statements will both be presented at the October meeting of the Board.

“This year the deadline is Monday, September 23, 2024 at noon, for the presentation of the audited financial statements for 2023-2024.

As an FYI, the requirement for the presentation of these to the Board is contained within the PSLA: *Audit of student organizations*  
*97(1) Each student organization of a public post-secondary institution shall provide audited financial statements annually to the board of the public post-secondary institution and shall make the audited financial statements available to students of the public post-secondary institution on request.”*

Jodie Gallais, BA, MEd  
Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)  
[www.uleth.ca/governance](http://www.uleth.ca/governance)

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

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**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>

**Sent:** Thursday, May 23, 2024 3:46 PM

**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>

**Cc:** Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>; Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Kanashiro, Cathy <[c.kanashiro@uleth.ca](mailto:c.kanashiro@uleth.ca)>; Walker, Nancy <[nancy.walker@uleth.ca](mailto:nancy.walker@uleth.ca)>

**Subject:** ULSU Financial Statements

Hi Jodie,

I just spoke with KPMG and I have now received the documents. Please find the attached draft of our financial statements. I will send you confirmation of when the documents are ratified by our General Assembly, but the information on the draft won't change.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)

University of Lethbridge Students' Union

SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4

P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)

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Monday, October 27, 2025 at 3:36:18 PM Mountain Daylight Time

---

**Subject:** Fw: ULSU - 2023 Final Documents  
**Date:** Monday, October 27, 2025 at 12:23:14 PM Mountain Daylight Time  
**From:** Pokarney, Cheri  
**To:** Serebryansky, Mark

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
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Web: [www.ulsu.ca](http://www.ulsu.ca)

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---

**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** November 26, 2024 12:44 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

I apologize for the delayed response; I was out of the office yesterday. We are currently prepping for our audit, but I probably won't have any documents until after the new year. I will follow up with you and keep you updated on our progress.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
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---

**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Sent:** November 25, 2024 2:57 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

**Subject:** RE: ULSU - 2023 Final Documents

Hi Cheri, and Maleeka,

I am checking in about these statements as the Board deadline is today?

Thanks,

Jodie Gallais, BA, MEd  
Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)  
[www.uleth.ca/governance](http://www.uleth.ca/governance)

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---

**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** Tuesday, September 24, 2024 12:33 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

I really don't think it will be ready by November 25th, but can I keep you posted through October with our progress?

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
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---

**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Sent:** September 24, 2024 12:06 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Thank you so much. I'm case it comes up at Finance, when do you expect to provide this

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

years' financials? Our next meeting is December so we would need materials by Nov. 25.

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---

**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** Tuesday, September 24, 2024 11:48:45 AM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** ULSU - 2023 Final Documents

Hi Jodie,

Here are the final signed audit documents.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
Web: [www.ulsu.ca](http://www.ulsu.ca)

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---

Monday, October 27, 2025 at 3:35:37 PM Mountain Daylight Time

---

**Subject:** Fw: ULSU - 2023 Final Documents  
**Date:** Monday, October 27, 2025 at 12:23:03 PM Mountain Daylight Time  
**From:** Pokarney, Cheri  
**To:** Serebryansky, Mark

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
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**Sent:** January 22, 2025 9:39 AM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
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**Subject:** Re: ULSU - 2023 Final Documents

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Mark Serebryansky - 2026-02-19 21:22:53 UTC  
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---

**Subject:** Re: ULSU - 2023 Final Documents  
**Date:** Friday, March 28, 2025 at 6:32:59 PM Mountain Daylight Time  
**From:** Serebryansky, Mark  
**To:** Gallais, Jodie, Pokarney, Cheri  
**CC:** Grisack, Vicki, Thomas, Maleeka  
**Attachments:** image001[64].png, ULSU - Financial Audit Update - March 2025.pdf

Good evening Jodie,

Thank you for checking on the status of the 2023/2024 audit.

The work is still in progress, and we've attached an update to Dean Gallimore. Our accountant has just returned this week, and we're managing through the ULSU election and federal election impacts. We've hired one position but are still recruiting for another.

We anticipate completing the audit by the first board meeting in fall 2025.

Thank you kindly for your patience,

M.S.

On behalf of Cheri Pokarney

**Mark Serebryansky**  
**(he/him)**  
**Governance and External**  
**Relations Officer**



---

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4401 University Dr W.  
Lethbridge AB. T1K 3M4

**Confidentiality Notice**

Our University's Blackfoot name is Iniskim, meaning Sacred Buffalo Stone. The University is located in traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing in caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our University community.

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Re: My last name. I promise you I pay no mind to how my last name is pronounced, and you can always just call me Mark if you like. But since a lot of nice people insist on pronouncing it properly, here it is phonetically spelled out (*seərə-BRAN-skee*)

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Balance looks different for everyone. I've sent this email at a time that works for me. Please respond at a time that works for you.

---

**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Date:** Monday, March 24, 2025 at 3:05 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>, Serebryansky, Mark <[su.governance@uleth.ca](mailto:su.governance@uleth.ca)>  
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**Subject:** RE: ULSU - 2023 Final Documents

Hi,

Just checking in on the 2024 statements as Monday, March 31<sup>st</sup> is the agenda deadline for the April Board meetings. Please let us know if the Board can expect them then?

Thanks,

Jodie Gallais, BA, MEd  
Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)  
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March 28, 2025

**RE: University of Lethbridge Students' Union – Financial Audit Update**

To: Dean Gallimore – Chair of the University of Lethbridge Board of Governors

Dear Dean:

I am writing to provide an update on our annual financial audit for 2023/2024. We continue to work diligently on preparing the necessary documentation and finalizing the reconciliation of our investments. I sincerely apologize for the ongoing delay. Despite our persistent efforts, we are still experiencing challenges that have impacted our ability to complete this process as quickly as we had hoped.

We have made some progress in addressing our staffing challenges. I am pleased to report that we have successfully hired a Governance and External Relations Officer, which has filled one of our critical vacancies. We are actively recruiting for the remaining position, though the process is taking longer than anticipated. Additionally, our regular accountant has just returned from maternity leave this week, which will certainly help accelerate our financial processes moving forward.

Our ability to focus on the audit has been further impacted by two significant events. First, we experienced an unprecedented ULSU election with over 50 candidates running for positions, which required substantial administrative resources and attention. Second, the snap federal election has placed additional demands on our already stretched team, particularly affecting our governance and external relations work.

We fully recognize the importance of timely reporting and continue to take this matter very seriously. It remains a top priority, not only for meeting our external obligations but also for supporting our internal business operations. Based on our current progress and

resources, we anticipate having the audit complete in time for the first Board meeting in the fall 2025 semester.

To address the continued delay, we are taking the following actions:

- **Intensifying recruitment:** We are expanding our search efforts to fill the remaining vacancy as soon as possible, with revised job postings and expanded outreach.
- **Streamlining financial processes:** With our accountant now returned, we are implementing more efficient systems to accelerate the preparation of materials for our auditor.
- **Prioritizing audit work:** We have adjusted our team's workload to ensure that audit-related tasks receive precedence over other non-essential activities.

While the Students' Union has encountered persistent operational challenges, our organization remains fundamentally strong. I deeply regret any inconvenience this extended delay has caused and sincerely appreciate your continued understanding as we work through these challenges. The unexpected hurdles we've faced have been substantial, but I am confident that the steps we are taking will help us resolve the current situation and ensure more timely completion of future audits.

If you require additional details or have any questions, please do not hesitate to contact me. I will continue to keep you informed of our progress with the current audit. Thank you for your patience and continued support during this challenging period.

Sincerely,

**Cheri Pokarney** | General Manager (She/Her)  
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Monday, October 27, 2025 at 3:36:49 PM Mountain Daylight Time

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**Subject:** Fw: ULSU - 2023 Final Documents  
**Date:** Monday, October 27, 2025 at 12:22:47 PM Mountain Daylight Time  
**From:** Pokarney, Cheri  
**To:** Serebryansky, Mark  
**Attachments:** image001.png

**Cheri Pokarney** | General Manager (she/Her)  
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**Sent:** May 13, 2025 1:05 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

Would you have time for a quick phone call this afternoon by any chance? I just wanted to have a conversation about our audit to give you a proper update.

thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
Web: [www.ulsu.ca](http://www.ulsu.ca)

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---

**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Sent:** May 13, 2025 10:15 AM  
**To:** Serebryansky, Mark <[su.governance@uleth.ca](mailto:su.governance@uleth.ca)>; Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Cc:** Svenson, Lavonne <[lavonne.svenson@uleth.ca](mailto:lavonne.svenson@uleth.ca)>  
**Subject:** RE: ULSU - 2023 Final Documents

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

Hi,

We are working on getting our May Board agendas out and I know this letter had said we would not expect them until the Fall, but I wanted to just check in as I had thought someone may have told me that the 2023/2024 Audited financial statements were done?

Thanks,

Jodie Gallais, BA, MEd  
Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)  
[www.uleth.ca/governance](http://www.uleth.ca/governance)

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---

**From:** Serebryansky, Mark <[su.governance@uleth.ca](mailto:su.governance@uleth.ca)>  
**Sent:** Friday, March 28, 2025 6:33 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>; Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Good evening Jodie,  
Thank you for checking on the status of the 2023/2024 audit.  
The work is still in progress, and we've attached an update to Dean Gallimore. Our accountant has just returned this week, and we're managing through the ULSU election and federal election impacts. We've hired one position but are still recruiting for another. We anticipate completing the audit by the first board meeting in fall 2025.  
Thank you kindly for your patience,  
M.S.

On behalf of Cheri Pokarney

**Mark Serebryansky**  
**(he/him)**



**Governance and External  
Relations Officer**

---

P: (403) 329 – 2503	SU 180P
E: <a href="mailto:su.governance@uleth.ca">su.governance@uleth.ca</a>	4401 University Dr W.
W: <a href="http://www.ulsu.ca">www.ulsu.ca</a>	Lethbridge AB. T1K 3M4

**Confidentiality Notice**

Our University's Blackfoot name is Iniskim, This e-mail, including any and all attachments, is

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

meaning Sacred Buffalo Stone. The University is located in traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing in caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our University community.

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Re: My last name. I promise you I pay no mind to how my last name is pronounced, and you can always just call me Mark if you like. But since a lot of nice people insist on pronouncing it properly, here it is phonetically spelled out (*seərə-BRAN-skee*)

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**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>, Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** RE: ULSU - 2023 Final Documents

Hi,

Just checking in on the 2024 statements as Monday, March 31<sup>st</sup> is the agenda deadline for the April Board meetings. Please let us know if the Board can expect them then?

Thanks,

Jodie Gallais, BA, MEd  
Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)  
[www.uleth.ca/governance](http://www.uleth.ca/governance)

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Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

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**Sent:** Wednesday, January 22, 2025 9:39 AM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
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**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

Thank you for checking in. Unfortunately our audit will not be ready in time for your Board Agenda. I will reach out to you when the documents are completed.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
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**Sent:** January 20, 2025 4:07 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** RE: ULSU - 2023 Final Documents

Hi,

The Board Agenda Deadline is Monday so we are just checking in on this?

Thanks,

Jodie Gallais, BA, MEd  
Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)  
[www.uleth.ca/governance](http://www.uleth.ca/governance)

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Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

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**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** Tuesday, November 26, 2024 12:44 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

I apologize for the delayed response; I was out of the office yesterday. We are currently prepping for our audit, but I probably won't have any documents until after the new year. I will follow up with you and keep you updated on our progress.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
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**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Sent:** November 25, 2024 2:57 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** RE: ULSU - 2023 Final Documents

Hi Cheri, and Maleeka,

I am checking in about these statements as the Board deadline is today?

Thanks,

**Jodie Gallais, BA, MEd**  
Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)  
[www.uleth.ca/governance](http://www.uleth.ca/governance)

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**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** Tuesday, September 24, 2024 12:33 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

I really don't think it will be ready by November 25th, but can I keep you posted through October with our progress?

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
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---

**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Sent:** September 24, 2024 12:06 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Thank you so much. I'm case it comes up at Finance, when do you expect to provide this years' financials? Our next meeting is December so we would need materials by Nov. 25.

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**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** Tuesday, September 24, 2024 11:48:45 AM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** ULSU - 2023 Final Documents

Hi Jodie,

Here are the final signed audit documents.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
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Monday, October 27, 2025 at 3:36:36 PM Mountain Daylight Time

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**Subject:** Fw: ULSU - 2023 Final Documents  
**Date:** Monday, October 27, 2025 at 12:22:58 PM Mountain Daylight Time  
**From:** Pokarney, Cheri  
**To:** Serebryansky, Mark  
**Attachments:** image001.png

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
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**Sent:** May 13, 2025 10:34 AM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>; Serebryansky, Mark <[su.governance@uleth.ca](mailto:su.governance@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Cc:** Svenson, Lavonne <[lavonne.svenson@uleth.ca](mailto:lavonne.svenson@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

Thanks for reaching out. Unfortunately, no, the 2023-2024 audit is not complete yet. We are aggressively working on getting all the documentation in order, and I will let you know as soon as it is ready.

