



AGENDA
Board of Directors Meeting
April 13, 2017; 7:00 p.m.
Niagara-on-the-Lake Campus
Ventures Training Room, W212

Chairperson: Chris Williams

1. Declaration of Conflicts 1 min

Items for Approval

2. Approval of Agenda 1 min
3. Approval of Motions 1 min
4. Approval of Previous Meeting Minutes – March 23, 2017 2 min
5. Bills & Income Statements – Karen Marasco 2 min
6. President Report – AliceMary Nakiwala 10 min
7. Verbal Campus Update – Fred Donkor/Ryan Huckla 5 min

Action Items

Point of Interest Items

8. Executive Director’s Report – Steve Kosh 5 min
9. Longer Hours at Student Centres – AliceMary Nakiwala 5 min
10. International Spring Orientation – Ryan Huckla 5 min

Items for Decision/Discussion

11. KPI Questions – Steve Kosh 5 min
12. Approval of 2017-2018 Board – Steve Kosh 5 min
13. Summer Transit 2018 – Steve Kosh 10 min
14. Capital Projects – Steve Kosh 5 min
15. CSA Membership – AliceMary Nakiwala 5 min
16. Policy and Procedure Manual – Steve Kosh/AliceMary Nakiwala 25 min
17. Cardboard House Donation – Jenny Siman 2 min
18. Agenda Items for Next Meeting 2 min
19. Next Meeting 2 min
20. In Camera 30 min

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ncsac.ca

Board of Directors Meeting
 April 13, 2017; 7:00 p.m.
 Niagara-on-the-Lake Campus
 Ventures Training Room, W212

Present: Steve Kosh Karen Marasco Chris Williams Myra Pisano
 Jennifer Olm AliceMary Nakiwala Fred Donkor Jared Dawson-Klein
 David Dominguez Aman Arora Vineet Bhatia Ryan Huckla
 Jennifer Siman Ryan Krafft Chelsea Mizzi Ceren Camoglu

Guests: Diana Nikanovich Marilia Fructuoso Machado Welter Tom Price

Regrets: Matthew Davies Lesley Calvin

Scribe: Heather Storey

This meeting was called to order at 7:07 p.m. and chaired by Chris Williams.

Action Items

SAC 8.1	<p>Declaration of Conflicts The following conflicts were declared:</p> <p>Discussion: Ryan Huckla, Ryan Krafft, Chelsea Mizzi, Ceren Camoglu, Vineet Bhatia, and Aman Arora declared conflict is Agenda Item #8.12 "Approval of 2017-2018 Board".</p>	
SAC 8.2	<p>Items for Approval Approval of Amended Agenda</p> <p>Motion made to approve the agenda for the April 13, 2017 Board of Directors meeting as amended.</p> <p>Motioned by: Vineet Bhatia Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	
SAC 8.3	<p>Items for Approval Approval of Motions</p> <p>Motion made to approve the prepared motions for the April 13, 2017 Board of Directors meeting as amended.</p> <p>Motioned by: Chelsea Mizzi Seconded by: Fred Donkor</p> <p>All in Favour, Carried.</p>	
SAC 8.4	<p>Items for Approval Approval of Previous Meeting Minutes – March 23, 2017</p> <p>Motion made to approve the minutes from the March 23, 2017 meeting as submitted.</p> <p>Motioned by: Fred Donkor Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	
SAC 8.5	<p>Items for Approval Bills & Income Statements</p> <p>Motion made to accept the Bills and Income Statements as submitted.</p> <p>Motioned by: Vineet Bhatia</p>	

