



The University of Western Ontario
Orientation Planning Committee

Meeting

Wednesday August 19th, 2015
2:00 p.m. – 4:00 p.m.

In Attendance:

Alana Stevenson	Anooshae Janmohammad	Chris Alleyne
Jared Boland	Eddy Avila	Peggy Wakabayashi
Caitie Cheeseman	Taryn Scripnick	Doreen Vautour
Rich Caccamo	Stef Wisofschi	Gwen Lowrie-Dennis
Cassie Anton	Papy Abdie	Folawiyo Laditi

Regrets:

Lesley Munteer	Josh Clark	Tolu Kayode
Hein Ngo	Courtney McDonald	Fabiana Tepedino
Mike Bartlett	Frank Inglis	

Location: UCC conference room 369

Chair: Peggy Wakabayashi and Taryn Scripnick

Call to Order

- The meeting was called to order at 2:00 pm.

Agenda

- Rich requested to add an item to the Agenda under New Business
 - Financial Accessibility

Comments from the Co-Chairs

- Taryn and Peggy noted that O-Week was fast approaching, and sent their thank you to the group.
- Peggy noted that all the effort put into outcomes of the Orientation program has been appreciated, and that it is difficult to make decisions as a committee. Peggy also noted that OPC often toes the line on controversial issues, but that this helps Western stay ahead in terms of policy.

Working Group Updates

Training

- Rich noted that all the Soph Request-to-Miss-Training forms have been received (19 submissions in total).
- The Soph Training schedule has been finalized and O-Staff is working on assigning presenters to rooms.
- There is a Training Working Group meeting tomorrow where the schedule will be finalized and then can be shared with the group.
- Taryn notified OPC that all HBK Executives as well as Faculty Council Presidents will now have to participate in training before they can receive an O-Week wristband. Taryn added that the Executive will be at the Friday Training and one President has confirmed that they will be attending Alternative Training on Saturday.
- Eddy noted that having Executives prepared for Orientation Week is an expectation of OPC, and that it is good the guidelines now reflect this expectation.
- Doreen noted that King's will be conducting 'upstander' and 'safe talk' training.
- Q: Is the expectation that USC Executives will not be participating in Orientation Week without training?
- A: Taryn clarified that Executives will not be allowed on Talbot Hill throughout Orientation without training.
- Eddy noted that Alt-Training online modules have been sent out to Sophs.
- Jared noted that the vast majority of Sophs have completed the Mental Health Training module and about 100 Sophs completed the optional Cross-Cultural Communication module.

Programming

- There will be one final Programming Working Group meeting before O-Week, held next Monday August 24th.
- Eddy noted that a good number of large-ticket talent acts have been booked.
- On Wednesday night Western will be hosting an EDM dance with featured artist Dannic.
- **One Love Rally Update:**

- Trey Anthony has been confirmed to speak (she identifies as Queer and focuses on uplifting and empowering life advice)
- Dan Choy has been confirmed to speak
- Jessi Cruickshank has been confirmed to host
- **Programming Schedule Summary:**
 - Sunday and Monday – Move-in days
 - Monday – Football Game and Residence Programming
 - Tuesday- Residence and Off-Campus Rally
 - King’s is attending the live-burn in the morning
 - Looking to do International short films/youtube clips.
 - Wednesday – Faculty Day
 - The Mike Domitrz “Can I Kiss You?” presentation is scheduled for the evening with no counter programming.
 - The Variety Show is scheduled for late-night programming
 - “Starlight on Main Stage” as well as the Carnival in Talbot Bowl are scheduled for complimentary late-night programming.
 - Thursday- classes and Open Houses begin.
 - Eddy noted that the group has been discussing Soph-lead tours of Open Houses.
 - Programming has been working with Candice, the Volunteer Coordinator, in order to maximize service awareness.
 - Faculty Night:
 - Tri-Sci Dance
 - FIMS market
 - Coffee House
 - Engineering Karaoke with Rick McGee
 - Affilifest will be hosted at King’s University College.
 - Friday – One Love Rally
 - One Love After-show involving slam poets and singer/songwriters is scheduled for the Starlight Stage.
 - Saturday – Walk Off the Earth with Lights Concert on Main Stage
 - Sunday – second concert happening: Down with Webster.
 - Marketed as “The Return of Down with Webster”
 - **Clarification:** the Down with Webster concert will be open to all students and will take place on UC Hill.
- [REDACTED] Peggy recommended doing a ‘shout-out’ from the stage at the “Return of Down with Webster” for the students who missed last year’s concert.
- Taryn noted that the concert will run from around 7:00 pm-10:00 pm due to the fact that students have morning class.