Thank you!

Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
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Mark Serebryansky - 2026-02-19 21:22:53 UTC  
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**Cc:** Svenson, Lavonne <[lavonne.svenson@uleth.ca](mailto:lavonne.svenson@uleth.ca)>

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Hi,

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Thanks,

Jodie Gallais, BA, MEd

Director, University Secretariat

University of Lethbridge (Iniskim-Sacred Buffalo Stone)

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The work is still in progress, and we've attached an update to Dean Gallimore. Our accountant has just returned this week, and we're managing through the ULSU election and federal election impacts. We've hired one position but are still recruiting for another. We anticipate completing the audit by the first board meeting in fall 2025.

Thank you kindly for your patience,

M.S.

On behalf of Cheri Pokarney

**Mark Serebryansky**  
**(he/him)**



**Governance and External  
Relations Officer**

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P: (403) 329 – 2503

SU 180P

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

E: [su.governance@uleth.ca](mailto:su.governance@uleth.ca)

W: [www.ulsu.ca](http://www.ulsu.ca)

4401 University Dr W.  
Lethbridge AB. T1K 3M4

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**Subject:** RE: ULSU - 2023 Final Documents

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Thanks,

Jodie Gallais, BA, MEd

Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)  
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**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

Thank you for checking in. Unfortunately our audit will not be ready in time for your Board Agenda. I will reach out to you when the documents are completed.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
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Thanks,

Jodie Gallais, BA, MEd  
Director, University Secretariat

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

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**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** Tuesday, November 26, 2024 12:44 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

I apologize for the delayed response; I was out of the office yesterday. We are currently prepping for our audit, but I probably won't have any documents until after the new year. I will follow up with you and keep you updated on our progress.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
Web: [www.ulsu.ca](http://www.ulsu.ca)

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---

**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Sent:** November 25, 2024 2:57 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** RE: ULSU - 2023 Final Documents

Hi Cheri, and Maleeka,

I am checking in about these statements as the Board deadline is today?

Thanks,

Jodie Gallais, BA, MEd  
Director, University Secretariat  
University of Lethbridge (Iniskim-Sacred Buffalo Stone)

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

[www.uleth.ca/governance](http://www.uleth.ca/governance)

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---

**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** Tuesday, September 24, 2024 12:33 PM  
**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Hi Jodie,

I really don't think it will be ready by November 25th, but can I keep you posted through October with our progress?

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
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---

**From:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Sent:** September 24, 2024 12:06 PM  
**To:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** Re: ULSU - 2023 Final Documents

Thank you so much. I'm case it comes up at Finance, when do you expect to provide this years' financials? Our next meeting is December so we would need materials by Nov. 25.

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**From:** Pokarney, Cheri <[su.manager@uleth.ca](mailto:su.manager@uleth.ca)>  
**Sent:** Tuesday, September 24, 2024 11:48:45 AM

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

**To:** Gallais, Jodie <[jodie.gallais@uleth.ca](mailto:jodie.gallais@uleth.ca)>  
**Cc:** Grisack, Vicki <[victoria.grisack@uleth.ca](mailto:victoria.grisack@uleth.ca)>; Thomas, Maleeka <[su.president@uleth.ca](mailto:su.president@uleth.ca)>  
**Subject:** ULSU - 2023 Final Documents

Hi Jodie,

Here are the final signed audit documents.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
Web: [www.ulsu.ca](http://www.ulsu.ca)

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Monday, October 27, 2025 at 3:46:57 PM Mountain Daylight Time

---

**Subject:** ULSU 2023 - 2024 financial statements

**Date:** Friday, October 10, 2025 at 1:43:27 PM Mountain Daylight Time

**From:** Kawchuk, Michael

**To:** Pokarney, Cheri, Figueroa, Alejandro, Oladoye, Moyosoreoluwa, Serebryansky, Mark

**CC:** Gallais, Jodie, Lucas, Deborah

Dear Cheri, Mark, Alejandro and Moyo,

The Board of Governors Finance Committee met last week and received an update on your financial reporting. As you have indicated that this remains your highest priority, we want to outline our expectations and timelines to ensure we are aligned ahead of the December meeting deadlines.

Final audited financial statements must be submitted to Jodie Gallais at [governance@uleth.ca](mailto:governance@uleth.ca) by Monday, November 24th at noon. This deadline is necessary to prepare materials for the Board Finance Committee meeting on December 2nd and the Board of Governors meeting on December 11th. At that time, we expect 2023-2024 audited financial statements.

If additional support from an external accounting firm is required to meet these deadlines, we expect those arrangements will occur quickly. As you have identified, there have been some critical points of failure in the past, including back up plans for key staffing changes and timely submission of receipts for reimbursement. We appreciate your commitment to addressing these issues and expect that recommendations for process improvements will be made to your executives. Where appropriate, the use of an independent external review of financial process should also be considered.

While the Board of Governors is required to have their audited financial statements presented and posted within 6 months of year end, your by-laws allow up to 12 months. Going forward, we expect that this will be met consistently. Accordingly, for the 2024-25 fiscal year ending April 30, audited financial statements are to be completed and submitted no later than April 30, 2026.

We appreciate your attention to these timelines and your continued efforts to strengthen financial stewardship within the ULSU.

Sincerely,

Mike kawchuk

University of Lethbridge Finance Chair

# Memorandum of Understanding

## 1. Name and Purpose

This Memorandum of Understanding (MOU) establishes the **Lethbridge Student Alliance (LSA)** as a collaborative partnership between the ULSU, GSA, and LPSA.

The purpose of the LSA is to strengthen cooperation among student associations in Lethbridge by creating a shared space for dialogue, advocacy, and innovation. The Alliance provides a formal structure for post-secondary student leaders to align their efforts, address common challenges, and amplify the collective student voice within the community. Through collaboration, the LSA aims to build lasting partnerships that benefit students across all institutions and enhance their overall experience in the city.

## 2. Objectives

The LSA will:

1. **Collaborate on municipal advocacy** to advance student priorities such as transit, housing, affordability, and community engagement.
2. **Foster innovation and adaptability** in student leadership by encouraging new ideas, creative solutions, and continuous improvement across all associations.
3. **Support mentorship and continuity** among student leaders by improving institutional memory and creating opportunities for returning members to share guidance and experience.
4. **Promote joint initiatives and campaigns** that enhance student well-being and showcase the collective contributions of post-secondary students in Lethbridge.
5. **Strengthen partnerships** with the City of Lethbridge, community organizations, and other stakeholders to advance shared advocacy goals.

## 3. Structure and Membership

- The LSA will consist of Executive representatives from each participating association.
- Each association shall designate one primary representative who holds voting authority and one secondary representative and act as an alternate when needed for voting purposes.
- Each association is encouraged to have a minimum of two representatives present at meetings, with the option to include additional executive members or staff for input and collaboration.
- The Alliance will meet once per month, **(hosted on a rotating basis by each association)**
- A Chair and Secretary will be elected annually by the Alliance members.
  - The Chair will organize meetings, prepare agendas, and facilitate communication among members.
  - The Secretary will assist with minute-taking, record keeping, and other administrative tasks assigned by the Chair.
- Administrative responsibilities may be shared among associations to ensure smooth coordination of meetings and initiatives.

## 4. Decision-Making

- The LSA will operate on a voting-based approach to ensure collaboration and respect among all parties.
- Each association will have one vote, exercised by its primary representative.

*Office of the ULSU PRESIDENT*

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

## Memorandum of Understanding

- The Alliance will make every effort to reach consensus on all matters before voting, ensuring that decisions reflect the shared interests of all associations.
- Any joint statements, advocacy positions, or public initiatives must be approved by each association's Executive Council before release.
- This MOU does not create a legal entity and does not override the authority or autonomy of any participating organization.

### 5. Term and Review

This MOU takes effect upon signature by all parties and will remain in effect indefinitely. It may be reviewed, amended, or dissolved at any time by mutual written agreement of all participating associations.

### 6. Signatures

#### Organization

University of Lethbridge Students' Union (ULSU)

University of Lethbridge Graduate Students' Association (GSA)

Lethbridge Polytechnic Students' Association (LPSA)

#### Name & Title Signature Date

DRAFT

*Office of the ULSU PRESIDENT*

Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

**INSTRUCTIONS & DEI**

The "Fees and Rates Form" tab is to be completed for all new fees/rates and changes to existing fees/rates. Please provide details in all grey cells (where applicable).

If an Appendix is to be completed, it will be indicated on the "Fees and Rates Form" tab under "Additional Information". It will not be accepted.

<b>Department</b>	Indicate the department administering the fee/rate.
<b>Fee/Rate Name</b>	Indicate the name of the fee/rate to be introduced or changed
<b>Submitted By</b>	Indicate the name of the individual submitting the new fee/rate
<b>Submission Date</b>	Indicate the date of fee/rate submission.
<b>Consultation with other Faculties/Departments</b>	Indicate if any other units on campus will be impacted by this fee/rate submission.
<b>New/Existing Fee</b>	Dropdown: select whether the fee/rate is new or currently exists
<b>Fee Type</b>	Dropdown: select the appropriate fee type (see <b>Definitions</b> below)
<b>Change</b>	Dropdown: select whether the change to an existing fee/rate is an increase or decrease
<b>Student Groups Affected</b>	Checkboxes: select all student groups impacted by the fee/rate
<b>Additional Information Required</b>	If the submission is for a new MNIF or cost-recovery fee, Appendix A is required. If the submission is for a new non-mandatory differential fee, Appendix B is required. If the submission is for an exceptional tuition fee increase, Appendix C is required. If the submission is for a new tuition fee, the program proposal is required.

**Requested Change**

<b>Fee/Rate Name</b>	Input the name of the fee/rate.
<b>Actual 2025/26</b>	Enter the actual fee/rate as listed in the 2025/26 Fees and Rates Schedule
<b>Proposed (Future Years)</b>	Enter the proposed fee/rate for the next four fiscal years. The fee/rate must be the same for all years.
<b>General description of fee/rate</b>	Provide a description of the fee/rate.
<b>Reason for requested change and justification of rate</b>	Provide a rationale and justification of the fee/rate and any proposed changes.
<b>Estimated fiscal impact of fee/rate addition or change</b>	Provide an estimate (\$) of the fiscal impact of the new fee/rate.
<b>Exact wording to appear in University Calendar</b>	Provide Calendar wording for all student fees.

**Fee Types**

<b>Instructional Fees</b>	Please contact the Coordinator, Academic Programming for re
<b>Mandatory Non-Instructional Fees</b>	Mandatory Non-Instructional Fees (MNIF) fees are fees that are required of all students to pay. The fees maximum charge is cost recovery of direct costs.
<b>Cost Recovery Fees (Student-Related)</b>	Includes fees collected by departments for cost-recovery purposes.

Differential Fee (Non-Mandatory)	Includes fees charged for credit and non-credit courses to be supported by grants from Alberta Advanced Education.
Tuition Fee - Exceptional Increase	An increase to tuition fees for an approved program of study - Not included in the calculation of average tuition fees for the - Not subject to the 10% cap on increases - For the purposes of increasing the quality of the specified app
Tuition Fee - New Program	Includes fees for instruction for courses that are part of approved programs - fees for courses taken as part of a distance delivery program - fees for off-campus cost recovery instruction programs - fees for courses provided under a third party contract fees for equipment or materials that are retained or leased by - fees charged in respect of work placements or practicum experience do not receive funding from the Government
Other	Fees/rates that do not fall within the categories listed above.

### General Guidelines for Fee Increases

	2025-2026	2026-2027	2027-2028
Domestic Tuition *	2.00%	2.00%	2.00%
Graduate Tuition **	Variable	Variable	Variable
International Tuition	5.00%	5.00%	5.00%
MNIF's	Cost Recovery	Cost Recovery	Cost Recovery
Labour Rates (average)	5.00%	5.00%	5.00%
Rental Rates (estimated)	5.00%	5.00%	5.00%

\* Tuition will need to be determined based on a University wide set increase.

\*\* Tuition rate recommendations for graduate programming are based on market analysis.

**DEFINITIONS**

Information (Student Fees Only)". Fee Submissions with a required Appendix that is incomplete

1.
type or fee/rate change.
fee/rate. If so, provide a brief description, and attach email approval from the unit with your fee
steps.
allow for fee type details).
is an increase or decrease, or if the change is policy-related.
e.
Appendix A must be completed.
Appendix B must be completed.
Appendix C must be completed.
Additional documents (including budget) must be provided with the submission

Fee Document (applies to existing fees/rates only).
Year-over-year % change will calculate automatically.
Proposed changes. Include estimated fiscal impact and market analysis if applicable.
For the change to an existing fee/rate, including all relevant calculations.

