



**AGENDA**  
**Board of Directors Meeting**  
December 7 2015; 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. Athletics Presentation – Matthew Davies 15 min
5. Approval of Previous Meeting Minutes – November 16, 2015 2 min
6. Bills & Income Statements – Karen Marasco 2 min
7. New Business 2 min
8. President Report – Shane Malcolm 10 min
9. Verbal Campus Updates – AliceMary Nakiwala, Matt Cowell & Volodymyr Kravchenko 5 min

**Action Items**

10. Communications Plan – Adam Maiolo 10 min
11. Entrepreneurship Week – Shane Malcolm 10 min
12. Ancillary Fees – Shane Malcolm 5 min

**Point of Interest Items**

13. Executive Director Report – Jennifer Howarth 5 min
14. 16-17 By-laws and Constitution – Shane Malcolm 10 min
15. Niagara Falls Campus Food Operations – Jennifer Howarth 10 min
16. January Retreat – Shane Malcolm 5 min

**Items for Decision/Discussion**

17. Hierarchy of Legislation – Jennifer Howarth 5 min
18. January Orientation – Ryan Huckla 10 min
19. Reconfiguring Niagara-on-the-Lake Boardroom – Heather Storey 5 min
20. New Business 2 min
21. Agenda Items for Next Meeting 2 min
22. Next Meeting 2 min

**Board of Directors Meeting**  
 December 7 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                                  Jennifer Olm                              Vince Malvaso                      Shane Malcolm  
 AliceMary Nakiwala                      Alex Sobschak                      Ryan Huckla                      Jamie-Lynn Gillingham  
 Brittany Lightheart                      Nimisha Sumathi                      Samantha Cianchino                      Matt Cowell  
 Fred Donkor                                  Matt Burnip                              Marcus Herrod                      Volodymyr Kravchenko

Regrets: Lesley Calvin

Guests: Alvin Mutagubya                      Matthew Davies

Scribe: Heather Storey

This meeting was called to order at 7:01 p.m. and chaired by Chris Williams.

Action Items

<b>SAC 6.1</b>	<p><b>Declaration of Conflicts</b>          The following conflicts were declared:</p> <p>Matt Burnip declared a conflict with Agenda Item #11 “Entrepreneurship Week”.</p>	
<b>SAC 6.2</b>	<p><b>Items for Approval</b>  <b>Approval of Agenda</b></p> <p><b>Motion made to approve the agenda for the December 7, 2015 Board of Directors meeting as amended.</b></p> <p>Motioned by: Jamie-Lynn Gillingham          Seconded by: Samantha Cianchino</p> <p>Discussion: It was stated that Agenda Item #4 “Athletics Presentation” requires a time allotment.</p> <p>All in Favour, Carried.</p>	
<b>SAC 6.3</b>	<p><b>Items for Approval</b>  <b>Approval of Motions</b></p> <p><b>Motion made to approve the prepared motions for the December 7, 2015 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Matt Cowell          Seconded by: Marcus Herrod</p> <p>All in Favour, Carried.</p>	
<b>SAC 6.4</b>	<p><b>Items for Approval</b>  <b>Athletics Presentation – Matthew Davies</b></p> <p>Matthew Davies hosted a presentations about the Athletics department and how they engage with the student population at Niagara College. He explained that the department reports to Steve Hudson, Vice President Academic and Learner Services. In the Athletics department there are four Coordinators: (1) Ray Sarkis, Intercollegiate Coordinator; (2) Mike Hurley, Facilities Coordinator; (3) Mike Puillandre, Campus Recreation Coordinator; (4) TBA, Communications Coordinator. Each Coordinator has a dynamic team who works under them made up of full-time staff, part-time staff, student staff, and/or placement students. There are four divisions under the Athletics and Recreation Services umbrella: (1) Health and Wellness; (2) Campus Recreation (3) Experiential Learning; (4) Intercollegiate Athletics. Each division is devoted to providing Niagara College students will a dynamic and holistic experience. Matthew explained</p>	

