



**AGENDA**  
**Board of Directors Meeting**  
August 20 2015; 3:30 p.m.  
Welland Campus  
Applied Health Boardroom, AH255

**Chairperson:** Karen Marasco

1. Declaration of Conflicts 1 min

**Items for Approval**

2. Approval of Agenda 1 min
3. Approval of Previous Meeting Minutes – April 9, 2015 2 min
4. Approval of Previous Meeting Minutes – June 29, 2015 2 min
5. Bills & Income Statements – Karen Marasco 2 min
6. New Business 2 min
7. President Report – Shane Malcolm 10 min

**Action Items**

8. NCSAC Flex Time Policy – Shane Malcolm 1 min
9. Capital Vision Update – Shane Malcolm 10 min

**Point of Interest Items**

10. Executive Directors Report – Jennifer Howarth 5 min

**Items for Decision/Discussion**

11. Nutrition Mission Expense Request Form – Shane Malcolm 5 min
12. United Way – Shane Malcolm 10 min
13. SAC Scholarships 5 min
14. New Business 2 min
15. Agenda Items for Next Meeting 2 min
16. In Camera 20 min
17. Next Meeting 2 min

Welland Campus  
300 Woodlawn Road, SA205  
Welland ON L3C 7L3  
Ext. 7659  
Fax: 905-988-4311



Niagara-on-the-Lake Campus  
135 Taylor Road, SS 4  
Niagara-On-the-Lake ON L0S 1J0  
Ext. 4225  
Fax: 905-988-4311

Tel: 905-735-2211 / 905-641-2252 / 905-374-7454 / 905-563-3254

[ncsac.ca](http://ncsac.ca)

**Board of Directors Meeting**  
 August 20 2015; 3:30 p.m.  
 Welland Campus  
 Applied Health Boardroom, AH255

Present: Jenn Howarth                      Karen Marasco                      Adam Maiolo                      Myra Pisano  
 Candi Sider                                  Shane Malcolm                      AliceMary Nakiwala                      Alex Sobschak  
 Ryan Huckla                                  Jamie-Lynn Gillingham                      Samantha Cianchino                      Morgan Yeates  
 Matt Cowell                                  Brittany Lightheart                      Nimisha Sumathi                      Fred Donkor  
 Marcus Herrod                                  Matt Burnip

Absent: Volodymyr Kravchenko

Recording Secretary: Heather Storey

This meeting was called to order at 3:36 p.m. and chaired by Karen Marasco.

Action Items

<b>SAC 2.1</b>	<p><b>Declaration of Conflicts</b>          The following conflicts were declared:</p> <p>None.</p>	
<b>SAC 2.2</b>	<p><b>Items for Approval</b>  <b>Approval of Agenda</b></p> <p><b>Motion made to approve the agenda for the August 20, 2015 Board of Directors meeting as amended.</b></p> <p>Motioned by: Brittany Lightheart          Seconded by: Nimisha Sumathi</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.3</b>	<p><b>Items for Approval</b>  <b>Approval of Previous Meeting Minutes – April 9, 2015</b></p> <p><b>Motion made to approve the minutes from the April 9, 2015 meeting as submitted.</b></p> <p>Motioned by: Jamie-Lynn Gillingham          Seconded by: Brittany Lightheart</p> <p>Discussion: Shane reminded the Board that only those who were on the Board of Directors for 2014-2015 (Shane, AliceMary, Matt C, Jamie-Lynn, Brittany, and Nimisha) are able to vote to approve the minutes for April 9, 2015.</p> <p>In Favour: 6</p> <p>Motion Carried.</p>	
<b>SAC 2.4</b>	<p><b>Items for Approval</b>  <b>Approval of Previous Meeting Minutes – June 29, 2015</b></p> <p><b>Motion made to approve the minutes from the June 29, 2015 meeting as amended.</b></p> <p>Motioned by: Shane Malcolm          Seconded by: AliceMary Nakiwala</p> <p>Discussion: Shane reminded the Board that only those who were on the Teleconference phone call (Shane, AliceMary, Matt C, Brittany, Nimisha, Marcus, Matt B, Morgan, and Volodymyr) are able to vote to approve the minutes for June 29, 2015.</p>	