Requirements relating to instructional fees.
are not related to instruction (i.e., tuition) in a specific program and are not optional for the
direct fees paid for specific goods or services that typically enhance the student experience.
Examples, including fees collected on behalf of a third party (i.e., ULSU, GSA, Lethbridge Transit).

over additional costs of instruction. Programs where differential fees are required may or may

that is:

for purposes of the 2% cap

approved program of study

approved programs; other than:

by individuals who do not reside in Alberta

the student, or

experience where the persons or unincorporated bodies providing the work placement or  
employment of Alberta in respect of it

<b>2028-2029</b>	<b>2029-2030</b>
2.00%	2.00%
Variable	Variable
5.00%	5.00%
Cost Recovery	Cost Recovery
5.00%	5.00%
5.00%	5.00%

**University of Lethbridge  
Proposed Fee and Rate Changes  
Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Building Fund  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025  
**Have you consulted with other faculties/departments that may be affected by this fee?**  
  
 If yes, please provide details and attach faculty/department approval.

**New/Existing Fee:**   
**Student/Non-Student Fee:**   
**Student Groups Affected:**  Undergraduate  Graduate  
 Domestic  International  
**Fee Type:**   
 If other, please specify:  
**Change:**

Additional Information (Student Fees Only)	Required	Completed
Appendix A - New MNIF / Cost Recovery Fee	No	n/a
Appendix B - New Differential Fee	No	n/a
Appendix C - Exceptional Tuition Increase	No	n/a
Program proposal document (including budget)	No	n/a

Fee submissions will not be accepted if required additional information is incomplete.

**Requested Change**

Fee/Rate Name	Actual 2025-26	% Change	Proposed 2026-27	% Change	Proposed 2027-28	% Change	Proposed 2028-29	% Change	Proposed 2029-30
Building Fund - Full Time	\$ 35.48	2%	\$ 36.15	2%	\$ 36.84	2%	\$ 37.54	2%	\$ 38.25
Building Fund - Part Time	\$ 15.72	2%	\$ 16.02	2%	\$ 16.32	2%	\$ 16.63	2%	\$ 16.95
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	

**General description of fee/rate:**  
 The Building Fund is used for the general operations and logistical functions of the Students' Union.

**Reason for requested change and justification of rate (attach cost estimates, market analysis, industry comparatives and supporting documentation as applicable):**  
 This request is for an annual CPI increase as per a Students' Union Referendum held in 2011.

**Estimated fiscal impact of fee/rate addition or change (\$) (include all relevant calculations):**  
 The full-time students will each pay an additional \$0.67 per semester. The part-time students will each pay an additional \$0.30 per semester.

**Exact wording to appear in University Calendar (if applicable, please attach as necessary):**  
 Building Fund

**University of Lethbridge**  
**Appendix A - New MNIF / Cost Recovery Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Building Fund  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
Mandatory Non-Instructional Fee  
**Change:** -  
If other, please specify: -

The following financial information must be provided when submitting a request for a new Mandatory Non-Instructional Fee or new cost recovery fee.

**Fee/Rate Name:** Building Fund

<b>Expense</b>	Compensation Costs	
Insert additional rows as required.	Academic Salaries	\$ -
	Support Salaries	\$ -
Only complete expense lines where applicable.	Sessional Costs	\$ -
	Benefits @ 25%	\$ -
	<b>Total Compensation</b>	<b>\$ -</b>
	Other Costs	
	Materials & Supplies	\$ -
	Travel	\$ -
	Other	\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	<b>Total Other Costs</b>	<b>\$ -</b>
	<b>Total Expense</b>	<b>\$ -</b>

<b>Revenue</b>	Government Grant	\$ -
Insert additional rows as required	Tuition Fees (FLEs x \$)	\$ -
	Other Revenue	\$ -
		\$ -
		\$ -
	<b>Total Revenue</b>	<b>\$ -</b>

**Net Revenue over Expense** \$ -

**\*\*NOTE: MNIFs must be breakeven\*\***

Please check this box as confirmation that Appendix A is complete:  Appendix A Complete

**University of Lethbridge**  
**Appendix B - New Differential Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Building Fund  
**Effective Date:** -  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
**Fee Type:** Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:**

The following financial information must be provided when submitting a request for a fee related to a new differential fee. A differential fee is charged for credit and non-credit courses to recover additional costs of instruction. Examples of this fee include the Music Studio differential fee and the International Exchange Fee. Programs where differential fees are required may or may not be supported by grants from Alberta Advanced Education.

**Fee/Rate Name:** Building Fund

Extraordinary costs to support delivery of the course/program include. Only complete expense lines where applicable.

Salary Costs	\$	-
Travel	\$	-
Materials & Supplies	\$	-
Other	\$	-
<b>Total Additional Costs</b>	<b>\$</b>	<b>-</b>
<b>Enrolment</b>		<b>0</b>
<b>Per Course Fee</b>	<b>\$</b>	<b>-</b>

Please provide information concerning why the costs indicated above are in addition to those that would normally be included in instructional fees as well as in addition to the grant (if any) provided by Alberta Advanced Education.

Please check this box as confirmation that Appendix B is complete:  Appendix B Complete

**University of Lethbridge**  
**Appendix C - Exceptional Tuition Increase**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Building Fund

**New/Existing Fee:** Existing  
Student

**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**Fee Type:** Mandatory Non-Instructional Fee  
**If other, please specify:** -  
**Change:**

The following financial information must be provided when submitting a request for an exceptional tuition fee increase. An exceptional tuition fee increase is defined as an increase to tuition fees for an approved program of study that is not included in the calculation of average tuition fees for the purposes of the 2% cap, not subject to the 10% cap on increases, and for the purposes of increasing the quality of the specified approved program of study.

For full details on exceptional tuition fee increases, please see the Alberta Tuition Framework. Version 2.3: <https://open.alberta.ca/publications/alberta-tuition-framework->

**Fee/Rate Name:** Building Fund

Only complete expense/revenue lines where applicable.

<b>Incremental Expense</b>	Incremental Compensation Costs		<b>Incremental Revenue</b>	Incremental Government Grant	\$ -
	Academic Salaries	\$ -		Incremental Tuition Fees (FLEs x \$)	\$ -
	Support Salaries	\$ -		Other Incremental Revenue	\$ -
	Sessional Costs	\$ -		<b>Total Incremental Revenue</b>	<u>\$ -</u>
	Benefits @ 25%	\$ -			
	Total Incremental Compensation	<u>\$ -</u>			
	Other Incremental Costs		<b>Net Revenue over Expense</b>	\$ -	
	Materials & Supplies	\$ -			
	Travel	\$ -			
	Other	\$ -			
	Total Other Incremental Costs	<u>\$ -</u>			
	<b>Total Incremental Expense</b>	<b>\$ -</b>			

**The University will not be accepting Exceptional Increases for this Fees and Rates year.**

Explain how all additional revenues from the increase will be spent to improve the quality of the program:

Provide tuition rates from competitive institutions for comparative purposes:

Describe any prior exceptional increases to the program, including the increase amount and the improved outcomes that were achieved.

Please check this box as confirmation that Appendix C is complete:  Appendix C Complete

**INSTRUCTIONS & DEI**

The "Fees and Rates Form" tab is to be completed for all new fees/rates and changes to existing fees/rates. Please provide details in all grey cells (where applicable).

If an Appendix is to be completed, it will be indicated on the "Fees and Rates Form" tab under "Additional Information". It will not be accepted.

<b>Department</b>	Indicate the department administering the fee/rate.
<b>Fee/Rate Name</b>	Indicate the name of the fee/rate to be introduced or changed
<b>Submitted By</b>	Indicate the name of the individual submitting the new fee/rate
<b>Submission Date</b>	Indicate the date of fee/rate submission.
<b>Consultation with other Faculties/Departments</b>	Indicate if any other units on campus will be impacted by this fee/rate submission.
<b>New/Existing Fee</b>	Dropdown: select whether the fee/rate is new or currently exists
<b>Fee Type</b>	Dropdown: select the appropriate fee type (see <b>Definitions</b> below)
<b>Change</b>	Dropdown: select whether the change to an existing fee/rate is an increase or decrease
<b>Student Groups Affected</b>	Checkboxes: select all student groups impacted by the fee/rate
<b>Additional Information Required</b>	If the submission is for a new MNIF or cost-recovery fee, Appendix A is required. If the submission is for a new non-mandatory differential fee, Appendix B is required. If the submission is for an exceptional tuition fee increase, Appendix C is required. If the submission is for a new tuition fee, the program proposal is required.

**Requested Change**

<b>Fee/Rate Name</b>	Input the name of the fee/rate.
<b>Actual 2025/26</b>	Enter the actual fee/rate as listed in the 2025/26 Fees and Rates Schedule.
<b>Proposed (Future Years)</b>	Enter the proposed fee/rate for the next four fiscal years. The proposed fee/rate must be the same for all years.
<b>General description of fee/rate</b>	Provide a description of the fee/rate.
<b>Reason for requested change and justification of rate</b>	Provide a rationale and justification of the fee/rate and any proposed changes.
<b>Estimated fiscal impact of fee/rate addition or change</b>	Provide an estimate (\$) of the fiscal impact of the new fee/rate.
<b>Exact wording to appear in University Calendar</b>	Provide Calendar wording for all student fees.

**Fee Types**

<b>Instructional Fees</b>	Please contact the Coordinator, Academic Programming for re
<b>Mandatory Non-Instructional Fees</b>	Mandatory Non-Instructional Fees (MNIF) fees are fees that are required of all students to pay. The fees maximum charge is cost recovery of direct costs.
<b>Cost Recovery Fees (Student-Related)</b>	Includes fees collected by departments for cost-recovery purposes.

Differential Fee (Non-Mandatory)	Includes fees charged for credit and non-credit courses to be supported by grants from Alberta Advanced Education.
Tuition Fee - Exceptional Increase	An increase to tuition fees for an approved program of study - Not included in the calculation of average tuition fees for the - Not subject to the 10% cap on increases - For the purposes of increasing the quality of the specified app
Tuition Fee - New Program	Includes fees for instruction for courses that are part of approved programs - fees for courses taken as part of a distance delivery program - fees for off-campus cost recovery instruction programs - fees for courses provided under a third party contract fees for equipment or materials that are retained or leased by - fees charged in respect of work placements or practicum experience do not receive funding from the Government
Other	Fees/rates that do not fall within the categories listed above.

### General Guidelines for Fee Increases

	2025-2026	2026-2027	2027-2028
Domestic Tuition *	2.00%	2.00%	2.00%
Graduate Tuition **	Variable	Variable	Variable
International Tuition	5.00%	5.00%	5.00%
MNIF's	Cost Recovery	Cost Recovery	Cost Recovery
Labour Rates (average)	5.00%	5.00%	5.00%
Rental Rates (estimated)	5.00%	5.00%	5.00%

\* Tuition will need to be determined based on a University wide set increase.

\*\* Tuition rate recommendations for graduate programming are based on market analysis.

**DEFINITIONS**

Information (Student Fees Only)". Fee Submissions with a required Appendix that is incomplete

1.
type or fee/rate change.
fee/rate. If so, provide a brief description, and attach email approval from the unit with your fee
items.
allow for fee type details).
is an increase or decrease, or if the change is policy-related.
e.
Appendix A must be completed.
Appendix B must be completed.
Appendix C must be completed.
All documents (including budget) must be provided with the submission

Fee Document (applies to existing fees/rates only).
Year-over-year % change will calculate automatically.
Proposed changes. Include estimated fiscal impact and market analysis if applicable.
For the change to an existing fee/rate, including all relevant calculations.

Requirements relating to instructional fees.
are not related to instruction (i.e., tuition) in a specific program and are not optional for the
direct fees paid for specific goods or services that typically enhance the student experience.
includes, including fees collected on behalf of a third party (i.e., ULSU, GSA, Lethbridge Transit).

over additional costs of instruction. Programs where differential fees are required may or may

that is:

purposes of the 2% cap

proved program of study

ved programs; other than:

by individuals who do not reside in Alberta

the student, or

erience where the persons or unincorporated bodies providing the work placement or  
ment of Alberta in respect of it

<b>2028-2029</b>	<b>2029-2030</b>
2.00%	2.00%
Variable	Variable
5.00%	5.00%
Cost Recovery	Cost Recovery
5.00%	5.00%
5.00%	5.00%

**University of Lethbridge  
Proposed Fee and Rate Changes  
Effective: 2026-27**

**Faculty/Department:** Students' Union

**Fee/Rate Name:** Capital Replacement Fund

**Submitted By:** Cheri Pokarney

**Submission Date:** September 19-2025

**Have you consulted with other faculties/departments that may be affected by this fee?**

If yes, please provide details and attach faculty/department approval.