	<p>Seconded by: Jared Dawson-Klein</p> <p>All in Favour, Carried.</p>	
SAC 8.6	<p>Items for Approval President Report – AliceMary Nakiwala</p> <p>The President’s Report was sent to the Board at an earlier date for them to review. AliceMary Nakiwala attended many activities and meetings she has participated in over the past few months.</p> <p>Motion made to accept the President’s Report as submitted.</p> <p>Motioned by: Fred Donkor Seconded by: David Dominguez</p> <p>All in Favour, Carried.</p>	
SAC 8.7	<p>Items for Approval Verbal Campus Update – Fred Donkor/Ryan Huckla</p> <p>Fred Donkor, Niagara-on-the-Lake Campus Fred has been very involved in the Policy Review Committee revising the Policies and Procedures Manual. In regards to initiatives, the Niagara-on-the-Lake team hosted a Cultural Awareness Week with lots of activities such as: Henna, Origami, sweets from various cultures, and a map where students could sign where they’re from. In addition, the Niagara-on-the-lake team attended the Spring Open House, NCVLA’s and Seafood Gala. The Paint Party Pub Night and the Pig Roast were both successful events. The Niagara-on-the-Lake team attended their last Executive meeting and sanctioned the Office Administration Club. The Rise & Shine Breakfast Program has consistently served between 100-120 students every Tuesday and Thursday. Starting on April 8, 2017 GO Transit will be stopping at Niagara College Niagara-on-the-Lake campus before heading towards Toronto on Route 12. The Niagara-on-the-Lake team is working on their transition binders for the incoming board members.</p> <p>Ryan Huckla, Welland Campus The last Paint Party Pub Night at Welland Campus was a big success and the Executive team also hosted a Cultural Awareness Week showcasing an array of cultural activities. Due to the efforts of Jennifer Siman, Loveable Labels will be sending a cheque to NCSAC. The Welland executive team are working on their transition binders and are also setting up meetings with the incoming board.</p>	
SAC 8.8	<p>Point of Interest Items Executive Director’s Report – Steve Kosh</p> <p>The Executive Director’s Report was sent to the Board at an earlier date for them to review. Steve Kosh explained to the Board that he will be submitting an Executive Director’s Report on a monthly basis that will include the Manager’s Reports.</p>	
SAC 8.9	<p>Point of Interest Items Longer Hours at Student Centres – AliceMary Nakiwala</p> <p>In the beginning of January AliceMary received an e-mail from a concerned student who lives in the Residence building at the Niagara-on-the-Lake campus. He voiced his concerns about students not having any on-campus food options after 7:00 p.m. The student stated that students are travelling to the Outlet mall to purchase food. Safety is a concern, as there have been several students who have been approached by people. AliceMary explained that she would forward his complaint to the NCSAC Board of Directors. Steve and Jenny will work with next year’s Board of Director to discuss extending the Student Centres hours of operations.</p>	
SAC 8.10	<p>Point of Interest Items International Spring Orientation – Ryan Huckla</p> <p>International Spring Orientation will take place at the Welland Campus on Wednesday, May 3 – 4, 2017. The International department have contacted Ryan H to come in and do a 30-minute presentation about what NCSAC is and the services we provide. Ryan asked the Board to email him if they are</p>	

	interested in participating.	
SAC 8.11	<p>Items for Decision/Discussion KPI Questions – Steve Kosh</p> <p>The Key Performance Indicator (KPI) Student Satisfaction Survey asks questions to students about various aspects of their experience at their post-secondary institution. On the Niagara College KPI Survey, NCSAC has two questions:</p> <p><i>83. How satisfied are you with the services provided by the Student Administrative Council (SAC) at your campus?</i></p> <p><i>84. How satisfied are you with the food and beverage services in the current Student Centres (Armoury & The Core)?</i></p> <p>Motion to approve the KPI questions as presented.</p> <p>Motioned by: Jennifer Siman Seconded by: Jared Dawson-Klein</p> <p>Favour: 10 Abstain: 1</p> <p>Discussion: The KPI questions are due on April 27, 2017. It was discussed that the NCSAC specific questions are quite vague and would not generate useful information. Next year’s BOD will look at revising the NCSAC questions for next year.</p> <p>Motion Carried.</p>	
SAC 8.12	<p>Items for Decision/Discussion Approval of 2017-2018 Board – Steve Kosh</p> <p><u>2017-2018 Board of Directors</u> Ryan Huckla - President Ryan Krafft – Executive Vice President (WC) Aman Arora – Executive Vice President (NOTL) Tom Price – Director of Goodwill (NOTL) Liam Fitzsimons – Director of Goodwill (WC) Ceren Camoglu – Director of Social Programming (WC) Vineet Bhatia – Director of Social Programming (NOTL) Marilia Fructuoso Machado Welter – Director of Student Relations (WC) Diana Nikanovich – Director of Student Relations (NOTL) Chelsea Mizzi – Director of Clubs (WC) Artem Mekshun – Director of Clubs (NOTL)</p> <p>Motion to approve the following as the 2017-2018 Board of Directors.</p> <p>Motioned by: Fred Donkor Seconded by: Jennifer Siman</p> <p>Favour: 5</p> <p>Discussion: Ryan Huckla, Ryan Krafft, Chelsea Mizzi, Ceren Camoglu, Vineet Bhatia and Aman Arora declared conflict.</p> <p>Motion Carried.</p>	
SAC 8.13	<p>Items for Decision/Discussion Summer Transit 2018 – Steve Kosh</p>	

