

RED RIVER COLLEGE

STUDENTS' ASSOCIATION

SA REP HANDBOOK

2020 -

2021



Executives

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Welcome SA Reps!

We would like to say thank you very much for participating and taking interest in becoming a SA Rep. Being the voice for your peers will help the entire student body communicate with the Red River College Students' Association (RRCSA).

This is a great opportunity to demonstrate leadership within the Red River Colleges community. Students are the very purpose of the RRCSA's work, and you'll be an integral part of the RRCSA by facilitating the flow of information and communication between the student body and your elected officers.

What You'll Do

Attend SA Rep meetings to voice your academic and service-related concerns, opinions, and ideas. You will relay information shared at meetings back to fellow students using the communication method that works best for you.

What You'll Gain

Networking opportunities, new friends in other programs, information on current social events, leadership skills, and volunteer hours.

We look forward to working with you to improve our students' experience at Red River College!

Sincerely,

Avery Halldorson
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sa_academic@rrc.ca

&

Melissa Ghidoni
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What You'll Do

Communication

As a SA Rep, you'll act as a spokesperson on behalf of your peers. SA Rep meetings are an opportunity to bring questions, comments, and concerns regarding general or other class and program specific areas to the attention of the Students' Association. You'll also work with fellow SA Reps to develop ideas to enhance the student experience while we navigate through the College experience.

Information and Referral

Having basic knowledge of the different SA and college services is very important. It is beneficial to know where to direct your fellow students when they have questions or need information. For example, health and dental plan concerns and questions can be directed to redriverplan@mystudentplan.ca or CM75C (NDC) and P110 (EDC) when students are learning on campus.

You will be emailed beneficial information about current events, RRCSA services, and other things that impact students. We ask that you pass along this information, and forward the emails to your fellow classmates, in order to keep students informed.

Promotion and Participation

To assist the Students' Association and College in promoting student participation in the various social, cultural, and educational activities offered by the SA and RRC.

Help other students make the most out of their college experience by encouraging them to:

- Participate in events
- Utilize RRCSA & RRC services
- Volunteer
- Socialize with and support their peers
- Learn about current SA Priorities and initiatives
- Get involved with SA elections, clubs, and foodbank
- Learn about Wellness opportunities

What is the RRCSA?

The Red River College Students' Association (RRCSA/SA) was formed in 1963, and on June 10, 1974, the RRCSA was incorporated by an act of the Manitoba Legislature making it an independent legal and business entity. The RRCSA is a not for profit organization.

The SA acts primarily as an advocate for student concerns, publishes a student newspaper, and offers many different activities throughout the school year.

All students who pay student fees become members of the SA, including full-time and part-time students, and those enrolled in Continuing and Distance Education courses.

Each year a general student election is held. Students are encouraged to exercise their right to vote for the four SA executive positions; President, Vice President Academic, Vice President External Affairs, and Vice President Internal. You must be a registered student at RRC to run for a position and continue taking classes while serving in office. The presidents' position is considered full-time (30 hours per week), while the Vice Presidents' work 20 hours per week. All executive officers earn a wage for their respective positions. During the summer office schedule (July-August), the VP's work 30 hours per week.

Our Mission

To improve the students' experience at Red River College in a responsible, courteous, and cost-effective manner.