**New/Existing Fee:**

**Student/Non-Student Fee:**

**Student Groups Affected:**  
 Undergraduate     Graduate  
 Domestic     International

**Fee Type:**

If other, please specify:

**Change:**

Additional Information (Student Fees Only)	Required	Completed
Appendix A - New MNIF / Cost Recovery Fee	No	n/a
Appendix B - New Differential Fee	No	n/a
Appendix C - Exceptional Tuition Increase	No	n/a
Program proposal document (including budget)	No	n/a

Fee submissions will not be accepted if required additional information is incomplete.

**Requested Change**

Fee/Rate Name	Actual 2025-26	% Change	Proposed 2026-27	% Change	Proposed 2027-28	% Change	Proposed 2028-29	% Change	Proposed 2029-30
Capital Replacement Fund - Full-Time	\$ 6.90	2%	\$ 7.03	2%	\$ 7.17	2%	\$ 7.31	2%	\$ 7.45
Capital Replacement Fund - Part-Time	\$ 3.48	2%	\$ 3.55	2%	\$ 3.61	2%	\$ 3.68	2%	\$ 3.75
		-		-		-		-	
		-		-		-		-	
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		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	

**General description of fee/rate:**

The Capital Replacement Fund is for the ULSU to make capital purchases in the Students' Union Building. For example: Equipment, furniture, computers, renovation items, etc. The CRF was established via a student referendum in 1989.

**Reason for requested change and justification of rate (attach cost estimates, market analysis, industry comparatives and supporting documentation as applicable):**

This request is for an annual CPI increase as per a Students' Union Referendum held in 1989.

**Estimated fiscal impact of fee/rate addition or change (\$) (include all relevant calculations):**

The full-time students will each pay an additional \$0.13 per semester. The part-time students will each pay an additional \$0.07 per semester.

**Exact wording to appear in University Calendar (if applicable, please attach as necessary):**

Capital Replacement Fund

**University of Lethbridge**  
**Appendix A - New MNIF / Cost Recovery Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Capital Replacement Fund  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
Mandatory Non-Instructional Fee  
**Change:** If other, please specify: -

The following financial information must be provided when submitting a request for a new Mandatory Non-Instructional Fee or new cost recovery fee.

<b>Fee/Rate Name:</b>		<u>Capital Replacement Fund</u>	
<b>Expense</b>	<b>Compensation Costs</b>	<b>Revenue</b>	<b>Government Grant</b>
Insert additional rows as required.	Academic Salaries \$ -	Insert additional rows as required	Tuition Fees (FLEs x \$) \$ -
Only complete expense lines where applicable.	Support Salaries \$ -		Other Revenue \$ -
	Sessional Costs \$ -		\$ -
	Benefits @ 25% \$ -		\$ -
	<u>Total Compensation</u> \$ -		<u>Total Revenue</u> \$ -
	<b>Other Costs</b>		
	Materials & Supplies \$ -		
	Travel \$ -		
	Other \$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	<u>Total Other Costs</u> \$ -		
	<u>Total Expense</u> \$ -		

**Net Revenue over Expense** \$ -

\*\*NOTE: MNIFs must be breakeven\*\*

Please check this box as confirmation that Appendix A is complete:  Appendix A Complete

**University of Lethbridge**  
**Appendix B - New Differential Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Capital Replacement Fund  
**Effective Date:** -  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
**Fee Type:** Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:**

The following financial information must be provided when submitting a request for a fee related to a new differential fee. A differential fee is charged for credit and non-credit courses to recover additional costs of instruction. Examples of this fee include the Music Studio differential fee and the International Exchange Fee. Programs where differential fees are required may or may not be supported by grants from Alberta Advanced Education.

**Fee/Rate Name:** Capital Replacement Fund

Extraordinary costs to support delivery of the course/program include. Only complete expense lines where applicable.

Salary Costs	\$	-
Travel	\$	-
Materials & Supplies	\$	-
Other	\$	-
<b>Total Additional Costs</b>	<b>\$</b>	<b>-</b>
<b>Enrolment</b>		<b>0</b>
<b>Per Course Fee</b>	<b>\$</b>	<b>-</b>

Please provide information concerning why the costs indicated above are in addition to those that would normally be included in instructional fees as well as in addition to the grant (if any) provided by Alberta Advanced Education.

Please check this box as confirmation that Appendix B is complete:  Appendix B Complete

**University of Lethbridge**  
**Appendix C - Exceptional Tuition Increase**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Capital Replacement Fund

**New/Existing Fee:** Existing  
Student

**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**Fee Type:** Mandatory Non-Instructional Fee  
**If other, please specify:** -  
**Change:**

The following financial information must be provided when submitting a request for an exceptional tuition fee increase. An exceptional tuition fee increase is defined as an increase to tuition fees for an approved program of study that is not included in the calculation of average tuition fees for the purposes of the 2% cap, not subject to the 10% cap on increases, and for the purposes of increasing the quality of the specified approved program of study.

For full details on exceptional tuition fee increases, please see the Alberta Tuition Framework. Version 2.3: <https://open.alberta.ca/publications/alberta-tuition-framework->

**Fee/Rate Name:** Capital Replacement Fund

Only complete expense/revenue lines where applicable.

<table border="0"> <tr> <td><b>Incremental Expense</b></td> <td>Incremental Compensation Costs</td> <td></td> <td><b>Incremental Revenue</b></td> <td>Incremental Government Grant</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Academic Salaries</td> <td>\$ -</td> <td></td> <td>Incremental Tuition Fees (FLEs x \$)</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Support Salaries</td> <td>\$ -</td> <td></td> <td>Other Incremental Revenue</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Sessional Costs</td> <td>\$ -</td> <td></td> <td><b>Total Incremental Revenue</b></td> <td><u>\$ -</u></td> </tr> <tr> <td></td> <td>Benefits @ 25%</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Incremental Compensation</td> <td><u>\$ -</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other Incremental Costs</td> <td></td> <td><b>Net Revenue over Expense</b></td> <td>\$ -</td> <td></td> </tr> <tr> <td></td> <td>Materials &amp; Supplies</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Travel</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Other Incremental Costs</td> <td><u>\$ -</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Total Incremental Expense</b></td> <td><b>\$ -</b></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Incremental Expense</b>	Incremental Compensation Costs		<b>Incremental Revenue</b>	Incremental Government Grant	\$ -		Academic Salaries	\$ -		Incremental Tuition Fees (FLEs x \$)	\$ -		Support Salaries	\$ -		Other Incremental Revenue	\$ -		Sessional Costs	\$ -		<b>Total Incremental Revenue</b>	<u>\$ -</u>		Benefits @ 25%	\$ -					Total Incremental Compensation	<u>\$ -</u>					Other Incremental Costs		<b>Net Revenue over Expense</b>	\$ -			Materials & Supplies	\$ -					Travel	\$ -					Other	\$ -					Total Other Incremental Costs	<u>\$ -</u>					<b>Total Incremental Expense</b>	<b>\$ -</b>				<p><b>The University will not be accepting Exceptional Increases for this Fees and Rates year.</b></p>
<b>Incremental Expense</b>	Incremental Compensation Costs		<b>Incremental Revenue</b>	Incremental Government Grant	\$ -																																																																				
	Academic Salaries	\$ -		Incremental Tuition Fees (FLEs x \$)	\$ -																																																																				
	Support Salaries	\$ -		Other Incremental Revenue	\$ -																																																																				
	Sessional Costs	\$ -		<b>Total Incremental Revenue</b>	<u>\$ -</u>																																																																				
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	Total Other Incremental Costs	<u>\$ -</u>																																																																							
	<b>Total Incremental Expense</b>	<b>\$ -</b>																																																																							

Explain how all additional revenues from the increase will be spent to improve the quality of the program:

Provide tuition rates from competitive institutions for comparative purposes:

Describe any prior exceptional increases to the program, including the increase amount and the improved outcomes that were achieved.

Please check this box as confirmation that Appendix C is complete:  Appendix C Complete

**INSTRUCTIONS & DEI**

The "Fees and Rates Form" tab is to be completed for all new fees/rates and changes to existing fees/rates. Please provide details in all grey cells (where applicable).

If an Appendix is to be completed, it will be indicated on the "Fees and Rates Form" tab under "Additional Information". It will not be accepted.

<b>Department</b>	Indicate the department administering the fee/rate.
<b>Fee/Rate Name</b>	Indicate the name of the fee/rate to be introduced or changed
<b>Submitted By</b>	Indicate the name of the individual submitting the new fee/rate
<b>Submission Date</b>	Indicate the date of fee/rate submission.
<b>Consultation with other Faculties/Departments</b>	Indicate if any other units on campus will be impacted by this fee/rate submission.
<b>New/Existing Fee</b>	Dropdown: select whether the fee/rate is new or currently exists
<b>Fee Type</b>	Dropdown: select the appropriate fee type (see <b>Definitions</b> below)
<b>Change</b>	Dropdown: select whether the change to an existing fee/rate is an increase or decrease
<b>Student Groups Affected</b>	Checkboxes: select all student groups impacted by the fee/rate
<b>Additional Information Required</b>	If the submission is for a new MNIF or cost-recovery fee, Appendix A is required. If the submission is for a new non-mandatory differential fee, Appendix B is required. If the submission is for an exceptional tuition fee increase, Appendix C is required. If the submission is for a new tuition fee, the program proposal is required.

**Requested Change**

<b>Fee/Rate Name</b>	Input the name of the fee/rate.
<b>Actual 2025/26</b>	Enter the actual fee/rate as listed in the 2025/26 Fees and Rates Schedule
<b>Proposed (Future Years)</b>	Enter the proposed fee/rate for the next four fiscal years. The 'Actual' column is for the current year.
<b>General description of fee/rate</b>	Provide a description of the fee/rate.
<b>Reason for requested change and justification of rate</b>	Provide a rationale and justification of the fee/rate and any proposed changes.
<b>Estimated fiscal impact of fee/rate addition or change</b>	Provide an estimate (\$) of the fiscal impact of the new fee/rate.
<b>Exact wording to appear in University Calendar</b>	Provide Calendar wording for all student fees.

**Fee Types**

<b>Instructional Fees</b>	Please contact the Coordinator, Academic Programming for re
<b>Mandatory Non-Instructional Fees</b>	Mandatory Non-Instructional Fees (MNIF) fees are fees that are required of all students to pay. The fees maximum charge is cost recovery of direct costs.
<b>Cost Recovery Fees (Student-Related)</b>	Includes fees collected by departments for cost-recovery purposes.

Differential Fee (Non-Mandatory)	Includes fees charged for credit and non-credit courses to be supported by grants from Alberta Advanced Education.
Tuition Fee - Exceptional Increase	An increase to tuition fees for an approved program of study - Not included in the calculation of average tuition fees for the - Not subject to the 10% cap on increases - For the purposes of increasing the quality of the specified app
Tuition Fee - New Program	Includes fees for instruction for courses that are part of approved programs - fees for courses taken as part of a distance delivery program - fees for off-campus cost recovery instruction programs - fees for courses provided under a third party contract fees for equipment or materials that are retained or leased by - fees charged in respect of work placements or practicum experience do not receive funding from the Government
Other	Fees/rates that do not fall within the categories listed above.

### General Guidelines for Fee Increases

	2025-2026	2026-2027	2027-2028
Domestic Tuition *	2.00%	2.00%	2.00%
Graduate Tuition **	Variable	Variable	Variable
International Tuition	5.00%	5.00%	5.00%
MNIF's	Cost Recovery	Cost Recovery	Cost Recovery
Labour Rates (average)	5.00%	5.00%	5.00%
Rental Rates (estimated)	5.00%	5.00%	5.00%

\* Tuition will need to be determined based on a University wide set increase.

\*\* Tuition rate recommendations for graduate programming are based on market analysis.

**DEFINITIONS**

Information (Student Fees Only)". Fee Submissions with a required Appendix that is incomplete

1.
type or fee/rate change.
fee/rate. If so, provide a brief description, and attach email approval from the unit with your fee
items.
allow for fee type details).
is an increase or decrease, or if the change is policy-related.
e.
Appendix A must be completed.
Appendix B must be completed.
Appendix C must be completed.
Additional documents (including budget) must be provided with the submission

Fee Document (applies to existing fees/rates only).
Year-over-year % change will calculate automatically.
Proposed changes. Include estimated fiscal impact and market analysis if applicable.
Fee or the change to an existing fee/rate, including all relevant calculations.

