



AGENDA
Board of Directors Meeting
December 14, 2016; 7:00 p.m.
Niagara-on-the-Lake Campus
Classroom, W111

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 – November 16, 2016 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/Gerica Layola 5 min

Action Items

Point of Interest Items

8. Executive Director’s Report – Steve Kosh 5 min
9. Transit Update – Steve Kosh 10 min
10. Fee Protocol – Steve Kosh 5 min
11. CSA Update – AliceMary Nakiwala 5 min

Items for Decision/Discussion

12. Constitution Amendments – Steve Kosh 20 min
13. Elections – Steve Kosh 10 min
14. January Retreat – AliceMary Nakiwala/Steve Kosh 5 min
15. Walk-In Fridge Insulation – Steve Kosh 5 min
16. Additional Health Plan Coverage – Karen Marasco 5 min
17. Big Brothers Big Sisters Donation – Fred Donkor 5 min
18. Agenda Items for Next Meeting 2 min
19. Next Meeting 2 min

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Board of Directors Meeting
 December 14, 2016; 7:00 p.m.
 Niagara-on-the-Lake Campus
 Classroom, W111

Present: Steve Kosh Karen Marasco Chris Williams Adam Maiolo
 Myra Pisano Jennifer Olm AliceMary Nakiwala Fred Donkor
 Jared Dawson-Klein David Dominguez Aman Arora Vineet Bhatia
 Ryan Huckla Chelsea Mizzi Jennifer Siman Ryan Krafft
 Cameron McDonald Gerica Layola Matthew Davies Lesley Calvin

Guest: Joy Agunbiade

Scribe: Heather Storey

This meeting was called to order at 7:25 p.m. and chaired by Chris Williams.

Action Items

SAC 4.1	<p>Declaration of Conflicts The following conflicts were declared:</p> <p>None.</p>	
SAC 4.2	<p>Items for Approval Approval of Agenda</p> <p>Motion made to approve the agenda for the December 14, 2016 Board of Directors meeting as amended.</p> <p>Motioned by: Vineet Bhatia Seconded by: Jennifer Siman</p> <p>Discussion: An 'In Camera' was added to the agenda.</p> <p>All in Favour, Carried.</p>	
SAC 4.3	<p>Items for Approval Approval of Motions</p> <p>Motion made to approve the prepared motions for the December 14, 2016 Board of Directors meeting as amended.</p> <p>Motioned by: Vineet Bhatia Seconded by: Jared Dawson-Klein</p> <p>Discussion: Agenda Item #4.12 will read "Motion to recommend the approval of the revisions to the NCSAC Constitution by the general membership at the Annual General Meeting which will take effect as of May 1, 2017."</p> <p>All in Favour, Carried.</p>	
SAC 4.4	<p>Items for Approval Approval of Previous Meeting Minutes – November 16, 2016</p> <p>Motion made to approve the minutes from the November 16, 2016 meeting as amended.</p> <p>Motioned by: Ryan Krafft Seconded by: Chelsea Mizzi</p> <p>All in Favour, Carried.</p>	

<p>SAC 4.5</p>	<p>Items for Approval Bills & Income Statements</p> <p>Motion made to accept the Bills and Income Statements as submitted.</p> <p>Motioned by: Ryan Huckla Seconded by: Jared Dawson-Klein</p> <p>Discussion: AliceMary and Fred attended the CSA Advocacy Conference that was held on November 28, 2016. The mileage cost of traveling from St. Catharines to Toronto by car was less expensive than taking an alternative transportation.</p> <p>All in Favour, Carried.</p>	
<p>SAC 4.6</p>	<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 amended.</p> <p>Motioned by: David Dominguez Seconded by: Ryan Huckla</p> <p>All in Favour, Carried.</p>	
<p>SAC 4.7</p>	<p>Items for Approval Verbal Campus Update – Fred Donkor/Ryan Huckla/Gerica Layola</p> <p>Fred Donkor, Niagara-on-the-Lake Campus Fred shared the recent events that have been happening at the Niagara-on-the-Lake Campus. The Open House, Sexual Assault Awareness, Selfies with Santa, Children’s Christmas Party, Oxygen Bar and SAC Feud all of which were successful, with many students and volunteers participating in the events. The Students Appreciation Day was another success, popcorn and water bottles were given away as prizes. Fred and the Niagara-on-the Lake team attended numerous meetings this month, this includes: the Academic Appeal hearing, Executive meeting, By-laws and Constitution Committee meetings, and Fee Protocol meetings. Five more clubs have been sanctioned during the last Executive meeting in December. The Rise & Shine Breakfast Program continues to grow with 70 students attending every Tuesday and Thursday and our monthly Sponsor, Pen Financial, has been collecting data based on customer satisfaction during the Breakfast program.</p> <p>Ryan Huckla, Welland Campus The Welland Campus also had a very successful month with numerous events being held, this includes: SAC Trivia, Dirty Bingo, Sexual Assault Awareness Campaign (Cookies and Consent), CCSL Conference, Food Drive, and Selfies with Santa. Ryan and the Welland team also attended numerous meetings from Fee Protocol to the By-laws and Constitution Committee meetings. The Rise & Shine Breakfast Program continues to be a success with many students attending the breakfast every Tuesday and Thursday.</p> <p>Gerica Layola, Niagara Falls Campus Since the last Board meeting in November, the Student Appreciation Day at the Niagara Falls campus was a success with every department participating in the event. The Christmas Party was well received by students and had high attendance. The Rise & Shine Breakfast Program is growing steady with good attendance. As for now, there is no Campus Manager at the Niagara Falls Campus, however, Gerica has planned Orientation for next January along with International Department.</p>	
<p>SAC 4.8</p>	<p>Point of Interest Item 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</p>	