Our Vision

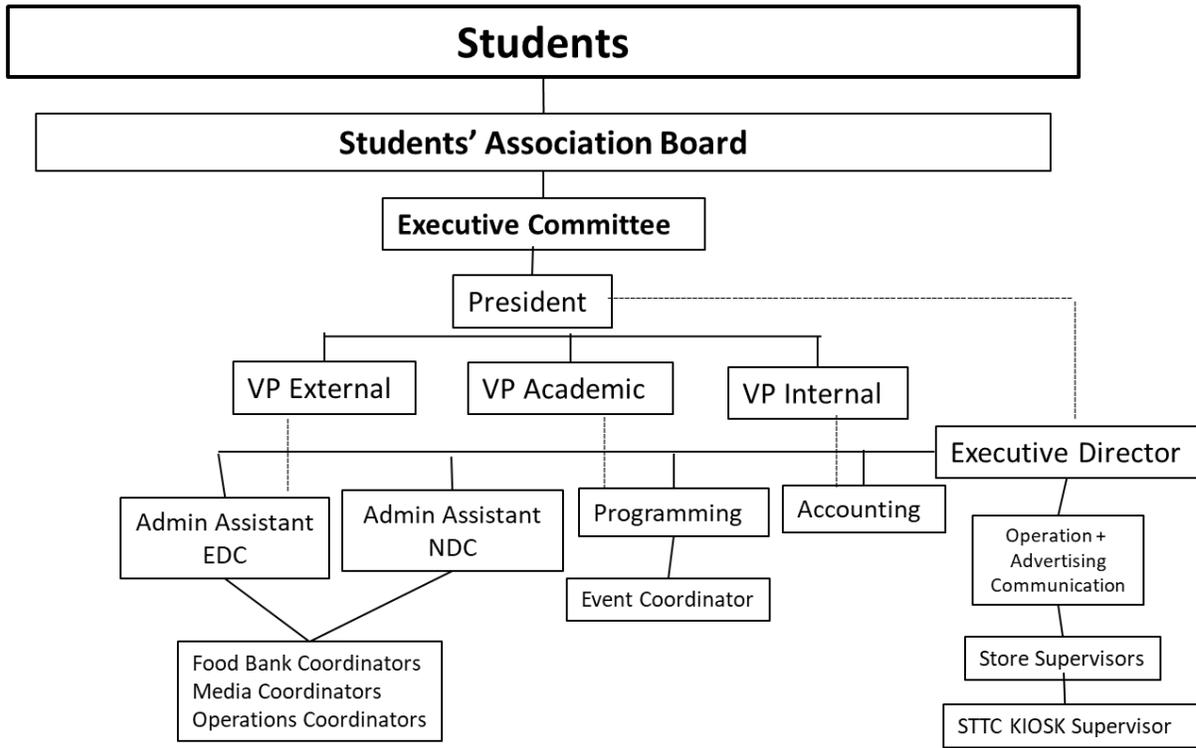
A safe, positive, and inclusive environment college-wide that encourages students to develop their personal and professional confidence and capabilities, by taking part in Students' Association service and programming.

Our Values

Students are our business. Students are the very purpose of our work. Without the students, our business does not exist. Students bring us their needs and wants. It is our responsibility to assist them to the best of our ability and resources. Our students deserve friendly and attentive treatment every time they come to us.

Organizational Structure

Students' Association Organizational Chart - 2020



It is important to recognize that the SA is a separate business entity from the college. All positions are held by students, besides the Executive Director and their staff.

Students' Association Board (SAB)

The SAB is the governing body that sets the policies, approves spending, and determines the objectives and direction of the Students' Association. Up to 15 Students are elected annually to serve a one-year term on the board. The SAB strives to have student representation from different program areas as well as equity groups. Once elected, SAB members can self-declare which group(s) they represent.

This is a great opportunity for you to gain valuable experience in a professional board setting, learn Robert's Rules of Order, and work with students from a wide variety of programs to determine and achieve meaningful goals that will benefit

the student body at Red River College. Board meetings are held monthly and alternate between NDC and EDC campuses. When meetings can't be conducted in person, they may take place virtually.

In the Fall term there are 10 board seats available and Spring Term there are 5 seats available. In September Board nomination packages are released. Candidates need to complete the package through our website as well as submit an About me page introducing yourself to your fellow students. After packages are completed you will be campaigning for the position. Required to write a speech and a positioning statement which will be presented at a SA Rep meeting. To become a board member, candidates must be successfully elected by the student body. To become a board member, you must be a current student yourself.

Executives

The executives of the SA include the President, Vice President Internal, Vice President External Affairs, and Vice President Academic. This is a part time position for Vice Presidents (20 hours/week), and a full-time position for the President (30 hours/week). During the Summer months VP's work full-time (30 hours/week). Executive duties include working on projects affecting the SA and student body, sit on committees, and perform their individual position duties.

The executive positions are paid, provided a premium parking spot at NDC, travel opportunities, and is a fantastic way to gain experience.

During February, elections packages are released. Executives must obtain 50 signatures, campaign, abide by election bylaws, and win. They then serve a one-year term beginning the first week after winter exams commence.

SA Reps

SA Reps will attend monthly meetings, where they can bring up topics, and access current information. The duties include listening to concerns and suggestions from students and relaying them back to the VP Academic or the VP External Affairs, as well as relaying information from SA Rep meetings back to your classmates, and forwarding the emails sent from executives. You are also a point of contact for students with questions about SA and college services.

This is a fantastic opportunity for any student to make change in their community, while gaining experience, and leadership skills. To become a SA Rep, you sign up online and show up to the meetings.