Requirements relating to instructional fees.
are not related to instruction (i.e., tuition) in a specific program and are not optional for the
direct fees paid for specific goods or services that typically enhance the student experience.
includes, including fees collected on behalf of a third party (i.e., ULSU, GSA, Lethbridge Transit).

over additional costs of instruction. Programs where differential fees are required may or may

that is:

purposes of the 2% cap

proved program of study

ved programs; other than:

by individuals who do not reside in Alberta

the student, or

erience where the persons or unincorporated bodies providing the work placement or  
ment of Alberta in respect of it

<b>2028-2029</b>	<b>2029-2030</b>
2.00%	2.00%
Variable	Variable
5.00%	5.00%
Cost Recovery	Cost Recovery
5.00%	5.00%
5.00%	5.00%

**University of Lethbridge  
Proposed Fee and Rate Changes  
Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Fostering Liberal Arts Research Excellence (FLARE)  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025  
**Have you consulted with other faculties/departments that may be affected by this fee?**  
 n/a  
 If yes, please provide details and attach faculty/department approval.

**New/Existing Fee:** New  
**Student/Non-Student Fee:** Student  
**Student Groups Affected:**  Undergraduate  Graduate  
 Domestic  International  
**Fee Type:** Mandatory Non-Instructional Fee  
 If other, please specify:  
**Change:** Increase

Additional Information (Student Fees Only)	Required	Completed
Appendix A - New MNIF / Cost Recovery Fee	Yes	No
Appendix B - New Differential Fee	No	n/a
Appendix C - Exceptional Tuition Increase	No	n/a
Program proposal document (including budget)	No	n/a

Fee submissions will not be accepted if required additional information is incomplete.

**Requested Change**

Fee/Rate Name	Actual 2025-26	% Change	Proposed 2026-27	% Change	Proposed 2027-28	% Change	Proposed 2028-29	% Change	Proposed 2029-30
Fostering Liberal Arts Research Excellence (FLARE)	\$ -	-	\$ 0.75	1%	\$ 0.76	3%	\$ 0.78	1%	\$ 0.79
*Pending a successful referendum*		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	

**General description of fee/rate:**

This levy is for a student-led platform that provides undergraduate students with low-barrier opportunities to present their research and projects of various mediums (e.g. Artwork, performative pieces, interactive projects, posters, presentations, etc.) at an annual symposium, publish their work in a peer-reviewed journal, and gain valuable academic and professional skills. The idea is to help ensure that undergraduate works at the University of Lethbridge are celebrated, recognized, and made more accessible across all disciplines.

**Reason for requested change and justification of rate (attach cost estimates, market analysis, industry comparatives and supporting documentation as applicable):**

This is a new initiative through the Students' Union and would be pending on whether or not a referendum for this is successful in our general election in March 2026.

**Estimated fiscal impact of fee/rate addition or change (\$) (include all relevant calculations):**

Both full-time and part-time students would pay \$0.75 each semester, and then CPI going forward annually.

**Exact wording to appear in University Calendar (if applicable, please attach as necessary):**

Fostering Liberal Arts Research Excellence

**University of Lethbridge**  
**Appendix A - New MNIF / Cost Recovery Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Fostering Liberal Arts Research Excellence (FLARE)  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** New  
**Student/Non-Student Fee:** Student  
**Fee Type:** Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:** Increase

The following financial information must be provided when submitting a request for a new Mandatory Non-Instructional Fee or new cost recovery fee.

<b>Fee/Rate Name:</b>		<u>Fostering Liberal Arts Research Excellence (FLARE)</u>			
<b>Expense</b>	Compensation Costs		<b>Revenue</b>	Government Grant	\$ -
Insert additional rows as required.	Academic Salaries	\$ -	Insert additional rows as required	Tuition Fees (FLEs x \$)	\$ -
	Support Salaries	\$ -		Other Revenue	\$ -
Only complete expense lines where applicable.	Sessional Costs	\$ -			\$ -
	Benefits @ 25%	\$ -			\$ -
	<b>Total Compensation</b>	<u>\$ -</u>		<b>Total Revenue</b>	<u>\$ -</u>
	Other Costs				
	Materials & Supplies	\$ -			
	Travel	\$ -			
	Other	\$ -			
		\$ -			
		\$ -			
		\$ -			
		\$ -			
	<b>Total Other Costs</b>	<u>\$ -</u>			
	<b>Total Expense</b>	<u>\$ -</u>			

<b>Net Revenue over Expense</b>	\$ -
---------------------------------	------

**\*\*NOTE: MNIFs must be breakeven\*\***

Please check this box as confirmation that Appendix A is complete:  Appendix A Complete

**University of Lethbridge**  
**Appendix B - New Differential Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Fostering Liberal Arts Research Excellence (FLARE)  
**Effective Date:** -  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** New  
**Fee Type:** Student  
Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:** -

The following financial information must be provided when submitting a request for a fee related to a new differential fee. A differential fee is charged for credit and non-credit courses to recover additional costs of instruction. Examples of this fee include the Music Studio differential fee and the International Exchange Fee. Programs where differential fees are required may or may not be supported by grants from Alberta Advanced Education.

**Fee/Rate Name:** Fostering Liberal Arts Research Excellence (FLARE)

Extraordinary costs to support delivery of the course/program include. Only complete expense lines where applicable.

Salary Costs	\$	-
Travel	\$	-
Materials & Supplies	\$	-
Other	\$	-
<b>Total Additional Costs</b>	<b>\$</b>	<b>-</b>
<b>Enrolment</b>		<b>0</b>
<b>Per Course Fee</b>	<b>\$</b>	<b>-</b>

Please provide information concerning why the costs indicated above are in addition to those that would normally be included in instructional fees as well as in addition to the grant (if any) provided by Alberta Advanced Education.

Please check this box as confirmation that Appendix B is complete:  Appendix B Complete

**University of Lethbridge**  
**Appendix C - Exceptional Tuition Increase**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Fostering Liberal Arts Research Excellence (FLARE)

**New/Existing Fee:** New  
Student

**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**Fee Type:** Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:** -

The following financial information must be provided when submitting a request for an exceptional tuition fee increase. An exceptional tuition fee increase is defined as an increase to tuition fees for an approved program of study that is not included in the calculation of average tuition fees for the purposes of the 2% cap, not subject to the 10% cap on increases, and for the purposes of increasing the quality of the specified approved program of study.

For full details on exceptional tuition fee increases, please see the Alberta Tuition Framework. Version 2.3: <https://open.alberta.ca/publications/alberta-tuition-framework->

**Fee/Rate Name:** Fostering Liberal Arts Research Excellence (FLARE)

Only complete expense/revenue lines where applicable.

<table border="0"> <tr> <td><b>Incremental Expense</b></td> <td>Incremental Compensation Costs</td> <td></td> <td><b>Incremental Revenue</b></td> <td>Incremental Government Grant</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Academic Salaries</td> <td>\$ -</td> <td></td> <td>Incremental Tuition Fees (FLEs x \$)</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Support Salaries</td> <td>\$ -</td> <td></td> <td>Other Incremental Revenue</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Sessional Costs</td> <td>\$ -</td> <td></td> <td><b>Total Incremental Revenue</b></td> <td><u>\$ -</u></td> </tr> <tr> <td></td> <td>Benefits @ 25%</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Incremental Compensation</td> <td><u>\$ -</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other Incremental Costs</td> <td></td> <td><b>Net Revenue over Expense</b></td> <td>\$ -</td> <td></td> </tr> <tr> <td></td> <td>Materials &amp; Supplies</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Travel</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Other Incremental Costs</td> <td><u>\$ -</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Total Incremental Expense</b></td> <td><b>\$ -</b></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Incremental Expense</b>	Incremental Compensation Costs		<b>Incremental Revenue</b>	Incremental Government Grant	\$ -		Academic Salaries	\$ -		Incremental Tuition Fees (FLEs x \$)	\$ -		Support Salaries	\$ -		Other Incremental Revenue	\$ -		Sessional Costs	\$ -		<b>Total Incremental Revenue</b>	<u>\$ -</u>		Benefits @ 25%	\$ -					Total Incremental Compensation	<u>\$ -</u>					Other Incremental Costs		<b>Net Revenue over Expense</b>	\$ -			Materials & Supplies	\$ -					Travel	\$ -					Other	\$ -					Total Other Incremental Costs	<u>\$ -</u>					<b>Total Incremental Expense</b>	<b>\$ -</b>				<p><b>The University will not be accepting Exceptional Increases for this Fees and Rates year.</b></p>
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Explain how all additional revenues from the increase will be spent to improve the quality of the program:

Provide tuition rates from competitive institutions for comparative purposes:

Describe any prior exceptional increases to the program, including the increase amount and the improved outcomes that were achieved.

Please check this box as confirmation that Appendix C is complete:  Appendix C Complete

**INSTRUCTIONS & DEI**

The "Fees and Rates Form" tab is to be completed for all new fees/rates and changes to existing fees/rates. Please provide details in all grey cells (where applicable).

If an Appendix is to be completed, it will be indicated on the "Fees and Rates Form" tab under "Additional Information". It will not be accepted.

<b>Department</b>	Indicate the department administering the fee/rate.
<b>Fee/Rate Name</b>	Indicate the name of the fee/rate to be introduced or changed
<b>Submitted By</b>	Indicate the name of the individual submitting the new fee/rate
<b>Submission Date</b>	Indicate the date of fee/rate submission.
<b>Consultation with other Faculties/Departments</b>	Indicate if any other units on campus will be impacted by this fee/rate submission.
<b>New/Existing Fee</b>	Dropdown: select whether the fee/rate is new or currently exists
<b>Fee Type</b>	Dropdown: select the appropriate fee type (see <b>Definitions</b> below)
<b>Change</b>	Dropdown: select whether the change to an existing fee/rate is an increase or decrease
<b>Student Groups Affected</b>	Checkboxes: select all student groups impacted by the fee/rate
<b>Additional Information Required</b>	If the submission is for a new MNIF or cost-recovery fee, Appendix A is required. If the submission is for a new non-mandatory differential fee, Appendix B is required. If the submission is for an exceptional tuition fee increase, Appendix C is required. If the submission is for a new tuition fee, the program proposal is required.

**Requested Change**

<b>Fee/Rate Name</b>	Input the name of the fee/rate.
<b>Actual 2025/26</b>	Enter the actual fee/rate as listed in the 2025/26 Fees and Rates Schedule
<b>Proposed (Future Years)</b>	Enter the proposed fee/rate for the next four fiscal years. The 'Actual' column is for the current year.
<b>General description of fee/rate</b>	Provide a description of the fee/rate.
<b>Reason for requested change and justification of rate</b>	Provide a rationale and justification of the fee/rate and any proposed changes.
<b>Estimated fiscal impact of fee/rate addition or change</b>	Provide an estimate (\$) of the fiscal impact of the new fee/rate.
<b>Exact wording to appear in University Calendar</b>	Provide Calendar wording for all student fees.

**Fee Types**

<b>Instructional Fees</b>	Please contact the Coordinator, Academic Programming for re
<b>Mandatory Non-Instructional Fees</b>	Mandatory Non-Instructional Fees (MNIF) fees are fees that are required of all students to pay. The fees maximum charge is cost recovery of direct costs.
<b>Cost Recovery Fees (Student-Related)</b>	Includes fees collected by departments for cost-recovery purposes.

Differential Fee (Non-Mandatory)	Includes fees charged for credit and non-credit courses to be supported by grants from Alberta Advanced Education.
Tuition Fee - Exceptional Increase	An increase to tuition fees for an approved program of study - Not included in the calculation of average tuition fees for the - Not subject to the 10% cap on increases - For the purposes of increasing the quality of the specified app
Tuition Fee - New Program	Includes fees for instruction for courses that are part of approved programs - fees for courses taken as part of a distance delivery program - fees for off-campus cost recovery instruction programs - fees for courses provided under a third party contract fees for equipment or materials that are retained or leased by - fees charged in respect of work placements or practicum experience do not receive funding from the Government
Other	Fees/rates that do not fall within the categories listed above.

### General Guidelines for Fee Increases

	2025-2026	2026-2027	2027-2028
Domestic Tuition *	2.00%	2.00%	2.00%
Graduate Tuition **	Variable	Variable	Variable
International Tuition	5.00%	5.00%	5.00%
MNIF's	Cost Recovery	Cost Recovery	Cost Recovery
Labour Rates (average)	5.00%	5.00%	5.00%
Rental Rates (estimated)	5.00%	5.00%	5.00%

\* Tuition will need to be determined based on a University wide set increase.

\*\* Tuition rate recommendations for graduate programming are based on market analysis.

**DEFINITIONS**

Information (Student Fees Only)". Fee Submissions with a required Appendix that is incomplete

1.
type or fee/rate change.
fee/rate. If so, provide a brief description, and attach email approval from the unit with your fee
items.
allow for fee type details).
is an increase or decrease, or if the change is policy-related.
e.
Appendix A must be completed.
Appendix B must be completed.
Appendix C must be completed.
Additional documents (including budget) must be provided with the submission

Fee Document (applies to existing fees/rates only).
Year-over-year % change will calculate automatically.
Proposed changes. Include estimated fiscal impact and market analysis if applicable.
For the change to an existing fee/rate, including all relevant calculations.