	explained to the board that he will be submitting an Executive Director's Report monthly that includes the Manager's Reports.	
SAC 4.9	<p>Point of Interest Items Transit Update – Steve Kosh</p> <p>Steve has had meetings with NCSAC and the Transit Steering Committee (comprised of SAC representatives and college staff) to lead presentations outlining the U-Pass financials from 2012 – 2016. He has also had follow-up conversations with senior college executives.</p> <p>Steve called attention to the Terms of the original Referendum that was passed in 2007 which stated that the U-Pass would permit students unlimited access to services provided by the Niagara Falls, Welland and St. Catharines transit systems for the Academic Year (8 months: September 1 – April 30). Currently the U-Pass operates twelve months of service (September 1 – August 30) with several additional providers, including Pelham, Fort Erie, Port Colborne, Niagara-on-the-Lake, and shuttle to Niagara Falls Campus. Steve has explained that offering summer service has caused NCSAC to go into deficit and is looking into alternative options moving forward.</p>	
SAC 4.10	<p>Point of Interest Items Fee Protocol – AliceMary Nakiwala/Steve Kosh</p> <p>The Fee Protocol Committee has been working to confirm this year's fees. Steve explained the fees has been voted by the Fee Protocol Committee which will then need to be ratified by the Board of Governors (BOG) and approved in February 2017. Steve explained the 2017-18 Compulsory Ancillary Fees and updated the board on the changes that will be made for the following academic school year:</p> <ul style="list-style-type: none"> • Student Centre: increased by \$3.25 per student, per term • Universal Bus Pass: increased by \$4.43 per student, per term • College Student Alliance (CSA): no changes • Student Activity: increased by \$2.00 per student, per term • Student Health & Dental Plan: increased by \$2.00 per students, per term 	
SAC 4.11	<p>Point of Interest Items CSA Update – AliceMary Nakiwala</p> <p>AliceMary attended the CSA Advocacy Conference in Queen's Park, Toronto. There were 12 different Student Union Presidents in attendance. The student leaders were given the opportunity to sit down with MPP's to voice their concerns and issues as well as learning what the federal government does for the students. The main topics of conversations included:</p> <ol style="list-style-type: none"> 1. Create an online open Book Project 2. Post-Secondary Student Support Program Fund not being counted as income for OSAP 3. Reduce the International Student Recovery Fee by \$75.00 per year 	
SAC 4.12	<p>Items for Decision/Discussion Constitution Amendments – Steve Kosh</p> <p>Steve presented the amendments of the 2017/2018 Constitution to the Board of Directors. Steve explained that the Constitution was too defined and explained that the Constitution should be more 'high level' with the By-laws being more detailed and specific.</p> <p>There have been several major revisions drafted for the 2017-2018 NCSAC Constitution, they are as follows:</p> <p><u>Article 3: Membership</u></p> <p style="padding-left: 40px;">3.03 Membership Privileges c) Run for an Executive position if they meet the qualifications for candidacy described in By-law 4.06, and</p> <p><u>Article 4: Term of Office</u></p>	

4.01: Term of Office

Deletion: The Director of Student Affairs at Niagara Falls term of office will be based on program and campus requirements outlined in an employment contract.

b) Fail to keep a G.P.A of 65% or higher during their last completed academic semester at Niagara College.