The SA offers SA Reps an opportunity to win a prize at end of each meeting, and

a letter of reference at the end of the year upon duties being performed adequately.

Executive Director

The Executive Director is an employee of the SA and is responsible for the general management of programs and services. They also manage all SA staff, and provide direction to the Executives when needed.

RRCSA Services

- **Appeal Support**
When unhappy with a grade or other academic issue, you may consult with the VP Academic or VP External Affairs. <https://rrcsa.ca/wp-content/uploads/2020/08/StudentAppealForm.pdf>
- **Events**
Examples of past events: Career Fair, Disorientation Week, Thrive Week, Turban Pride Day, Movie Mondays, intramurals and tournaments, off-campus events, etc. <https://rrcsa.ca/events/>
- **Retail Stores and Spaces**
The SA owns and operates 3 on-campus convenience stores, The Ox, The Mercantile, STC Coffee Shop and manages many student lounges and spaces.
- **Campus Clubs**
Coordinate club signups, finances, Zoom Club events, etc. <https://rrcsa.ca/club/>
- **Hallway Vendors**
The Students' Association works with a variety of vendors who sell everything from clothing, arts and crafts, books, and tax services in the Library Hallway – (Notre Dame) and the Atrium – (Exchange District). (Pending Review)
- **Donations and Funding Requests**
Gym equipment, EP Tradeshow, Graduations, etc.

- **Advocacy**
 The RRCSA is a member of the Canadian Alliance of Student Associations (CASA), a national lobbying organization dedicated to improving post-secondary education.
- **Health and Dental Benefits**
 The RRCSA has an Extended Health and Dental and RRC International Student Emergency Insurance for students. Students who meet the criteria are automatically enrolled. <https://rrcsa.ca/health-and-dental-benefits/>
- **Scholarships, Awards, and Bursaries**
 The Students' Association offers over 15 various scholarships and awards to support students. We also provide a Compassionate Bursary for one-time emergency funding. <https://rrcsa.ca/scholarships-and-awards/>.
- **Food Bank**
 During the academic year, we run a food bank at our Notre Dame and Exchange District campuses that offers food hampers monthly for students. (Winter term only)
- **Food Bank (Fall Term)**
 This year for the fall term Food Bank will not be available on campuses. To acquire food bank items, contact Winnipeg Harvest at (204) 982-3660 or email appointments@winnipeg Harvest.org
- **The Projector Student Newspaper**
 The Projector is the Red River College Student E-Newspaper. It is editorially independent and supported by the Students' Association. <https://rrcsa.ca/projector/>
- **Volunteer and Employment Opportunities (Limited for Fall Term)**

RRCSA Scholarships & Awards

The Students' Association is proud to provide the following scholarships, awards, and bursaries to help students out financially. Awards go up to \$1000. The deadline and criteria for applications are noted on each award. Scholarships and awards are listed online at rrcsa.ca/scholarships-and-awards.

- Athletic Scholarships
- Chad Hildebrand Memorial Award
- Community Involvement Recognition Award
- Go Green Machine Award
- International Student Scholarship
- Regional Campus Scholarship
- Single Parent Bursary
- Students with Disabilities Bursary
- Indigenous Student Award

To apply for a scholarship, award, or bursary:

Fill out the general RRC application and submit it along with any required documentation to an RRC Student Services Centre. Forms can be found at one of our offices or online a <https://rrcsa.ca/scholarships-and-awards/>. The college has over 500 awards, scholarships, and bursaries for students to apply for as well.

Volunteer Opportunities

The RRCSA needs many volunteers for events and committees to help make this year great. Commitments can vary from just one hour to as many as you can handle. Volunteering can be a great way to gain some valuable job experience and help with references for the future. It can also be a great way to meet other people and broaden your experience here at Red River College. Possible volunteer opportunities include:

- Events
- Food Bank
- SA Reps
- Career Fair
- Students' Association Board
- Elections (Student, Provincial, Federal)
- Campaigns (Get Out The Vote, Students Let's Act, etc.)
- Writers for the Projector
- Committees
- Student Clubs

To become a volunteer, fill out the online form at rrcsa.ca/volunteernow
(Winter Term only)

Students who volunteer a minimum of 10 hours will receive a letter of reference.

