

AGENDA
Board of Directors Meeting
April 9, 2015; 7:00 p.m.
Niagara-on-the-Lake Campus
Ventures Training Room, W212

Chairperson: Chris Williams

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| 1. Declaration of Conflicts | 1 min |
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Items for Approval

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| 2. Approval of Agenda | 1 min |
| 3. Approval of Previous Meeting Minutes – March 19, 2015 | 2 min |
| 4. Approval of In Camera Meeting Minutes – February 26, 2015 | 2 min |
| 5. Bills & Income Statements – Karen Marasco | 2 min |
| 6. President Report – Shane Malcolm | 2 min |
| 7. Verbal Executive Vice Presidents Update – Matt Cowell/AliceMary Nakiwala | 5 min |
| 8. New Business | 2 min |

Action Items

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| 9. Niagara Falls Campus Representative (Update) – Shane Malcolm | 5 min |
| 10. Public Safety Update – Jenn Howarth | 10 min |

Point of Interest Items

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| 11. End of the Year Assessment – Adam Maiolo | 20 min |
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Items for Decision/Discussion

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| 12. NCSAC Flex Time Policy – Shane Malcolm | 10 min |
| 13. CSA Vice President Nomination – Shane Malcolm | 10 min |
| 14. SAC KPI Question – Shane Malcolm | 10 min |
| 15. Capital Proposal – Jenn Howarth | 25 min |
| 16. Amended Financial Management Policy – Jenn Howarth | 5 min |
| 17. New Business | 2 min |
| 18. Agenda Items for Next Meeting | 2 min |
| 19. In Camera | 40 min |
| 20. Next Meeting | 2 min |

Board of Directors Meeting
 April 9, 2015; 7:00 p.m.
 Niagara-on-the-Lake Campus
 Ventures Training Room, W212

Present: Jenn Howarth Karen Marasco Chris Williams Adam Maiolo
 Myra Pisano Vince Malvaso Lesley Calvin Shane Malcolm
 AliceMary Nakiwala Charles Burley Jasmine Olah Jamie-Lynn Gillingham
 Nick Appelman Matt Cowell Brittany Lighthouse Nimisha Sumathi
 Megan Paterson

Guests: Marcus Herrod Fred Donker Matthew Burnip Alex Sobschak
 Samantha Cianchino Morgan Yeates Ryan Huckla

Regrets: Tanvi Dave Gabriela Hernandez Maltos

Recording Secretary: Heather Storey

This meeting was called to order at 7:04 p.m. and chaired by Chris Williams.

Action Items

SAC 10.1	Declaration of Conflicts The following conflicts were declared: None.	
SAC 10.2	Items for Approval Approval of Agenda Motion made to approve the agenda for the April 9, 2015 Board of Directors meeting as submitted. Motioned by: Jasmine Olah Seconded by: AliceMary Nakiwala All in Favour, Carried.	
SAC 10.3	Items for Approval Approval of Previous Meeting Minutes Motion made to approve the minutes from the March 19, 2015 meeting as submitted. Motioned by: Charles Burley Seconded by: Brittany Lighthouse All in Favour, Carried.	
SAC 10.4	Items for Approval Approval of In Camera Meeting Minutes Motion made to approve the In Camera minutes from the February 26, 2015 meeting as submitted. Motioned by: Nimisha Sumathi Seconded by: Shane Malcolm All in Favour, Carried.	
SAC 10.5	Items for Approval Bills & Income Statements Motion made to accept the Bills and Income Statements as submitted. Motioned by: Nick Appelman	