	<p>In Favour: 8</p> <p>Motion Carried.</p>	
<b>SAC 2.5</b>	<p><b>Items for Approval</b> <b>Bills &amp; Income Statements</b></p> <p><b>Motion made to accept the Bills and Income Statements as submitted.</b></p> <p>Motioned by: Matt Cowell Seconded by: Shane Malcolm</p> <p>Discussion: Karen explained that the figures she provided for the bills paid were from April 1<sup>st</sup>, 2015 – August 1<sup>st</sup>, 2015, she explained that she only did up to August 1<sup>st</sup> because she still had some entries to make. The income statements provided were from April 1<sup>st</sup>, 2015 to August 31<sup>st</sup>, 2015. There is a significant loss showing, however Karen explained that we have not collected the student fees yet, so that number will increase. Karen stated that she will be receiving the final year-end income statements up to March 31, 2015 once the audit is complete. Some clarification was needed regarding the Montreal conference; Karen explained that the delegate registration fees were paid for using the American Express credit card. Shane also inquired about the OOHLALA payment and Karen told him that that was the last payment.</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.6</b>	<p><b>Items for Approval</b> <b>New Business</b></p> <ul style="list-style-type: none"> <li>• Niagara Falls Transit – Jenn Howarth</li> <li>• Prepared Motions – Shane Malcolm</li> <li>• International Student Lawsuit – Shane Malcolm</li> <li>• Columbia Sportswear Student Discount – Marcus Herrod</li> <li>• Parking Pass – Karen Marasco</li> </ul> <p><b>Motion made to approve New Business.</b></p> <p>Motioned by: Fred Donkor Seconded by: Morgan Yeates</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.7</b>	<p><b>Items for Approval</b> <b>President Report – Shane Malcolm</b></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 over the past month.</p> <p><b>Motion made to accept the President’s Report as submitted.</b></p> <p>Motioned by: Matt Cowell Seconded by: Matt Burnip</p> <p>Discussion: Shane called specific attention to the launch of the new NCSAC website; he stated that on August 14<sup>th</sup> Adam has received visuals from Maxwell, who is the creator of the website, of what the new design for the website looks like. Adam explained to the Board that according to ‘Google Analytics’ the area of the old website that had the most traffic were: Events, U-Pass, and Health &amp; Dental Plan information. Adam stated that these three subjects will be the main focuses of the new website design. Maxwell will be passing over the ‘Administrator’ role of the website to Adam in the next few days. Adam will go through and migrate all information from the old website to the new website. The new NCASC website will be up and running on September 4, 2015. Shane also wanted to clarify that there will be weekend shuttle service having between 8-10 runs from the Niagara-on-the-Lake campus to the Pen</p>	

	<p>Centre on Saturdays starting September 2015. In regards to tentative models for the Day Care Centre Shane wanted the Board to know that he will be meeting with Rick Anderson to inquire how the Day Care Service was run when the college facilitated this service.</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.8</b>	<p><b>Action Items</b>  <b>NCSAC Flex Time Policy – Shane Malcolm</b></p> <p><b>Motion made to table the NCSAC Flex Time Policy until the next Board of Directors meeting on September 17, 2015.</b></p> <p>Motioned by: Shane Malcolm          Seconded by: Ryan Huckla</p> <p>All in Favour, Carried.</p>	Shane Malcolm
<b>SAC 2.9</b>	<p><b>Action Items</b>  <b>Capital Vision Update – Shane Malcolm</b></p> <p>Shane presented the Board with updated blueprints to show them the progress that has been made regarding the Capital Vision projects at the Welland and Niagara-on-the-Lake campuses.</p> <p>Shane stated that the institution has asked for guidance on which project NCSAC would like to see completed first: the new Fitness Facility or the internal office relocations. If the internal office relocations are completed first, this would mean that students would not have any Fitness Facility for a few years, as there are new offices being built in the old Fitness Facility. Shane explained that the main focus of Capital Vision 2016 is to increase the student life spaces at Niagara College; therefore, the Fitness Facility should be built prior to the internal office relocations.</p> <p><b>By consensus the Board agreed to recommend that the Fitness Facility take priority over the internal office relocations at the Niagara-on-the-Lake campus.</b></p>	
<b>SAC 2.10</b>	<p><b>Point of Interest Items</b>  <b>Executive Directors Report – Jenn Howarth</b></p> <p>The Executive Director’s Report was sent to the Board at an earlier date for them to review. Jennifer Howarth explained to the board that she will be presenting an Executive Director’s Report monthly.</p>	
<b>SAC 2.11</b>	<p><b>Items for Decision/Discussion</b>  <b>Nutrition Mission Expense Request Form – Shane Malcolm</b></p> <p>During Orientation we will be having a 'Nutrition Mission' where 48 students per campus will sign up to attend a tour of the local Zehrs grocery store. There will be bus transportation provided for these students departing from the NOTL and the Welland campus. The bus will pick up students at 4:30pm to arrive at the grocery store for 5:00pm. The bus will pick students up from Zehrs at 7:00pm and bring them back to campus for 7:30pm. Students will be lead around the store by SAC members and will be able to talk with a dietician about how to stay on a budget and eat healthy foods.</p> <p><b>Motion made to approve \$600.00 for Attridge bussing transportation for the Nutrition Mission event on September 9, 2015 allocated from the Global Excursions budget.</b></p> <p>Motioned by: Shane Malcolm          Seconded by: Matt C.</p> <p>Discussion: Shane told the Board that the Zehrs locations will be on Geneva Street in St. Catharines, and on Niagara Street in Welland. The Niagara-on-the-Lake bus will pick up students at the Niagara Falls campus first, and then proceed to the Niagara-on-the-Lake campus before heading to Geneva Street. In addition, Shane explained that he had originally budgeted \$400.00 for the bussing, however Shane is looking into booking a second bus from Niagara-on-the-Lake. Shane is now requesting \$600.00. Shane also stated that there will be one stop in downtown St. Catharines on the way home from Zehrs going to</p>	