4.03 Reprimands

a) Violating the Corporations Hierarchy of Legislation, Letters Patent, Constitution, By-laws, Policies and Procedures and any other manual or agreement approved by the Board of Directors, or

b) Consistently failing to meet regular scheduled office hours as per By-law 1, or

c) Neglecting their duties as described in By-law 1, or

Article 5: Organizational Structures

Every person or position cited in this Article will abide by the Hierarchy of Legislation, Letters Patent, Constitution, By-laws, Policies and Procedures, and any other manual or agreement approved by the Board of Directors that relate to themselves or their positions.

5.01 Board of Directors

The number of voting directors shall be between eight (8) and thirteen (13), as determined by resolution of the Board from time to time.

5.02 Composition of the Board of Directors

The Board shall be comprised of the following voting directors:

a) one (1) individual shall be elected by the membership to be a director and President of the Association following the processes stated in By-law 3

b) The other such directors will be outlined in section 5.03

Deletion: The Board of Directors will consist of the following voting members:

President

Executive Vice President (Welland)

Executive Vice President (Niagara-on-the-Lake)

Director of Social Programming (Welland)

Director of Social Programming (Niagara-on-the-Lake)

Director of Goodwill (Welland)

Director of Goodwill (Niagara-on-the-Lake)

Director of Clubs (Welland)

Director of Clubs (Niagara-on-the-Lake)

Director of Student Relations (Welland)

Director of Student Relations (Niagara-on-the-Lake)

Director of Communications (Welland)

Director of Communications (Niagara-on-the-Lake)

Director of Student Affairs (Niagara Falls)

In addition to the following non-voting director

NCSAC Executive Director acting as corporate secretary

As well as the following non-voting directors as approved by the voting directors at the September meeting each year

Two (2) Niagara College appointed staff

The Chair will be appointed by the Board of Directors on an annual basis as per By-law 1.

Deletion: In the event of a tie vote, the motion will be defeated.

5.03 Executive Committees

The Welland and Niagara-on-the-Lake Executive Committee members are elected or appointed according to the regulations described in By-law 4 and will consist of one Executive Vice President and all Directors as stated in By-law 1. The President will be an Ex-Officio non-voting member at each Executive Committee

Deletion: The Chair will be held by each member of the respective Welland and Niagara-on-the-Lake Executive Committee at least once per term. In the event of a tie vote, the Chair will hold the deciding vote.

Deletion: The Niagara Falls Executive Committee will consist of the Director of Student Affairs, Executive Vice Presidents and President. The President will chair this committee and act as an Ex-Officio non-voting member.

5.04 Staff

The Student Administrative Council Inc. will employ full-time and part-time staff as necessary and as outlined in By-law 1. The Board of Directors will approve all job descriptions and pay ranges.

Article 6: Corporate Meetings

6.01 Annual General Meeting (AGM)

c) The meeting minutes will be submitted to the library and posted on the Student Administrative Council Inc. website within ten (10) business days of the Annual General Meeting by the Office Manager, and

d) The final Annual Report will be submitted to each campus library and posted on the Student Administrative Council Inc. website by the President by April 30 of each year.

6.04 Voting at Corporate Meetings

In case of a tie vote at any meeting, the motion will be defeated.

Article 7: Elections and Referendum

Deletion: The Director of Student Affairs at Niagara Falls will be selected by a Hiring Committee at a time appropriate for the needs of the Niagara Falls campus.

7.01 By-Elections

The Student Administrative Council Inc. may call by-elections for any vacant Director role, once the procedures in By-law 4.08 have been followed.

Article 8: Finances and Legal Matters

8.01 Finances of the Corporation

Deletion: b) Updated income statements and bills paid must be approved by the Board of Directors at monthly Board meetings.

c) Updated monthly financial reports must be presented and approved by the Board of Directors at all Board meetings.

d) There will be six signing officers of the corporation including the: President, Executive Vice Presidents, Business Manager, Operations Manager and Executive Director.

e) Any purchase orders, cheque requisitions, and receipts for payment and recording must be signed by any two (2) authorized officers of the corporation.

f) The President or one (1) Vice President must authorize the payment of all Electronic Fund Transfers (EFT).

g) All cheques, bills of exchange or other orders for payments of money require two signatures from any two (2) signing officers.

h) In case of equipment purchases where there are goods and/or services of comparative value

that exceed \$1,000 three (3) proven attempts for quotes are required.
 i) All purchases must be made through Ontario suppliers unless otherwise unavailable.
 j) All intended purchases totalling over \$1,000 to be paid for out of the Student Activity Fund must be presented to and approved by the Executive Committee of the respective campus, or to the Board of Directors when dealing with a global expenditure.

8.02 Honorarium

c) Completion of duties and/or directives assigned by the Board of Directors and the Executive Committees.