Requirements relating to instructional fees.
are not related to instruction (i.e., tuition) in a specific program and are not optional for the
direct fees paid for specific goods or services that typically enhance the student experience.
Examples, including fees collected on behalf of a third party (i.e., ULSU, GSA, Lethbridge Transit).

over additional costs of instruction. Programs where differential fees are required may or may

that is:

purposes of the 2% cap

proved program of study

ved programs; other than:

by individuals who do not reside in Alberta

the student, or

erience where the persons or unincorporated bodies providing the work placement or  
ment of Alberta in respect of it

<b>2028-2029</b>	<b>2029-2030</b>
2.00%	2.00%
Variable	Variable
5.00%	5.00%
Cost Recovery	Cost Recovery
5.00%	5.00%
5.00%	5.00%

**University of Lethbridge  
Proposed Fee and Rate Changes  
Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Lethbridge Public Interest Research Group  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025  
**Have you consulted with other faculties/departments that may be affected by this fee?**  
  
 If yes, please provide details and attach faculty/department approval.

**New/Existing Fee:** Existing  
**Student/Non-Student Fee:** Student  
**Student Groups Affected:**  Undergraduate  Graduate  
 Domestic  International  
**Fee Type:** Mandatory Non-Instructional Fee  
 If other, please specify:  
**Change:** Increase

Additional Information (Student Fees Only)	Required	Completed
Appendix A - New MNIF / Cost Recovery Fee	No	n/a
Appendix B - New Differential Fee	No	n/a
Appendix C - Exceptional Tuition Increase	No	n/a
Program proposal document (including budget)	No	n/a

Fee submissions will not be accepted if required additional information is incomplete.

**Requested Change**

Fee/Rate Name	Actual 2025-26	% Change	Proposed 2026-27	% Change	Proposed 2027-28	% Change	Proposed 2028-29	% Change	Proposed 2029-30
Lethbridge Public Interest Research Group (LPIRG)	\$ 5.20	2%	\$ 5.30	2%	\$ 5.40	2%	\$ 5.50	2%	\$ 5.61
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	

**General description of fee/rate:**  
 This levy fee is for LPIRG which is an organization on campus that provides resources for students to engage in environmental and social justice issues.

**Reason for requested change and justification of rate (attach cost estimates, market analysis, industry comparatives and supporting documentation as applicable):**  
 This request is for an annual CPI increase as per a LPIRG Referendum held in 2023.

**Estimated fiscal impact of fee/rate addition or change (\$) (include all relevant calculations):**  
 The full-time and part-time students will each pay an additional \$0.10 per semester.

**Exact wording to appear in University Calendar (if applicable, please attach as necessary):**  
 Lethbridge Public Interest Research Group

**University of Lethbridge**  
**Appendix A - New MNIF / Cost Recovery Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Lethbridge Public Interest Research Group  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing ████████████████████  
████████████████████ Student  
**Fee Type:** Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:** ████████████████████

The following financial information must be provided when submitting a request for a new Mandatory Non-Instructional Fee or new cost recovery fee.

**Fee/Rate Name:** Lethbridge Public Interest Research Group

<b>Expense</b>	Compensation Costs	
Insert additional rows as required.	Academic Salaries	\$ -
	Support Salaries	\$ -
Only complete expense lines where applicable.	Sessional Costs	\$ -
	Benefits @ 25%	\$ -
	<b>Total Compensation</b>	<b>\$ -</b>
	Other Costs	
	Materials & Supplies	\$ -
	Travel	\$ -
	Other	\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	<b>Total Other Costs</b>	<b>\$ -</b>
	<b>Total Expense</b>	<b>\$ -</b>

<b>Revenue</b>	Government Grant	\$ -
Insert additional rows as required	Tuition Fees (FLEs x \$)	\$ -
	Other Revenue	\$ -
		\$ -
		\$ -
	<b>Total Revenue</b>	<b>\$ -</b>

**Net Revenue over Expense** \$ -

**\*\*NOTE: MNIFs must be breakeven\*\***

Please check this box as confirmation that Appendix A is complete:  Appendix A Complete

**University of Lethbridge**  
**Appendix B - New Differential Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Lethbridge Public Interest Research Group  
**Effective Date:** -  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
**Fee Type:** Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:**

The following financial information must be provided when submitting a request for a fee related to a new differential fee. A differential fee is charged for credit and non-credit courses to recover additional costs of instruction. Examples of this fee include the Music Studio differential fee and the International Exchange Fee. Programs where differential fees are required may or may not be supported by grants from Alberta Advanced Education.

**Fee/Rate Name:** Lethbridge Public Interest Research Group

Extraordinary costs to support delivery of the course/program include. Only complete expense lines where applicable.

Salary Costs	\$	-
Travel	\$	-
Materials & Supplies	\$	-
Other	\$	-
<b>Total Additional Costs</b>	<b>\$</b>	<b>-</b>
<b>Enrolment</b>		<u>0</u>
<b>Per Course Fee</b>	<b>\$</b>	<u>-</u>

Please provide information concerning why the costs indicated above are in addition to those that would normally be included in instructional fees as well as in addition to the grant (if any) provided by Alberta Advanced Education.

Please check this box as confirmation that Appendix B is complete:  Appendix B Complete

**University of Lethbridge**  
**Appendix C - Exceptional Tuition Increase**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Lethbridge Public Interest Research Group

**New/Existing Fee:** Existing  
Student

**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**Fee Type:** Mandatory Non-Instructional Fee  
**If other, please specify:** -  
**Change:** -

The following financial information must be provided when submitting a request for an exceptional tuition fee increase. An exceptional tuition fee increase is defined as an increase to tuition fees for an approved program of study that is not included in the calculation of average tuition fees for the purposes of the 2% cap, not subject to the 10% cap on increases, and for the purposes of increasing the quality of the specified approved program of study.

For full details on exceptional tuition fee increases, please see the Alberta Tuition Framework. Version 2.3: <https://open.alberta.ca/publications/alberta-tuition-framework->

**Fee/Rate Name:** Lethbridge Public Interest Research Group

Only complete expense/revenue lines where applicable.

<table border="0"> <tr> <td><b>Incremental Expense</b></td> <td>Incremental Compensation Costs</td> <td></td> <td><b>Incremental Revenue</b></td> <td>Incremental Government Grant</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Academic Salaries</td> <td>\$ -</td> <td></td> <td>Incremental Tuition Fees (FLEs x \$)</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Support Salaries</td> <td>\$ -</td> <td></td> <td>Other Incremental Revenue</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Sessional Costs</td> <td>\$ -</td> <td></td> <td><b>Total Incremental Revenue</b></td> <td><u>\$ -</u></td> </tr> <tr> <td></td> <td>Benefits @ 25%</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Incremental Compensation</td> <td><u>\$ -</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other Incremental Costs</td> <td></td> <td><b>Net Revenue over Expense</b></td> <td>\$ -</td> <td></td> </tr> <tr> <td></td> <td>Materials &amp; Supplies</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Travel</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Other Incremental Costs</td> <td><u>\$ -</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Total Incremental Expense</b></td> <td><b>\$ -</b></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Incremental Expense</b>	Incremental Compensation Costs		<b>Incremental Revenue</b>	Incremental Government Grant	\$ -		Academic Salaries	\$ -		Incremental Tuition Fees (FLEs x \$)	\$ -		Support Salaries	\$ -		Other Incremental Revenue	\$ -		Sessional Costs	\$ -		<b>Total Incremental Revenue</b>	<u>\$ -</u>		Benefits @ 25%	\$ -					Total Incremental Compensation	<u>\$ -</u>					Other Incremental Costs		<b>Net Revenue over Expense</b>	\$ -			Materials & Supplies	\$ -					Travel	\$ -					Other	\$ -					Total Other Incremental Costs	<u>\$ -</u>					<b>Total Incremental Expense</b>	<b>\$ -</b>				<p><b>The University will not be accepting Exceptional Increases for this Fees and Rates year.</b></p>
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Explain how all additional revenues from the increase will be spent to improve the quality of the program:

Provide tuition rates from competitive institutions for comparative purposes:

Describe any prior exceptional increases to the program, including the increase amount and the improved outcomes that were achieved.

Please check this box as confirmation that Appendix C is complete:  Appendix C Complete

**INSTRUCTIONS & DEI**

The "Fees and Rates Form" tab is to be completed for all new fees/rates and changes to existing fees/rates. Please provide details in all grey cells (where applicable).

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<b>Department</b>	Indicate the department administering the fee/rate.
<b>Fee/Rate Name</b>	Indicate the name of the fee/rate to be introduced or changed
<b>Submitted By</b>	Indicate the name of the individual submitting the new fee/rate
<b>Submission Date</b>	Indicate the date of fee/rate submission.
<b>Consultation with other Faculties/Departments</b>	Indicate if any other units on campus will be impacted by this fee/rate submission.
<b>New/Existing Fee</b>	Dropdown: select whether the fee/rate is new or currently exists
<b>Fee Type</b>	Dropdown: select the appropriate fee type (see <b>Definitions</b> below)
<b>Change</b>	Dropdown: select whether the change to an existing fee/rate is an increase or decrease
<b>Student Groups Affected</b>	Checkboxes: select all student groups impacted by the fee/rate
<b>Additional Information Required</b>	If the submission is for a new MNIF or cost-recovery fee, Appendix A is required. If the submission is for a new non-mandatory differential fee, Appendix B is required. If the submission is for an exceptional tuition fee increase, Appendix C is required. If the submission is for a new tuition fee, the program proposal is required.

**Requested Change**

<b>Fee/Rate Name</b>	Input the name of the fee/rate.
<b>Actual 2025/26</b>	Enter the actual fee/rate as listed in the 2025/26 Fees and Rates Schedule
<b>Proposed (Future Years)</b>	Enter the proposed fee/rate for the next four fiscal years. The 'Actual' column is for the current year.
<b>General description of fee/rate</b>	Provide a description of the fee/rate.
<b>Reason for requested change and justification of rate</b>	Provide a rationale and justification of the fee/rate and any proposed changes.
<b>Estimated fiscal impact of fee/rate addition or change</b>	Provide an estimate (\$) of the fiscal impact of the new fee/rate.
<b>Exact wording to appear in University Calendar</b>	Provide Calendar wording for all student fees.

**Fee Types**

<b>Instructional Fees</b>	Please contact the Coordinator, Academic Programming for re
<b>Mandatory Non-Instructional Fees</b>	Mandatory Non-Instructional Fees (MNIF) fees are fees that are required of all students to pay. The fees maximum charge is cost recovery of direct costs.
<b>Cost Recovery Fees (Student-Related)</b>	Includes fees collected by departments for cost-recovery purposes.

Differential Fee (Non-Mandatory)	Includes fees charged for credit and non-credit courses to be supported by grants from Alberta Advanced Education.
Tuition Fee - Exceptional Increase	An increase to tuition fees for an approved program of study - Not included in the calculation of average tuition fees for the - Not subject to the 10% cap on increases - For the purposes of increasing the quality of the specified app
Tuition Fee - New Program	Includes fees for instruction for courses that are part of approved programs - fees for courses taken as part of a distance delivery program - fees for off-campus cost recovery instruction programs - fees for courses provided under a third party contract fees for equipment or materials that are retained or leased by - fees charged in respect of work placements or practicum experience do not receive funding from the Government
Other	Fees/rates that do not fall within the categories listed above.

### General Guidelines for Fee Increases

	2025-2026	2026-2027	2027-2028
Domestic Tuition *	2.00%	2.00%	2.00%
Graduate Tuition **	Variable	Variable	Variable
International Tuition	5.00%	5.00%	5.00%
MNIF's	Cost Recovery	Cost Recovery	Cost Recovery
Labour Rates (average)	5.00%	5.00%	5.00%
Rental Rates (estimated)	5.00%	5.00%	5.00%

\* Tuition will need to be determined based on a University wide set increase.

\*\* Tuition rate recommendations for graduate programming are based on market analysis.

**DEFINITIONS**

Information (Student Fees Only)". Fee Submissions with a required Appendix that is incomplete

1.
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All documents (including budget) must be provided with the submission

Fee Document (applies to existing fees/rates only).
Year-over-year % change will calculate automatically.
Proposed changes. Include estimated fiscal impact and market analysis if applicable.
For the change to an existing fee/rate, including all relevant calculations.