	<p>Seconded by: Megan Paterson</p> <p>All in Favour, Carried.</p>	
SAC 10.6	<p>Items for Approval President Report – Shane Malcolm</p> <p>The President’s Report was sent to the Board at an earlier date for them to review. Shane Malcolm outlined the many activities and meetings he has participated in, in the past month.</p> <p>Motion made to accept the President’s Report as presented.</p> <p>Motioned by: Nimisha Sumathi Seconded by: Charles Burley</p> <p>Discussion: Shane provided the Board with an update about the CSA Student Voices Survey which has had 380 student responses. Currently, Niagara College is at the top of the list for schools who participated in this initiative. The CSA Student Survey closes on April 17th, 2015.</p> <p>All in Favour, Carried.</p>	
SAC 10.7	<p>Items for Approval Verbal Executive Vice Presidents Update</p> <p>AliceMary Nakiwala, Welland campus AliceMary updated the Board on the recent events that have taken place at the Welland campus. For the Niagara College Open House, the Welland team set up the promotional kiosk and had a plethora of board games available for guests to play. The Welland team also participates in the ‘Uptown Funk’ video that will be played at the Night of Excellence. In addition, AliceMary stated that the Directors at the Welland campus have been committing time to preparing their transition binders for the incoming council. AliceMary was the lead on a SAC Awareness Day which was held March 24th, 2015, she was able to engage students by offering them a chance to state a fact they know about SAC for a chance to win money in the cash cube. Overall it was a success and the students responded very well to the event. Jamie-Lynn has spent a considerable amount of time entering all of the Co-Curricular Experiences for her clubs as well as her volunteers onto the portal. Lastly, Nick’s food drive campaign, Niagara’s Got Art, was very successful. There were over fifty art pieces donated for the silent auction, and many people in attendance. The Welland council hopes that this will become an annual event that NCSAC hosts.</p> <p>Matt Cowell, Niagara-on-the-Lake campus Matt informed the Board of the events that have been held at the Niagara-on-the-Lake campus since the last Board meeting. On April 8th, 2015 there was a karaoke event held in the Armoury, these events tend to work well in that space and there is always a lot of student participation. Megan’s Financial Awareness Day was very informative and a lot of students engaged with the different vendors who were there; to end the event, there was a cash cube for students to have a chance to win money and gift cards. The World’s Largest Dessert Party was an incredible event that NCSAC was fortunate to have a part in. The event brought in over nine hundred students, faculty, and community members and ultimately broke the Guinness World of Records for most people at a dessert party (unofficially). In addition, the Relay for Life event that Brittany has been working on with Residence has been postponed until the Fall. Matt also made a note that the Niagara-on-the-lake campus also participated in the ‘Uptown Funk’ video that will be played to welcome the guests at the Night of Excellence which will be held on April 17th, 2015. Matt also informed the Board that the Niagara-on-the-Lake council has planned an end of the year barbeque, which will include an obstacle course and other inflatables for students to enjoy.</p>	
SAC 10.8	<p>Items for Approval New Business</p> <ul style="list-style-type: none"> • Board and Staff Photo – Shane Malcolm • Tuition Fee Framework – Shane Malcolm • Announcement – Lesley Calvin 	

	<p>Motion made to approve New Business.</p> <p>Motioned by: AliceMary Nakiwala Seconded by: Jamie-Lynn Gillingham</p> <p>All in Favour, Carried.</p>	
SAC 10.9	<p>Action Items Niagara Falls Campus Representative (Update) – Shane Malcolm</p> <p>Shane provided the Board with an update regarding the Niagara Falls Campus Representative position. This position, named Director of Student Affairs, has been posted and we have already received applications. Shane stated that the job posting will be closed by tomorrow, April 10th, 2015 at noon and interviews will commence on Tuesday, April 14th, 2015 at the Niagara Falls campus. A hiring committee consisting of Shane, Matt, AliceMary, and Sandy Mocsan (Student Services Assistant – NF) has been formed and will select a successful candidate. It would be ideal to hire for this position soon, as we would like for them to attend the May Retreat.</p>	
SAC 10.10	<p>Action Items Public Safety Update – Jenn Howarth</p> <p>Jenn has not heard back from Steve Hudson regarding the Academic Advisory Concern piece of the Inclement Weather Policy.</p>	Jenn Howarth
SAC 10.11	<p>Point of Interest Items End of the Year Assessment – Adam Maiolo</p> <p>Adam presented his End of the Year Assessment which highlighted the events, excursions, and marketing ventures that occurred this past year. He commented on the successes of each project as well as offered his suggestions for next year.</p>	
SAC 10.12	<p>Items for Decision/Discussion NCSAC Flex Time Policy – Shane Malcolm</p> <p>This Flex Time Policy will allow the NCSAC staff members to select alternative work hours and offer a limited opportunity to work from their home. Flex time scheduling provides staff members with a degree of flexibility that may improve employee morale, reduce tardiness, absences for personal business and may increase staff productivity and service to better meet the needs of NCSAC.</p> <p>Motion made to approve the NCSAC Flex Time Policy in premise.</p> <p>Motioned by: Shane Malcolm Seconded by: Matt Cowell</p> <p>Discussion: There was some concern regarding how productivity would be monitored if NCSAC were to adopt a Flex Time Policy structure. It was also suggested that consequences and penalties be included, in case the Policy becomes abused. Shane explained that the logistics of the Policy have not been worked out yet, and that he will be working on the Policy over the summer with Jenn. Once the Policy is complete, it will be brought to the new Board for approval.</p> <p>All in Favour, Carried.</p>	Shane Malcolm
SAC 10.13	<p>Items for Decision/Discussion CSA Vice President Nomination – Shane Malcolm</p> <p>Shane approached the Board to approve his request to run for a position on the College Student Alliance (CSA) Board.</p> <p>Motion made to approve Shane Malcolm’s request to run for a College Student Alliance (CSA) Board position.</p>	