- Taryn noted that the Down with Webster performance was included in the letter to the neighbourhood outlining outdoor late-night events during Orientation Week.
- Q: Peggy asked if there will be fireworks during Orientation Week this year.
- A: Eddy noted that fireworks are planned to occur after the One Love Rally.
- Doreen noted that the Down with Webster show would be a good jumping-off point to advertise the Homecoming concert.

Assessment

- Assessment is currently discussing the NASPA 2015 Orientation Benchmarking Survey to decide whether it should be featured.
- The Assessment Working Group recently came to the consensus that the Benchmarking Survey is not useful as an assessment tool for Western at this point as there were irrelevant questions that could not be re-worded.
- This decision can be addressed in the future, but at this point the survey has low Canadian uptake and applicability.
- Assessment is also currently working on amending the 2014 O-Week Survey, which will be sent to campus labs once finalized.
- In early October Assessment is planning to run focus groups to garner Soph O-Week feedback.
- Questions are currently being designed for a Soph Post-O-Week Survey, which is meant to be a place for Sophs to express their perspectives, as they are so involved in O-Week.
- Selection will start following Soph focus groups.

Accessibility

- The Accessibility Working Group will be focusing on financial accessibility in the coming week.
- Currently working on coming up with a confidentiality agreement for Sophs to promote sharing sensitive information “up not out”. This policy is rooted in promoting the respect of all participants in Orientation Week.
- [REDACTED] Peggy noted that confidentiality between Sophs and First Year Students should be mentioned during Soph Training.
- **ACTION:** Gwen to update Affiliate multi-faith space information on Guidebook as well as information on local places of worship.
- **ACTION:** Gwen to add basic information about accessible banks and grocery stores around London to Guidebook.

O-Pass

- Currently working on constructing updated O-Pass Guidelines for 2015.
- The wristband replacement booth will no longer be available at Talbot College.

- Wristband replacement will now occur at Mustang Central and the hours will be extended.
- **Mustang Central Extended Hours:**
 - Sunday September 6th : 9:00 am – 5:00 pm
 - September 7th – September 12th : 9:00 am – 11:00 pm
- O-Pass Opt-ins will also be taking place at Mustang Central, with the exception of King's and Brescia.
- It was decided that if students lose their wristband once, they must pay \$25; if they lose the wristband twice they will pay \$50, and if they lose it a third time it will not be replaced.
- Athletes will be notified in advance about wristband replacement protocols.
- **ACTION:** Gwen to add O-Pass wristband guidelines to Guidebook.
- Jared noted that if current Sophs help with O-Pass stuffing they will get free admission to Soph Throwback Pub.
- Jared shared that he is currently working on an O-Pass guidelines document.
- **ACTION:** Gwen to reach out to Jared about O-Pass guidelines.

Action Item Review

- **Update:** A memo has been sent out to Sophs, notifying them of the 2015 uniform guideline amendments.
- Peggy noted that OPC faced some negative feedback regarding Soph Uniform Guideline Amendments, and that MedSyd in particular is upset as it conflicts with their uniforms for this coming year.
- **Specific Concern:** The MedSyd Soph team has purchased synthetic hair for this upcoming Orientation and 10 of the Sophs have created dreadlocks out of their synthetic hair. If these students were unable to use their hair accessories during Orientation, they would be personally covering the costs they spent on the synthetic hair.

Discussion – Soph Uniform Accommodations

- [REDACTED] Peggy suggested that if any leniency is provided to Soph teams in regards to uniform guidelines that Sophs be required to provide a strategic plan to OPC explaining how the new policy will be implemented effectively next year.
- Eddy outlined the pros and cons for the group, noting that while it would be inconsistent with the policy decision to allow select MedSyd Sophs to sport dreadlocks, it may be beneficial to let MedSyd know that we value their input by making accommodations.
- Doreen noted that the concerns surrounding MedSyd's inclusion of synthetic dreadlocks in their team uniform are also rooted in issues of financial accessibility, as the synthetic hair can cost up to \$70.
- Caitie noted that she was concerned about potentially giving the Head Sophs concession because they may try to avoid adhering to the uniform guidelines next year.