Requirements relating to instructional fees.
are not related to instruction (i.e., tuition) in a specific program and are not optional for the
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<b>2028-2029</b>	<b>2029-2030</b>
2.00%	2.00%
Variable	Variable
5.00%	5.00%
Cost Recovery	Cost Recovery
5.00%	5.00%
5.00%	5.00%

**University of Lethbridge  
Proposed Fee and Rate Changes  
Effective: 2026-27**

**Faculty/Department:** Students' Union

**Fee/Rate Name:** Operations Fee

**Submitted By:** Cheri Pokarney

**Submission Date:** September 19-2025

**Have you consulted with other faculties/departments that may be affected by this fee?**

If yes, please provide details and attach faculty/department approval.

**New/Existing Fee:**

**Student/Non-Student Fee:**

**Student Groups Affected:** (Please select all that apply)  
 Undergraduate     Graduate  
 Domestic     International

**Fee Type:**

If other, please specify: \_\_\_\_\_

**Change:**

Additional Information (Student Fees Only)	Required	Completed
Appendix A - New MNIF / Cost Recovery Fee	No	n/a
Appendix B - New Differential Fee	No	n/a
Appendix C - Exceptional Tuition Increase	No	n/a
Program proposal document (including budget)	No	n/a

Fee submissions will not be accepted if required additional information is incomplete.

**Requested Change**

Fee/Rate Name	Actual 2025-26	% Change	Proposed 2026-27	% Change	Proposed 2027-28	% Change	Proposed 2028-29	% Change	Proposed 2029-30
Operations Fee - FT (if both \$10 & also 5% annual increase referendum passes)	\$ 37.17	27%	\$ 47.17	5%	\$ 49.53	5%	\$ 52.00	5%	\$ 54.61
Operations Fee - PT (if both \$10 & also 5% annual increase referendum passes)	\$ 18.68	54%	\$ 28.68	5%	\$ 30.11	5%	\$ 31.62	5%	\$ 33.20
Operations Fee - FT (if only the \$10.00 increases passes in referendum)	\$ 37.17	27%	\$ 47.17	2%	\$ 48.07	2%	\$ 48.98	2%	\$ 49.91
Operations Fee - PT (if only the \$10.00 increase passes in referendum)	\$ 18.68	54%	\$ 28.68	2%	\$ 29.23	2%	\$ 29.78	2%	\$ 30.35
Operations Fee - FT (if only the 5% increase passes in referendum)	\$ 37.17	5%	\$ 39.03	5%	\$ 40.98	5%	43.03	5%	45.18
Operations Fee - PT (if only the 5% increase passes in referendum)	\$ 18.68	5%	\$ 19.61	5%	\$ 20.60	5%	\$ 21.62	5%	\$ 22.71
Operations Fee - Full Time (if referendum fails)	\$ 37.17	2%	\$ 37.88	1%	\$ 38.22	2%	\$ 38.94	2%	\$ 39.68
Operations Fee - Part Time (if referendum fails)	\$ 18.68	2%	\$ 19.04	2%	\$ 19.40	2%	\$ 19.77	2%	\$ 20.14
		-		-		-		-	
		-		-		-		-	

**General description of fee/rate:**

The Operations Fee is for the general logistical operating fees of the Students' Union.

**Reason for requested change and justification of rate (attach cost estimates, market analysis, industry comparatives and supporting documentation as applicable):**

The Students' Union Operating Fee has remained unchanged (with the exception of CPI) since 2011. We are proposing to increase our operating fee by a one-time assessment of \$10.00, followed by an annual 5% increase with a cap of ten years. We will be holding a referendum in our March 2026 General Election. It is a two-part referendum question. If the referendum fails, then we will just be increasing our Operating Fee by CPI as per a Students' Union Referendum held in 2010.

**Estimated fiscal impact of fee/rate addition or change (\$) (include all relevant calculations):**

If the referendum passes, full-time students will pay an additional \$10.00 per semester. The part-time students will each pay an additional \$10.00 per semester. If the referendum fails, full-time students will pay an additional \$0.71 per semester. The part-time students will each pay an additional \$0.36 per semester.

**Exact wording to appear in University Calendar (if applicable, please attach as necessary):**

Operations Fee

**University of Lethbridge**  
**Appendix A - New MNIF / Cost Recovery Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Operations Fee  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
Mandatory Non-Instructional Fee  
**Change:** -  
If other, please specify: -

The following financial information must be provided when submitting a request for a new Mandatory Non-Instructional Fee or new cost recovery fee.

**Fee/Rate Name:** Operations Fee

<b>Expense</b>	Compensation Costs	
Insert additional rows as required.	Academic Salaries	\$ -
	Support Salaries	\$ -
Only complete expense lines where applicable.	Sessional Costs	\$ -
	Benefits @ 25%	\$ -
	<b>Total Compensation</b>	<b>\$ -</b>
	Other Costs	
	Materials & Supplies	\$ -
	Travel	\$ -
	Other	\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	<b>Total Other Costs</b>	<b>\$ -</b>
	<b>Total Expense</b>	<b>\$ -</b>

<b>Revenue</b>	Government Grant	\$ -
Insert additional rows as required	Tuition Fees (FLEs x \$)	\$ -
	Other Revenue	\$ -
		\$ -
		\$ -
	<b>Total Revenue</b>	<b>\$ -</b>

**Net Revenue over Expense** \$ -

**\*\*NOTE: MNIFs must be breakeven\*\***

Please check this box as confirmation that Appendix A is complete:  Appendix A Complete

**University of Lethbridge**  
**Appendix B - New Differential Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Operations Fee  
**Effective Date:** -  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:** [Redacted]

The following financial information must be provided when submitting a request for a fee related to a new differential fee. A differential fee is charged for credit and non-credit courses to recover additional costs of instruction. Examples of this fee include the Music Studio differential fee and the International Exchange Fee. Programs where differential fees are required may or may not be supported by grants from Alberta Advanced Education.

**Fee/Rate Name:** Operations Fee

Extraordinary costs to support delivery of the course/program include. Only complete expense lines where applicable.

Salary Costs	\$	-
Travel	\$	-
Materials & Supplies	\$	-
Other	\$	-
<b>Total Additional Costs</b>	<b>\$</b>	<b>-</b>
<b>Enrolment</b>		<b>0</b>
<b>Per Course Fee</b>	<b>\$</b>	<b>-</b>

Please provide information concerning why the costs indicated above are in addition to those that would normally be included in instructional fees as well as in addition to the grant (if any) provided by Alberta Advanced Education.

Please check this box as confirmation that Appendix B is complete:  Appendix B Complete

**University of Lethbridge**  
**Appendix C - Exceptional Tuition Increase**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** Operations Fee

**New/Existing Fee:** Existing  
Student

**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**Fee Type:** Mandatory Non-Instructional Fee  
**If other, please specify:** -  
**Change:**

The following financial information must be provided when submitting a request for an exceptional tuition fee increase. An exceptional tuition fee increase is defined as an increase to tuition fees for an approved program of study that is not included in the calculation of average tuition fees for the purposes of the 2% cap, not subject to the 10% cap on increases, and for the purposes of increasing the quality of the specified approved program of study.

For full details on exceptional tuition fee increases, please see the Alberta Tuition Framework. Version 2.3: <https://open.alberta.ca/publications/alberta-tuition-framework->

**Fee/Rate Name:** Operations Fee

Only complete expense/revenue lines where applicable.

<b>Incremental Expense</b>	Incremental Compensation Costs		<b>Incremental Revenue</b>	Incremental Government Grant	\$ -
	Academic Salaries	\$ -		Incremental Tuition Fees (FLEs x \$)	\$ -
	Support Salaries	\$ -		Other Incremental Revenue	\$ -
	Sessional Costs	\$ -		<b>Total Incremental Revenue</b>	<u>\$ -</u>
	Benefits @ 25%	\$ -			
	Total Incremental Compensation	<u>\$ -</u>			
	Other Incremental Costs		<b>Net Revenue over Expense</b>	\$ -	
	Materials & Supplies	\$ -			
	Travel	\$ -			
	Other	\$ -			
	Total Other Incremental Costs	<u>\$ -</u>			
	<b>Total Incremental Expense</b>	<b>\$ -</b>			

**The University will not be accepting Exceptional Increases for this Fees and Rates year.**

Explain how all additional revenues from the increase will be spent to improve the quality of the program:

Provide tuition rates from competitive institutions for comparative purposes:

Describe any prior exceptional increases to the program, including the increase amount and the improved outcomes that were achieved.

Please check this box as confirmation that Appendix C is complete:  Appendix C Complete

**INSTRUCTIONS & DEI**

The "Fees and Rates Form" tab is to be completed for all new fees/rates and changes to existing fees/rates. Please provide details in all grey cells (where applicable).

If an Appendix is to be completed, it will be indicated on the "Fees and Rates Form" tab under "Additional Information". It will not be accepted.

<b>Department</b>	Indicate the department administering the fee/rate.
<b>Fee/Rate Name</b>	Indicate the name of the fee/rate to be introduced or changed
<b>Submitted By</b>	Indicate the name of the individual submitting the new fee/rate
<b>Submission Date</b>	Indicate the date of fee/rate submission.
<b>Consultation with other Faculties/Departments</b>	Indicate if any other units on campus will be impacted by this fee/rate submission.
<b>New/Existing Fee</b>	Dropdown: select whether the fee/rate is new or currently exists
<b>Fee Type</b>	Dropdown: select the appropriate fee type (see <b>Definitions</b> below)
<b>Change</b>	Dropdown: select whether the change to an existing fee/rate is an increase or decrease
<b>Student Groups Affected</b>	Checkboxes: select all student groups impacted by the fee/rate
<b>Additional Information Required</b>	If the submission is for a new MNIF or cost-recovery fee, Appendix A is required. If the submission is for a new non-mandatory differential fee, Appendix B is required. If the submission is for an exceptional tuition fee increase, Appendix C is required. If the submission is for a new tuition fee, the program proposal is required.

**Requested Change**

<b>Fee/Rate Name</b>	Input the name of the fee/rate.
<b>Actual 2025/26</b>	Enter the actual fee/rate as listed in the 2025/26 Fees and Rates Schedule.
<b>Proposed (Future Years)</b>	Enter the proposed fee/rate for the next four fiscal years. The fee/rate must be the same for all years.
<b>General description of fee/rate</b>	Provide a description of the fee/rate.
<b>Reason for requested change and justification of rate</b>	Provide a rationale and justification of the fee/rate and any proposed changes.
<b>Estimated fiscal impact of fee/rate addition or change</b>	Provide an estimate (\$) of the fiscal impact of the new fee/rate.
<b>Exact wording to appear in University Calendar</b>	Provide Calendar wording for all student fees.

**Fee Types**

<b>Instructional Fees</b>	Please contact the Coordinator, Academic Programming for re
<b>Mandatory Non-Instructional Fees</b>	Mandatory Non-Instructional Fees (MNIF) fees are fees that are required of all students to pay. The fees maximum charge is cost recovery of direct costs.
<b>Cost Recovery Fees (Student-Related)</b>	Includes fees collected by departments for cost-recovery purposes.

Differential Fee (Non-Mandatory)	Includes fees charged for credit and non-credit courses to be supported by grants from Alberta Advanced Education.
Tuition Fee - Exceptional Increase	An increase to tuition fees for an approved program of study - Not included in the calculation of average tuition fees for the - Not subject to the 10% cap on increases - For the purposes of increasing the quality of the specified app
Tuition Fee - New Program	Includes fees for instruction for courses that are part of approved programs - fees for courses taken as part of a distance delivery program - fees for off-campus cost recovery instruction programs - fees for courses provided under a third party contract fees for equipment or materials that are retained or leased by - fees charged in respect of work placements or practicum experience do not receive funding from the Government
Other	Fees/rates that do not fall within the categories listed above.

### General Guidelines for Fee Increases

	2025-2026	2026-2027	2027-2028
Domestic Tuition *	2.00%	2.00%	2.00%
Graduate Tuition **	Variable	Variable	Variable
International Tuition	5.00%	5.00%	5.00%
MNIF's	Cost Recovery	Cost Recovery	Cost Recovery
Labour Rates (average)	5.00%	5.00%	5.00%
Rental Rates (estimated)	5.00%	5.00%	5.00%

\* Tuition will need to be determined based on a University wide set increase.

\*\* Tuition rate recommendations for graduate programming are based on market analysis.

**DEFINITIONS**

Information (Student Fees Only)". Fee Submissions with a required Appendix that is incomplete

1.
type or fee/rate change.
fee/rate. If so, provide a brief description, and attach email approval from the unit with your fee
items.
allow for fee type details).
is an increase or decrease, or if the change is policy-related.
e.
Appendix A must be completed.
Appendix B must be completed.
Appendix C must be completed.
All documents (including budget) must be provided with the submission

Fee Document (applies to existing fees/rates only).
Year-over-year % change will calculate automatically.
Proposed changes. Include estimated fiscal impact and market analysis if applicable.
For the change to an existing fee/rate, including all relevant calculations.