	<p>the Niagara-on-the-Lake bus.</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.12</b>	<p><b>Items for Decision/Discussion</b> <b>United Way – Shane Malcolm</b></p> <p>Every year Niagara College holds a fundraiser to benefit the United Way; this year Shane and Nimisha will sit on the United Way Steering Committee. Last year, the NCSAC contributed a portion of each latte sale from the SAC Shack, however this year Shane would like to do something different. Shane updated the Board on the different fundraising initiatives that the college will be holding in an effort to raise funds, such as a ‘Trunk Sale’ during Orientation week where students pay \$25.00 to rent a parking space and then sell items out of their trunk, and another event is the ‘Halloween Monster Dash’. Shane opened the floor for the board members to share their ideas. It was discussed that SAC could rent a parking space for the college’s ‘Trunk Sale’ and donate all funds to United Way. It was also discussed hosting a BBQ and selling hot dogs for \$1.00. Another idea was to hold a raffle for students; students would buy a ticket for the raffle and the prize would be VIP treatment at a pub night, swag gift basket, etc.) Shane asked the directors to send all of their ideas to him via e-mail.</p>	Shane Malcolm
<b>SAC 2.13</b>	<p><b>Items for Decision/Discussion</b> <b>SAC Scholarships – Karen Marasco</b></p> <p>Karen updated the board regarding the new SAC Scholarship amounts as per her conversation with Helen Armstrong. This year’s SAC Scholarships are as follows:</p> <p><b>SAC Memorial Bursary: \$3,000</b></p> <p>2015-16 revenue from interest to be disbursed for two memorial awards, \$1,500.00 for each campus</p> <p><b>SAC Bursary: \$20,000</b></p> <p>2015-16 revenue from interest to be disbursed for SAC Awards.</p> <p>Suggest the following award allocation:</p> <ul style="list-style-type: none"> <li>\$5,000 – President’s Scholarship</li> <li>\$3,800 – Vice President’s Scholarship</li> <li>\$11,200 – Directors Scholarships (four X \$2,800)</li> </ul> <p><b>New Direction for Funding SAC Awards:</b></p> <ol style="list-style-type: none"> <li>1. \$2,500 – Establish International Student Scholarship. The International department will choose the recipient via applications reviewed by a committee. The award will be presented at the SAC year-end ceremonies. The payment for this award will be taken directly from the yearly Student Priority Fund payments.</li> <li>2. \$3,500 – establish a New declining Fund to repay the two \$500 volunteer awards paid out in 2014-15 and provide two \$500 volunteer awards and the first \$1,500 new ‘First Year’ award for 2015-16 only.</li> <li>3. Balance of Student Priority Fund payments will be directed to the <b>New Endowed SAC Fund</b>, which will have NO financial-need restrictions. This fund will be used for the new SAC ‘First Year’ Scholarship, given to a student in their first year with ‘student government’ experience and interests (<i>The deadline to apply will be September 30; will be awarded in Oct/Nov in conjunction with college awards. Submission of a 500 word essay relating to past experience will be required. The second and future year amounts will be based on interest earned in the endowed Fund less the volunteer awards</i>) as well as the new two annual \$500 volunteer awards as of 2016-17.</li> </ol> <p>A Terms of Reference will need to be developed for the new Funds.</p> <p><b>Motion made to approve the NCSAC Scholarship fund distribution as presented.</b></p>	