- Papy noted that she is uncomfortable about letting the Sophs do something that OPC has deemed to be inappropriate.
 - Papy expressed that if the concern pertained to something more obviously offensive, a stronger stand would be taken, and for this reason she disagreed with allowing any Sophs to sport synthetic dreadlocks.
- Cassie noted that she sympathized with the poor timing of the policy this year, but did not know if the dreadlocks could be worn appropriately at this point.
- Chris noted that the group may not come to a consensus, and that the issue should potentially be referred to OGB.
- Peggy noted that it was more of a timing issue, as well as an issue rooted in practical policy outcomes for the future.
- Eddy noted that there is a learning piece involved in the policy change regardless of minor exceptions made for this year.
- Caitie reminded the group that the issue is being covered by the Gazette, and due to the media coverage and interpretation, there may not be the possibility of a win-win situation.
- Papy framed the situation by asking: If Western was to be on the nightly news over dreadlocks, what decision would OPC feel most comfortable defending?
- Doreen noted that the fact that OPC is addressing this after years of use complicates the decision.
 - Doreen noted that if the uniform concerns were being voiced by students, MedSyd may be more lenient in regards to changing their practices.
 - Doreen also noted that if individuals were named in the media for wearing dreadlocks as part of their Soph uniforms, their comments and support may vary and it would generally be a problematic situation.
 - Doreen also noted that we should address the financial accessibility concern with MedSyd directly.
- **Clarification:** Jared clarified the issues, noting that 10 MedSyd students have dreaded the synthetic hair that had been purchased for their uniform despite warnings of potential changes to policy, and are now facing a loss of money due to the investment.
- Rich noted that MedSyd acknowledges the importance of the decision, and that the dispute is more-so over timing.
 - Rich acknowledged that this tradition will carry less weight with time, and that the issue is more about timing.
 - Rich clarified to MedSyd that they would be responsible for media accountability, and that this is a conversation they need to have as a team.
- Rich noted that he has been receiving feedback from the uniform memo sent out to Sophs and that there has been confusion over the nature of the policy. **To clarify, the updated Soph uniform policy does not stipulate against the individual use of dreadlocks but only against team uniform use.**

- Rich noted that it was important to clarify this nuance to the Western community.
- Peggy noted that push-back comes when there is no alternative, and that we should inform MedSyd of the weight of the issue, but leave the decision up to them for this year.
- Chris noted that it may be worth it to have a conversation about this with the team in person come September 1st when all Sophs have moved in.
- Peggy noted that she does not feel that MedSyd has intended to infringe on culture.
- **CONSENSUS** The group agrees that Chris, Rich and Alana will address the discrepancies that resulted from the Soph uniform guideline amendments moving forward and speak to the MedSyd Soph team in person come September 1st.

Shinerama Shuttle Buses

- Eddy and Taryn have been working on the Shinerama shuttle bus budget. They suggested that the funds for the shuttles could come from a segment of the charity donations collected during Shinerama, as in the past they have been funded through student fees.
- Eddy explained that in typical charity fundraising programs the amount that becomes donated is the profit that is made after expenses have been deducted.
- Q: Doreen asked if the USC Student Council has a policy covering charity donations to third parties.
- A: Taryn clarified that there is a piece in Western policy which stipulates that student fees cannot be used for third party charities for anything other than the intended focus of the charity.
- **Clarification:** Charity is requesting that their golf cart as well as the shinerama return shuttle be funded. The rationale for this request is based on the premise that event shuttles are a part of the student experience, and should therefore be covered through student fees.
- Q: Peggy asked how much the shuttle and golf cart will cost.
- A:
 - The golf cart will cost \$500-\$600 for a week.
 - The shuttle buses will cost about \$4000 in total, and Charity is asking that the USC (student fees) pay for half of the return shuttles (1000).
 - Last year's total charity donation came to around 123,000.
- Rich noted that it is unethical to charge students for a Charity event, and that it makes sense for Charity to fund the shuttles as they are necessary for the safety of the event.
- Doreen noted that the safety precautions associated with Shinerama have to do with the event organizers and not the Orientation Planners. Charity has a responsibility to account for the safety and materials of their own event.
- Caitie noted that she wanted the return shuttles to be mandatory.
- Papy noted that the messaging around return shuttles needs to be improved, as many students have been unaware of them in the past.