	<p>As previous discussed, offering transit services through the summer semester puts NCSAC significantly over-budget. By offering summer service, NCSAC is operating outside of the terms of referendum. Service for Summer 2017 is confirmed, however NCSAC is considering eliminating summer service for 2018 in order to get back to the terms of referendum and balance the U-Pass budget. For Summer 2017 NCSAC has re-routed bus schedules as well as cancelled routes for cost savings, however there is still a significant deficit.</p> <p>Motion to approve the NCSAC to withdraw obligations that fall outside of the U-Pass Referendum Agreement effective April 30, 2017.</p> <p>Motioned by: Vineet Bhatia Seconded by: Ryan Krafft</p> <p>Favour: 10 Abstain: 1</p> <p>Discussion: Approving this motion gives NCSAC an option to withdraw obligations that fall outside of the U-Pass Referendum.</p> <p>Motion Carried.</p>	
<p>SAC 8.14</p>	<p>Items for Decision/Discussion Capital Projects – Steve Kosh</p> <p>Steve asked the full-time staff to come up with any capital projects that they would like to see executed to enhance NCSAC services, equipment, marketing, or efficiencies. The budget for capital projects is \$40,000.00.</p> <p>Motion to approve expenditures for the Capital Projects as presented.</p> <p>Motioned by: Fred Donkor Seconded by: Jennifer Siman</p> <p>Discussion: With the \$40,000.00 approved, the board is approving the capital projects that are over \$1,000.00.</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.15</p>	<p>Items for Decision/Discussion CSA Membership – AliceMary Nakiwala</p> <p>It was stated that NCSAC should establish goals and objectives for CSA to keep the advocacy organization accountable. In their presentation at the March 23, 2017 Board of Directors meeting, CSA stated that they will be recruiting two more schools by February 2018, as well as reopen the consultation for Presidents’ Executive Compensation. It was stated that leaving the CSA advocacy organization is a long process, due to CSA’s By-laws. It would be in the best interest for the incoming Board of Directors to remain CSA members and hold them accountable over the next year and to discuss NCSAC’s membership throughout the year. Any school who leaves CSA must inform CSA by February 1st, and are required to remain a member for an additional year. Therefore any school who leaves CSA retains the benefits of membership (i.e. conferences, workshops) for one year after they inform CSA of their withdrawal. In regards to CSA signing up new members, it was mentioned that the schools that join need to be a new school and not just a campus of a school that is already a member. It was also mentioned that CSA is planning to cut funding for the Food Bank Points, Yellow is for Hello, and scholarships. In their presentation, CSA did state that they are revising their By-laws to shorten the withdrawal process for member schools leaving CSA. Next year’s Board of Directors will be advised to monitor CSA’s progress and to hold CSA accountable to the goals and objectives that NCSAC sets, and will have discussions throughout the year. AliceMary, Steve and Ryan Huckla will send a letter to CSA outlining goals and expectations.</p>	
<p>SAC</p>	<p>Items for Decision/Discussion</p>	

<p>8.16</p>	<p>Policy and Procedure Manual – Steve Kosh/AliceMary Nakiwala</p> <p>Over the past few month, Steve and AliceMary have been working along with the Policy Review Committee. Most of the adjustments towards the Policy and Procedures Manual are to reflect the revisions to the 2017-2018 NCSAC Constitution, By-laws and also corrections to spelling and grammar.</p> <p>Some of the major changes included revising the Office Policy to include that Board members will have access to the SAC office with their ID cards, as well as their office hours requirement to be bi-weekly as opposed to weekly. Another change was made to the Reprimand Policy in regards to the Reprimand letter that is given to the individual being reprimanded; there was also a section added about disciplinary actions if improvement is not made. Changes were also made to the In Camera Policy to outline that an In Camera meeting’s purpose is to deal with any issues that are not able to be dealt with in a one-on-one meeting and that issues pertaining to a particular campus should be dealt with at an Executive level In Camera session first. There were also changes made to the Employee Relationship Policy to include that there must not be any indirect relationship where a family member may influence hiring or reprimands, in addition to salary or promotion considerations. Lastly, another change was in regards to the Travel and Training Policy. This policy has been split into two separate policies:</p> <ol style="list-style-type: none"> 1. Travel Policy 2. Conference Policy <p>Motion to approve the Policies and Procedure Manual as presented by the NCSAC Policy Review Committee.</p> <p>Motioned by: AliceMary Nakiwala Seconded by: David Dominguez</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.17</p>	<p>Items for Decision/Discussion Cardboard House Donation – Jennifer Siman</p> <p>The YMCA has set up the Cardboard House inside Niagara College Welland Campus. This project showcases the realities of poverty, homelessness, and at-risk youth. The initiative is to promote awareness among the student body. This donation to the YWCA is a thank you for coming to Niagara College and displaying an impactful exhibit.</p> <p>Motion to approve \$250.00 for the YWCA (Cardboard House) allocated from the Sponsorship/ Partnership budget.</p> <p>Motioned by: Jennifer Siman Seconded by: Fred Donkor</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.18</p>	<p>Items for Decision/Discussion Agenda Items for Next Meeting</p> <p>N/A</p>	
<p>SAC 8.19</p>	<p>Items for Decision/Discussion Next Meeting</p> <p>The next meeting is to be held in September 2017.</p>	
	<p>The Chair was pass from Chris Williams to AliceMary Nakiwala.</p>	
<p>SAC 8.20</p>	<p>In Camera</p> <p>Motion to go In Camera.</p> <p>Motioned by: AliceMary Nakiwala</p>	

<p>Seconded by: Fred Donkor</p> <p>Favour: 10 Abstain: 1</p> <p>Motion Carried.</p> <p>Motion to go Out of Camera.</p> <p>Motioned by: Vineet Bhatia Seconded by: Jared Dawson-Klein</p> <p>All in Favour, Carried.</p>	
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There being no other business, the meeting was adjourned at 11:08 p.m.

Approved:

AliceMary Nakiwala
President