Health & Dental Benefits

The RRCSA has an Extended Health and Dental and RRC International Student Emergency Insurance for students. When speaking with students, we recommend you refer them to the Student Benefits Plan Office:

Notre Dame Campus (NDC)
CM75C - 2055 Notre Dame Ave
Winnipeg MB R3H 0J9
Phone: (204) 632-2503

Exchange District Campus (EDC)
P110 - 160 Princess Street
Winnipeg MB R3B 1K9
Phone: (204) 949-8537

During the COVID-19 pandemic, the Student Benefits Plan Offices will be closed. Students can contact a plan administrator at redriverplan@mystudentplan.ca.

More information, including a complete overview of coverage is available at www.mystudentplan.ca.

Student Extended Health and Dental Plan

- Full-time students (domestic and international) are automatically enrolled in the plan and are assessed the fees for 12 months of coverage.
- The cost of this plan is \$135 for health and \$120 for dental.
- The fees are assessed, and the coverage commences on the 1st day of the month in which your program begins.
- Students with alternative and comparable coverage can choose to opt out of the plan. Manitoba Health is not considered comparable coverage.
- The deadline to opt out is 30 days from the start date of their program
- Students can purchase optional coverage for spouse and/or dependents by submitting an online Family Add on Request. Contact Student Benefits Plan Office for important deadlines and additional costs.

RRC International Student Emergency Health Plan

- RRC International Students with a study permit are automatically enrolled in the International Student Emergency Health Plan
- The cost of this plan is \$766.50 for 12 months of coverage
- Eligible International Students will receive an email to their academic email address from MyCanadaPlan with more information.

Students can purchase optional coverage for spouse and/or dependents residing in Canada by submitting an online Family Add on Request. Contact Student Benefits Plan Office for important deadlines and additional costs.

Food Bank

The RRCSA has partnered with Winnipeg Harvest to offer a food bank to students. The food bank is available monthly throughout the academic year.

Fall Term

Due to the COVID-19 pandemic, there will be no onsite food bank during the Fall 2020 term. Students who need this service are encouraged to contact Winnipeg Harvest (204-982-3660) to locate the closest pick-up site to them.

Winter Term

EDC W106	NDC Food Bank Trailer (NW Student Parking Lot)
January 20	January 8
February 3	January 22
February 17	February 5
March 3	February 19
March 17	March 5
March 31	March 19
April 14	April 16

To sign up for the food bank:

Domestic Students

- Call Winnipeg Harvest at 204-982-3660 or email appointments@winnipeg Harvest.org **every time** you wish to access the food bank You will need your student ID number AND Manitoba Health number to register.
- Student ID and Manitoba Health card must be shown to pick up hampers.

International Students (without Manitoba Health)

- You will need to fill out an authorization form at one of our offices. Please bring your student ID card and a document with your current address.
- Once the form has been submitted, you must call Winnipeg Harvest at (204) 982-3660 or email appointments@winnipeg Harvest.org **every time** you wish to access the food bank
- Student ID card must be shown to pick up hamper

Campus Clubs

Starting your own Club through the RRCSA is easy and it's even easier to join one!

Any student can join or create a club. To join a club, contact the VP Internal at sa_internal@rrc.ca.

What are the advantages of becoming a club?

- You will gain exclusive access to SA spaces like the Club Hub (NDC) (When back on campus)
- Banking assistance

To start a Students' Association approved student club, fill out and submit a club registration form (www.rrcsa.ca). It only takes a minimum of 5 students.

<https://rrcsa.ca/club/>

Appeals

What is a Student Appeal?

An appeal is the process by which a student may seek a review of a decision that has been made by the college regarding an Academic Evaluation, Discipline, or another matter that affects a student's academic career. Appeals are to be done individually. If you are appealing a group project or assignment, each person in the group must submit their own appeal.

The student appeal process is officially located at <http://www.rrc.ca/policies> under **S3 - Student Appeals**. Be certain to read that policy before starting the process. Students are responsible for following the college's academic policies. There may be other college policies that pertain to your situation so be sure to read all of the policy names. Know your rights and equally know your responsibilities by reading the **S1 – Student Rights and Responsibilities** policy.

What is the RRCSA's role?

The Students' Association's role is to provide information and assistance to the student in the preparation and presentation of an appeal of a grade or disciplinary decision. While we are not involved with the actual appeal itself, we are here to give whatever advice is needed and direction the students can take in the process.

For Students at the Notre Dame Campus:

Avery Halldorson
VP Academic
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For Students at the Exchange District or Regional Campuses:

Melissa Ghidoni
VP External Affairs
sa_external@rrc.ca

You can find the printable appeal form and more appeal tips and resources at <https://rrcsa.ca/wp-content/uploads/2020/08/StudentAppealForm.pdf>