	<p>Motioned by: Shane Malcolm Seconded by: Jamie-Lynn Gillingham</p> <p>Discussion: Shane explained that as a second year President, he is comfortable taking on more responsibility with the province-wide student advocacy group, CSA. He understands that some sacrifices will have to be made, but he is passionate about student issues and would appreciate the opportunity to hold a position on the CSA Board. Shane assured the Board that he will prioritize his time and will be mindful of his level of sacrifice.</p> <p>All in Favour, Carried.</p>	
<p>SAC 10.14</p>	<p>Items for Decision/Discussion SAC KPI Question – Shane Malcolm</p> <p>The Ministry of Training, Colleges and Universities instituted a system of performance measures for its colleges in 1999. The measures are called Key Performance Indicators (KPI's). Niagara College asks their students to answer five (5) questions, three (3) of which relate to the college experience and services, and two (2) that pertain to the Student Administrative Council.</p> <p><i>KPI Question 1: How satisfied are you with the services provided by the Student Administrative Council (SAC) at your campus?</i></p> <p><i>KPI Question 2: How satisfied are you with the food and beverages services in the current Student Centres (Armoury & The Core)?</i></p> <p>Shane stated that the first questions that SAC currently asks is too vague, does not measure students' satisfaction with our services, and ultimately does not provide accurate data for the organization to use. Shane opened the floor to ideas on how to revise the question. It was suggested that we reach out to other student associations to inquire what questions they ask on their KPI surveys. It was also discussed that perhaps the second question that deals with the student centres be eliminated, and then have one question about the U-Pass, and one question about the Health and Dental Benefits that SAC provides. We could hold a SAC specific survey that we could administer to students regarding their satisfaction with the student centres. Shane has asked the Directors to e-mail him their ideas.</p>	<p>Shane Malcolm</p>
<p>SAC 10.15</p>	<p>Items for Decision/Discussion Capital Proposal – Jenn Howarth</p> <p>Jenn reviewed the Capital Expenditures Proposal for May 2015 – April 2016 with the Board. Both the Welland and Niagara-on-the-Lake SAC offices will need minor renovations to accommodate new staffing compliments. At each office, a 'Brain Bar' will be constructed to act as a space for the Executive to meet with Clubs, Volunteers and Staff to plan events and activities; bar top tables, stools, data/electrical outlets, and two iPads per campus (for brainstorming and research) will be purchased. We will also be purchasing laptop computers to accommodate our additional staff members, as well as an iMac to accommodate the needs of the Graphic Designer. At the Maid of the Mist campus we will be creating a small food bank for students on campus. Jenn also proposed a major renovation to the Niagara-on-the-Lake Student Centre, The Armoury. Jenn stated that NCSAC is dedicated to finding The Armoury's place on-campus and how it can co-exist with other competitors while offering a differentiated experience to the students. Renovations and construction to start in May to be completed before our students return/start in September.</p> <p>Motion to approve \$170,000.00 for the 2015-2016 Capital Expenditures allocated from the Surplus budget.</p> <p>Motioned by: Nimisha Sumathi Seconded by: Matt Cowell</p> <p>Discussion: It was asked if the name of the Student Centre, "The Armoury" would change. Jenn stated that the name will stay the same to provide some consistency for the students. There were also some</p>	

	<p>concerns brought up that the design presented may be too trendy; Jenn explained that the images shown were just inspiration for the space.</p> <p>All in Favour, Carried.</p>	
SAC 10.16	<p>Items for Decision/Discussion Amended Financial Management Policy – Jenn Howarth</p> <p>Motion to approve the Financial Management Policy to the Policies and Procedures Manual as amended.</p> <p>Motioned by: AliceMary Nakiwala Seconded by: Megan Paterson</p> <p>All in Favour, Carried.</p>	
SAC 10.17	<p>Items for Decision/Discussion New Business</p> <p>Board and Staff Photo – Shane Malcolm Shane informed everyone that there will be Board and staff photos taken by the Digital Photography students on April 27th 2015.</p> <p>Tuition Fee Framework – Shane Malcolm Niagara College will no longer charge \$50.00 deferral fees and/or installment charges. In addition, Niagara College previously had different deposit amounts for OSAP, non-OSAP, and RESP students; all students will now be required to pay a consistent \$500.00 deposit once per year. Full fee due dates have moved later in the cycle, allowing students more time to pay and ensuring OSAP applicants have an opportunity to access those funds in time for full fee payment due dates. This mandatory deposit of \$500.00 is not an additional fee, and will be deducted from the students’ total tuition amount.</p> <p>Announcement – Lesley Calvin Lesley reminded the Board that the elections for Board of Governors ends on April 10th 2015 and encouraged everyone to vote.</p>	
SAC 10.18	<p>Items for Decision/Discussion Agenda Items for Next Meeting</p> <p>None.</p>	
SAC 10.19	<p>Items for Decisions/Discussion In Camera</p> <p>Motion made to go In Camera.</p> <p>Motioned by: Nick Appelman Seconded by: Jasmine Olah</p> <p>All in Favour, Carried.</p> <p>Motion made to go Out Of Camera.</p> <p>Motioned by: Jasmine Olah Seconded by: Megan Paterson</p> <p>All in Favour, Carried.</p>	
SAC 10.20	<p>Items for Decision/Discussion Next Meeting</p> <p>The next meeting will be TBA.</p>	

There being no other business, the meeting was adjourned at 9:55 p.m.

Approved:

Shane Malcolm
President