- ~~CONFIDENTIAL~~ Shinerama return shuttle buses will be funded by the Charity team as opposed to the USC.
- **Update:** Charity representatives from each Soph team will come to the USC office at 12:00 pm, 9:00 pm and 1:00 am in order to drop off money from Charity merchandise into a safe. The USC will then distribute the money to respective councils.
- Jared noted that there are currently Faculty teams that are having financing struggles.
 - Due to previous financial mismanagement, teams are unequally facing difficulties properly dispersing their student budget. These teams are now turning to OPC for support.
 - The FIMS Council has an 18% contingency in their student budget and therefore the students are paying 100% of the funding for 80% of it to be invested in the orientation experience.
 - The USC has already bridged 80% of their funding.
- Q: Peggy asked if OPC still had a contingency fund.
- A: Chris noted that it is not accessible at the moment, and that it is an agenda item for the future.
- **ACTION:** Cassie and Dr. Kanabe will connect on the issue of an OPC contingency fund.

New Business

Financial Accessibility among Constituencies

- Rich recently noticed that residence teams are being charged double for their late night security on Monday night due to the fact that it is a holiday.
- Chris noted that residence teams have been stretched thin and that their budget needs to be re-addressed.
- Rich feels that it is fair to subsidize all constituencies with labour costs for the Monday, due to the fact that this is a stress on the residence programming budgets that is out of their control.
- ~~CONFIDENTIAL~~ research the status of the OPC constituency fund.
- ~~CONFIDENTIAL~~ Doreen recommended setting up a specific fund in order to subsidize O-Week Labour Day costs.
- Concern was expressed over the number of teams hoping to be supported in order to make events possible in terms of their budget.
- The group recognized that security is the highest cost for many events.
- Peggy noted that this issue warrants a greater discussion in September.
- Chris noted that this year's Orientation Budget includes a grant fund of 2000.
 - Rich noted that the extra Labour Day security costs for Saugeen and South-side alone will cost \$1600.
- **ACTION:** Rich will confirm those amounts and send them to Taryn.
- Doreen also noted that the formulaic part of constituency budgets needs to be looked at.

- Taryn noted that the registrar's office is in the process of screening O-Pass opt-outs and that those numbers will be solidified shortly.
- Rich and Gwen will be drafting the 2015-2016 important dates document.
- **ACTION:** Gwen to circulate a document collecting personal information from the group (cell phone numbers, email, etc.)

Adjournment

- The meeting was adjourned at 4:15 pm.

Next Meeting

- OPC will resume meetings in the fall; the fall schedule will be circulated once schedule arrangements have been made that accommodate all members.

Summary of Key Items

- **ACTION:** Gwen to update Affiliate multi-faith space information on Guidebook as well as information on local places of worship.
- **ACTION:** Gwen to add basic information about accessible banks and grocery stores around London to Guidebook.
- **ACTION:** Gwen to add O-Pass wristband guidelines to Guidebook.
- **ACTION:** Gwen to reach out to Jared about O-Pass guidelines.
- **ACTION:** Cassie and Dr. Kanabe will connect on the issue of an OPC contingency fund.
- **ACTION:** Rich will confirm those amounts and send them to Taryn.
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- [REDACTED] Peggy recommended doing a 'shout-out' from the stage at the "Return of Down with Webster" for the students who missed last year's concert.
- [REDACTED] Peggy noted that confidentiality between Sophs and First Year Students should be mentioned during Soph Training.
- [REDACTED] Peggy suggested that if any leniency is provided to Soph teams in regards to uniform guidelines that Sophs be required to provide a strategic plan to OPC explaining how the new policy will be implemented effectively next year.
- [REDACTED] Doreen recommended setting up a specific fund in order to subsidize O-Week Labour Day costs.
- **CONSENSUS:** The group agrees that Chris, Rich and Alana will address the discrepancies that resulted from the Soph uniform guideline amendments moving forward and speak to the MedSyd Soph team in person come September 1st.
- **CONSENSUS:** Shinerama shuttle buses will be funded by the Charity team.
- [REDACTED] research the status of the OPC constituency fund.