8.05 Agreements

c) At the expiry of contractual agreements, a Request for Information (RFI) will be completed, and
 d) All contracts will include a 90 day notice period for termination, and
 e) If the Review Committee deems it necessary after receiving the RFI, a Request for Proposal (RFP), standard solicitation strategy, will be taken into consideration by the NCSAC to complete for contract opportunities, and
 f) All contracts excluding event/performers, over \$1,000 must be signed by the President, one full-time staff (signing officer), and one (1) Executive Vice President, and
 g) Only official signing officers of the corporation may sign contracts including event/performers agreements, and

Article 9: Amendments

9.01 Amendments to the Constitution

The final vote will be taken at the Annual General Meeting and such amendment(s) shall not take effect until the first day of May of that year. No amendment(s) to the Constitution shall be retroactive.

Motion to recommend the approval of the revisions to the NCSAC Constitution by the general membership at the Annual General Meeting which will take effect as of May 1, 2017.

Motioned by: Vineet Bhatia

Seconded by: Ryan Huckla

All in Favour, Carried.

SAC 4.13 Items for Decision/Discussion Elections – Steve Kosh

Steve has been working with Michael Audibert from the Board of Governors to align the dates for the Elections.

Proposed Dates:

- January 9, 2017 – Announce Annual General Meeting
- January 9, 2017 – Presidential Kits Available
- January 19, 2017 – Annual General Meeting
- January 19, 2017 – Election Kits Available
- January 20, 2017 – Presidential Kits Due
- January 26, 2017 – Vote of Confidence Meeting
- February 1, 2017 – Election Kits Due
- February 3, 2017 – All Candidates Meeting
- February 6, 2017 – Campaigning Begins
- February 16, 2017 – Campaigning Ends
- February 13 – 26, 2017 – Elections Voting
- February 17, 2017 – Results Announced

Motion to approve Election dates.

	<p>Motioned by: Vineet Bhatia Seconded by: Chelsea Mizzi</p> <p>In Favour: 9 Opposed: 3</p> <p>Motion Carried.</p> <p>By consensus the Board of Directors decided that campaigning and voting will happen simultaneously.</p>	
SAC 4.14	<p>Items for Decision/Discussion January Retreat</p> <p>The January Retreat will be located in Port Colborne on January 6 – 8, 2017. This retreat is mandatory for all Board members. The retreat is geared towards teambuilding.</p>	
SAC 4.15	<p>Items for Decision/Discussion Walk-In Fridge Insulation – Steve Kosh</p> <p>Steve explained that the Walk-In Fridge Insulation will be tabled until the next meeting we NCSAC is still awaiting quotes from suppliers.</p>	Steve Kosh
SAC 4.16	<p>Items for Decision/Discussion Additional Health Plan Coverage – Karen Marasco</p> <p>Many students have had inquiries about having continuous positive airway pressure (CPAP) machines added to the current Health Plan. To add the additional CPAP machine to the current Health Plan, an additional \$2.19 will be charged per student. Currently we charge students a surcharge of \$1.99 within the cost of their prescription premiums. We can use these funds this year plus \$0.20 per student from the Health Care Plan reserve fund to cover the additional costs and look at increasing the health plan premiums through fee protocol for future years. This coverage will backdate to September 1, 2016.</p> <p>Motion for NCSAC to cover the additional costs for coverage of CPAP machines, added to the current students' benefits package effective immediately, out of the surcharge and Health Care Fee reserve funds.</p> <p>Motioned by: Ryan Krafft Seconded by: Jennifer Siman</p> <p>All in Favour, Carried.</p>	
SAC 4.17	<p>Items for Decision/Discussion Big Brothers Big Sisters Donation – Fred Donkor</p> <p>In the past, NCSAC has partnered with Big Brother Bid Sisters St. Catharines and Thorold District to hold a bowling fundraiser, NC Bowls. This year, NCSAC decided to make a monetary donation to the organization in lieu of our involvement with the event.</p> <p>Motion made to allocate \$500.00 from the SAC Cares Donation account to support Big Brothers Big Sisters St. Catharines and Thorold District with their mentorship program.</p> <p>Motioned by: Fred Donkor Seconded by: AliceMary Nakiwala</p> <p>In Favour: 11 Opposed: 1</p> <p>Motion Carried.</p>	
SAC 4.18	<p>Items for Decision/Discussion</p>	

	<p>Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • CSA February Conference – Alicemary Nakiwala • Elections Update – Steve Kosh 	
<p>SAC 4.19</p>	<p>Items for Decision/Discussion Next Meeting</p> <p>TBA.</p>	

There being no other business, the meeting was adjourned at 9:30 p.m.

Approved:

AliceMary Nakiwala
President