Requirements relating to instructional fees.
are not related to instruction (i.e., tuition) in a specific program and are not optional for the
direct fees paid for specific goods or services that typically enhance the student experience.
includes, including fees collected on behalf of a third party (i.e., ULSU, GSA, Lethbridge Transit).

over additional costs of instruction. Programs where differential fees are required may or may

that is:

purposes of the 2% cap

proved program of study

ved programs; other than:

by individuals who do not reside in Alberta

the student, or

erience where the persons or unincorporated bodies providing the work placement or  
ment of Alberta in respect of it

<b>2028-2029</b>	<b>2029-2030</b>
2.00%	2.00%
Variable	Variable
5.00%	5.00%
Cost Recovery	Cost Recovery
5.00%	5.00%
5.00%	5.00%

**University of Lethbridge  
Proposed Fee and Rate Changes  
Effective: 2026-27**

**Faculty/Department:** Students' Union

**Fee/Rate Name:** World University Service Canada (WUSC)

**Submitted By:** Cheri Pokarney

**Submission Date:** September 19-2025

**Have you consulted with other faculties/departments that may be affected by this fee?**

If yes, please provide details and attach faculty/department approval.

**New/Existing Fee:**

**Student/Non-Student Fee:**

**Student Groups Affected:**  
 Undergraduate     Graduate  
 Domestic     International

**Fee Type:**

If other, please specify:

**Change:**

Additional Information (Student Fees Only)	Required	Completed
Appendix A - New MNIF / Cost Recovery Fee	No	n/a
Appendix B - New Differential Fee	No	n/a
Appendix C - Exceptional Tuition Increase	No	n/a
Program proposal document (including budget)	No	n/a

Fee submissions will not be accepted if required additional information is incomplete.

**Requested Change**

Fee/Rate Name	Actual 2025-26	% Change	Proposed 2026-27	% Change	Proposed 2027-28	% Change	Proposed 2028-29	% Change	Proposed 2029-30
World University Service Canada (WUSC)	\$ 2.00	100%	\$ 4.00	2%	\$ 4.08	2%	\$ 4.15	2%	\$ 4.23
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	
		-		-		-		-	

**General description of fee/rate:**

This levy is for WUSC; a student-led club that sponsors a refugee each year in their resettlement and education at the University of Lethbridge through the Student Refugee Program of the World Service of Canada. Through the local committee, this organization supports the incoming Student Refugee Program student both financially as well as socially and academically.

**Reason for requested change and justification of rate (attach cost estimates, market analysis, industry comparatives and supporting documentation as applicable):**

This request is for a one-time increase of \$2.00, and then the following years would just be CPI increases.

**Estimated fiscal impact of fee/rate addition or change (\$) (include all relevant calculations):**

Both full-time and part-time students will pay an additional \$2.00 per semester, and in subsequent years CPI.

**Exact wording to appear in University Calendar (if applicable, please attach as necessary):**

World University Service of Canada

**University of Lethbridge**  
**Appendix A - New MNIF / Cost Recovery Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** World University Service Canada (WUSC)  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
Mandatory Non-Instructional Fee  
**Change:** If other, please specify: -

The following financial information must be provided when submitting a request for a new Mandatory Non-Instructional Fee or new cost recovery fee.

**Fee/Rate Name:** World University Service Canada (WUSC)

<b>Expense</b>	Compensation Costs	
Insert additional rows as required.	Academic Salaries	\$ -
	Support Salaries	\$ -
Only complete expense lines where applicable.	Sessional Costs	\$ -
	Benefits @ 25%	\$ -
	<b>Total Compensation</b>	<b>\$ -</b>
	Other Costs	
	Materials & Supplies	\$ -
	Travel	\$ -
	Other	\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	<b>Total Other Costs</b>	<b>\$ -</b>
	<b>Total Expense</b>	<b>\$ -</b>

<b>Revenue</b>	Government Grant	\$ -
Insert additional rows as required	Tuition Fees (FLEs x \$)	\$ -
	Other Revenue	\$ -
		\$ -
		\$ -
	<b>Total Revenue</b>	<b>\$ -</b>

**Net Revenue over Expense** \$ -

**\*\*NOTE: MNIFs must be breakeven\*\***

Please check this box as confirmation that Appendix A is complete:  Appendix A Complete

**University of Lethbridge**  
**Appendix B - New Differential Fee**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** World University Service Canada (WUSC)  
**Effective Date:** -  
**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**New/Existing Fee:** Existing  
**Fee Type:** Student  
Mandatory Non-Instructional Fee  
 If other, please specify: -  
**Change:**

The following financial information must be provided when submitting a request for a fee related to a new differential fee. A differential fee is charged for credit and non-credit courses to recover additional costs of instruction. Examples of this fee include the Music Studio differential fee and the International Exchange Fee. Programs where differential fees are required may or may not be supported by grants from Alberta Advanced Education.

**Fee/Rate Name:** World University Service Canada (WUSC)

**Extraordinary costs to support delivery of the course/program include. Only complete expense lines where applicable.**

Salary Costs	\$	-
Travel	\$	-
Materials & Supplies	\$	-
Other	\$	-
<b>Total Additional Costs</b>	<b>\$</b>	<b>-</b>
<b>Enrolment</b>		<b>0</b>
<b>Per Course Fee</b>	<b>\$</b>	<b>-</b>

Please provide information concerning why the costs indicated above are in addition to those that would normally be included in instructional fees as well as in addition to the grant (if any) provided by Alberta Advanced Education.

**Please check this box as confirmation that Appendix B is complete:**  Appendix B Complete

**University of Lethbridge**  
**Appendix C - Exceptional Tuition Increase**  
**Effective: 2026-27**

**Faculty/Department:** Students' Union  
**Fee/Rate Name:** World University Service Canada (WUSC)

**New/Existing Fee:** Existing  
Student

**Submitted By:** Cheri Pokarney  
**Submission Date:** September 19-2025

**Fee Type:** Mandatory Non-Instructional Fee  
**If other, please specify:** -  
**Change:**

The following financial information must be provided when submitting a request for an exceptional tuition fee increase. An exceptional tuition fee increase is defined as an increase to tuition fees for an approved program of study that is not included in the calculation of average tuition fees for the purposes of the 2% cap, not subject to the 10% cap on increases, and for the purposes of increasing the quality of the specified approved program of study.

For full details on exceptional tuition fee increases, please see the Alberta Tuition Framework. Version 2.3: <https://open.alberta.ca/publications/alberta-tuition-framework->

**Fee/Rate Name:** World University Service Canada (WUSC)

Only complete expense/revenue lines where applicable.

<table border="0"> <tr> <td><b>Incremental Expense</b></td> <td>Incremental Compensation Costs</td> <td></td> <td><b>Incremental Revenue</b></td> <td>Incremental Government Grant</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Academic Salaries</td> <td>\$ -</td> <td></td> <td>Incremental Tuition Fees (FLEs x \$)</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Support Salaries</td> <td>\$ -</td> <td></td> <td>Other Incremental Revenue</td> <td>\$ -</td> </tr> <tr> <td></td> <td>Sessional Costs</td> <td>\$ -</td> <td></td> <td><b>Total Incremental Revenue</b></td> <td><u>\$ -</u></td> </tr> <tr> <td></td> <td>Benefits @ 25%</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Incremental Compensation</td> <td><u>\$ -</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other Incremental Costs</td> <td></td> <td><b>Net Revenue over Expense</b></td> <td>\$ -</td> <td></td> </tr> <tr> <td></td> <td>Materials &amp; Supplies</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Travel</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Other Incremental Costs</td> <td><u>\$ -</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Total Incremental Expense</b></td> <td><b>\$ -</b></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Incremental Expense</b>	Incremental Compensation Costs		<b>Incremental Revenue</b>	Incremental Government Grant	\$ -		Academic Salaries	\$ -		Incremental Tuition Fees (FLEs x \$)	\$ -		Support Salaries	\$ -		Other Incremental Revenue	\$ -		Sessional Costs	\$ -		<b>Total Incremental Revenue</b>	<u>\$ -</u>		Benefits @ 25%	\$ -					Total Incremental Compensation	<u>\$ -</u>					Other Incremental Costs		<b>Net Revenue over Expense</b>	\$ -			Materials & Supplies	\$ -					Travel	\$ -					Other	\$ -					Total Other Incremental Costs	<u>\$ -</u>					<b>Total Incremental Expense</b>	<b>\$ -</b>				<p><b>The University will not be accepting Exceptional Increases for this Fees and Rates year.</b></p>
<b>Incremental Expense</b>	Incremental Compensation Costs		<b>Incremental Revenue</b>	Incremental Government Grant	\$ -																																																																				
	Academic Salaries	\$ -		Incremental Tuition Fees (FLEs x \$)	\$ -																																																																				
	Support Salaries	\$ -		Other Incremental Revenue	\$ -																																																																				
	Sessional Costs	\$ -		<b>Total Incremental Revenue</b>	<u>\$ -</u>																																																																				
	Benefits @ 25%	\$ -																																																																							
	Total Incremental Compensation	<u>\$ -</u>																																																																							
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	Other	\$ -																																																																							
	Total Other Incremental Costs	<u>\$ -</u>																																																																							
	<b>Total Incremental Expense</b>	<b>\$ -</b>																																																																							

Explain how all additional revenues from the increase will be spent to improve the quality of the program:

Provide tuition rates from competitive institutions for comparative purposes:

Describe any prior exceptional increases to the program, including the increase amount and the improved outcomes that were achieved.

Please check this box as confirmation that Appendix C is complete:  Appendix C Complete

Friday, October 24, 2025 at 4:02:03 PM Mountain Daylight Time

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**Subject:** Students' Union - Fee Review Documents  
**Date:** Friday, September 19, 2025 at 4:50:06 PM Mountain Daylight Time  
**From:** Pokarney, Cheri  
**To:** Anderson, Kari  
**CC:** Figueroa, Alejandro, Oladoye, Moyosoreoluwa, Pike, Bradley, Edwards, Kimoya, Oladoye, Moyosoreoluwa, Office, LPIRG, WUSC, Uleth, Dymond, Anne, Serebryansky, Mark  
**Attachments:** Proposed Fees and Rates Template - Building Fund- 2026-2027.xlsx, Proposed Fees and Rates Template - Operations Fee - 2026-2027.xlsx, Proposed Fees and Rates Template - FLARE - 2026-2027.xlsx, Proposed Fees and Rates Template - WUSC - 2026-2027.xlsx, Proposed Fees and Rates Template - LPIRG - 2026-2027.xlsx, Proposed Fees and Rates Template - Capital Replacement Fund - 2026-2027.xlsx

Hi Kari,

I have attached the completed Fee Review documents for the ULSU. I've included the following:

ULSU Operations Fee - (This one may look confusing, so I can elaborate during the Fee Review Committee meeting).

ULSU Capital Replacement Fund

ULSU Building Fund

Fostering Liberal Arts Research Excellence (FLARE) - New fee

World University Service Canada (WUSC)

Lethbridge Public Interest Research Group (LPIRG)

Please let me know if you have any questions.

Thanks, Cheri

**Cheri Pokarney** | General Manager (she/Her)  
University of Lethbridge Students' Union  
SU180 - 4401 University Drive W, Lethbridge, AB T1K 3M4  
P: [403.329.2769](tel:403.329.2769) | F: [403.329.2224](tel:403.329.2224) | E: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)  
Web: [www.ulsu.ca](http://www.ulsu.ca)

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Mark Serebryansky - 2026-02-19 21:22:53 UTC  
University of Lethbridge Students' Union

samru



students' association  
of mount royal university

*From the Desk of the* Representation Executive Council

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Dear CAUS Board and Member Organizations,

Please accept this letter as formal notification that the Students' Association of Mount Royal University (SAMRU) Representation Executive Council has decided to withdraw our membership from the Council of Alberta University Students (CAUS), effective immediately per the motion below:

**SAMRU REC Withdrawing Membership from CAUS - Wednesday October 22, 2025**

*Motion: to approve SAMRU's withdrawing membership from the Council of Alberta University Students (CAUS), effective immediately, based on the determination that an independent provincial advocacy strategy best serves SAMRU members' interests.*

4-0-0

*Carried*

This decision was made after thoughtful and careful consideration by SAMRU's Representation Executive Council, with the best interests of our student members in mind. Over time, SAMRU has raised a number of concerns and sought opportunities for improvement within the organization. While we have valued the collaboration and shared advocacy within CAUS, a persistent inability to address concerns has led us to conclude that a different approach is necessary at this time.

We would like to extend our sincere appreciation to CAUS and its member organizations for the collective efforts made on behalf of Alberta's post-secondary students. As we move forward, SAMRU remains committed to maintaining positive relationships, open communication, and opportunities for collaboration where it benefits students across the province.

Sincerely,

The SAMRU Representation Executive Council  
Students' Association of Mount Royal University