	<p>Motioned by: Shane Malcolm          Seconded by: Samantha Cianchino</p> <p>Discussion: Karen reminded the Board that Financial Aid will accept submissions for the SAC Scholarships in addition to choosing the recipient. International will select the recipient for the International Student Scholarship. Karen also clarified that NCSAC members are not permitted to apply for the SAC Scholarships.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 2.14</b></p>	<p><b>Items for Decision/Discussion</b>  <b>New Business</b></p> <p><b>Niagara Falls Transit – Jenn Howarth</b>          Jenn explained that for the 2014-2015 year Niagara Falls charged the NCSAC a levy of 25¢ per student, per ride. For the upcoming 2015-2016 year they stated that they wanted to increase the levy to 50¢ per student, per ride. Jenn had a meeting with them and they agreed that the levy for 2015-2016 will be 35¢.</p> <p>Jenn also shared with the Board that the Niagara Falls bus drivers and the union have yet to come to an agreement. There will be a negotiations meeting held on Friday, August 28, 2015. Jenn explained to the Board that this could mean that the Niagara Falls bus drivers could strike for September. Jenn will be working on a contingency plan and will reach out to Rob Walters and Mohawk College for counsel regarding this matter. Jenn explained to the Board that if NCSAC needed to contract a private charter bus the cost associated would be very high. Jenn also stated that if the Niagara Falls bus drivers vote to strike, the institution would have to be sensitive to this. To put it into perspective, approximately 2,000 students (or 20% of the student population) travelling from Niagara Falls would have no way to get to class. Jenn stated that Niagara Falls Transit will be sending out a press release to its partners (NCSAC, Niagara Outlet Collection, Niagara Parks, etc.) to inform them of this situation. NCSAC will not be signing a contract with Niagara Falls transit until there is a collective agreement.</p> <p><b>Prepared Motions – Shane Malcolm</b>          Shane informed the Board that moving forward, all motions for both Executive and Board of Directors meetings, will need to be submitted prior to the meeting.</p> <p><b>International Student Lawsuit – Shane Malcolm</b>          Shane informed the Board a claim has been filed against Niagara College in relation to some international graduates from the General Arts and Science program. These student have been unsuccessful in obtaining work permits from Citizenship and Immigration Canada (CIC). Reportedly, the CIC has denied some graduates' applications for work permits claiming that taking online courses along with on campus courses is not allowed. Some of these graduates are now seeking compensation from Niagara College.</p> <p><b>Columbia Sportswear Student Discount – Marcus Herrod</b>          Marcus is an employee at the Columbia Sportswear store at the Niagara Outlet Collection. Marcus has been working with his Store Manager to secure a 30% off discount for the students of Niagara College for the months of October to December. He is currently working through the logistics and will update the Board.</p> <p><b>Parking Pass – Karen Marasco</b>          Karen informed the Board that their parking passes are ready to be picked up. Karen told the Board that they are unable to put up their parking pass until September 1, 2015.</p>	<p>Marcus Herrod</p>
<p><b>SAC 2.15</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Auditor's KPMG – Karen Marasco</li> <li>• Yellow Umbrella Project – Shane Malcolm</li> <li>• Flex Time Policy – Shane Malcolm</li> <li>• United Way – Shane Malcolm</li> </ul>	

	<ul style="list-style-type: none"> <li>• Approval of Previous In Camera Meeting Minutes - April 9, 2015 – Jenn Howarth</li> <li>• Executive Vice Presidents Updates – Matt Cowell/AliceMary Nakiwala</li> </ul>	
<b>SAC 2.16</b>	<p><b>Items for Decision/Discussion In Camera</b></p> <p><b>Motion to go In Camera.</b></p> <p>Motioned by: AliceMary Nakiwala Seconded by: Fred Donkor</p> <p>All in Favour, Carried.</p> <p><b>Motion to go Out of Camera.</b></p> <p>Motioned by: Matt Cowell Seconded by: AliceMary Nakiwala</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.17</b>	<p><b>Items for Decision/Discussion Next Meeting</b></p> <p>The next meeting is to be held on September 17, 2015 at the Welland campus at 7:00 p.m. Room: SA208</p>	

There being no other business, the meeting was adjourned at 5:54 p.m.

Approved:

Shane Malcolm  
President