	<p>that in the 2012-2013 academic school year, the majority of scheduling for the gym was devoted to Athletics and Academic purposes, leaving little time for campus recreation and open gym time for students. Matthew said that one of the department's goals was to increase the amount of campus recreation and open gym time which they have successfully done. Currently, there is an equal amount of time devoted for academics, athletics, and open gym time, with campus recreation still having devoted time. Matthew also updated the Board on some short-term goals that the Athletics department had set and their progress so far.</p>	
<b>SAC 6.5</b>	<p><b>Items for Approval</b>  <b>Approval of Previous Meeting Minutes – November 16, 2015</b></p> <p><b>Motion made to approve the minutes from the November 16, 2015 meeting as submitted.</b></p> <p>Motioned by: Fred Donkor          Seconded by: Matt Burnip</p> <p>All in Favour, Carried.</p>	
<b>SAC 6.6</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: Jamie-Lynn Gillingham          Seconded by: AliceMary Nakiwala</p> <p>Discussion: It was asked how long Pat Knechtel would be receiving commission on the Student Handbook. Karen explained that Pat receives a percentage of the revenue made from the Student Handbook. This was the last commission cheque that will be issued to her.</p> <p>All in Favour, Carried.</p>	
<b>SAC 6.7</b>	<p><b>Items for Approval</b>  <b>New Business</b></p> <ul style="list-style-type: none"> <li>• January LGBTQ Campaign – Alex Sobschak</li> <li>• CSA Committee – Shane Malcolm</li> <li>• YouTube Star Search – Shane Malcolm</li> </ul> <p><b>Motion made to approve New Business.</b></p> <p>Motioned by: Ryan Huckla          Seconded by: Nimisha Sumathi</p> <p>All in Favour, Carried.</p>	
<b>SAC 6.8</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: Alex Sobschak          Seconded by: Brittany Lighthouse</p> <p>Discussion: Shane was asked if the new location of the Yellow Friendship Bench is permanent. Shane explained that the Bench was moved to provide more shade in the warmer months. Ralph Scholz, Director of Facilities Management Services, contacted Shane to express his support of the Yellow Friendship Bench and what it represented; he told Shane that Niagara College is interested in working with NCSAC to purchase another bench for Welland and/or Niagara Falls campuses.</p>	

	All in Favour, Carried.	
<b>SAC 6.9</b>	<p><b>Items for Approval</b>  <b>Campus Update – AliceMary Nakiwala/Matt Cowell/ Volodymyr Kravchenko</b></p> <p><b>AliceMary Nakiwala, Executive Vice President, Welland Campus</b>  AliceMary shared the recent events that have been happening at the Welland campus. On December 2, 2015 Jamie-Lynn hosted a Club Showcase. All of the sanctioned clubs were invited to take part and to showcase their talent. Jamie-Lynn is also busy planning her second Club Fair which will take place in February. AliceMary also spoke of Student Appreciation Day where the Welland campus had a Prize wheel, and gave away free hot chocolate, candy, t-shirts, bottles, and other prizes while Alex took photographs of students. Samantha hosted a Volunteer Recruitment event and received 25 new sign-ups. In regards to the Rise &amp; Shine Breakfast Program there have been over 150 attendees each day it is running. AliceMary attended the CSA Advocacy conference in Toronto where she and Shane spoke with MPP’s. Ryan is hosting a ‘Selfies with Santa’ event on December 8, 2015.</p> <p><b>Matt Cowell, Executive Vice President, Niagara-on-the-Lake Campus</b>  Matt updated the Board on what the Niagara-on-the-Lake council have been up to over the past month. Brittany has hosted several events, including: Karaoke, Pool Tournament, Open Mic Night, and Singer Songwriter Circle. Matt also spoke about the NC Doors Open Event that Marcus, Brittany, and Matt B attended on November 21, 2015. Fred has been working on ‘5 Days of SACmas’ that will take place leading up to the break. Matt C will be sitting on a hiring committee along with Volodymyr and Shane for the Director of Student Affairs position at the Niagara Falls campus. The Niagara-on-the-Lake campus hosted a successful Student Appreciation Day and engaged students with fun games, free popcorn and prizes. Matt B has been meeting with Presidents of the sanctioned clubs to discuss common challenges, successes, and ideas.</p> <p><b>Volodymyr Kravchenko, Director of Student Affairs, Niagara Falls Campus</b>  For Student Appreciation Day at the Niagara Falls campus the students were invited to the Student Commons where there was jenga, card games, and free food. The Rise &amp; Shine Breakfast Program continues to draw in 70 students every Tuesday and Thursday morning.</p>	
<b>SAC 6.10</b>	<p><b>Action Items</b>  <b>Communications Plan</b></p> <p><b>Motion made to approve the principles of the Communications Plan as presented.</b></p> <p>Motioned by: Jamie-Lynn Gillingham  Secoded by: Brittany Lighthear</p> <p>Discussion: Adam, Jenn, Myra, and both Directors of Communications are going to meet in January to go over all of the details of the Communications Plan. After this initial meeting, the Directors of Communication will relay the information to their respective councils, and Adam and Jenn will ensure all full-time staff are well versed with the information. Jenn stated that this Communications Plan will be a valuable tool for incoming Boards. Moving forward, incoming Boards will need to complete a learning module where they must read the Communications Plan. There was a question asked about what type of content is permitted to be posted on which social media platform; Jenn explained that they do not want to compartmentalize the information too much, and therefore strict guidelines of what can be posted were not included in the document.</p> <p>All in Favour, Carried.</p>	
<b>SAC 6.11</b>	<p><b>Action Items</b>  <b>Entrepreneurship Week – Shane Malcolm</b></p> <p>Shane has continued to work with Kyle Rose, BUSU’s President, on planning Entrepreneurship Week. The date has been changed, as the original date fell on Niagara College’s reading week. The Blueprint Pitch Competition is now tentatively booked for March 14 – 20, 2016. Before the winter break, Shane will meet again with Kyle to go over the details for the week. Shane asked for one or two members of the</p>	

	<p>Board to join the planning of this event. In regards to sponsorship for this event, BUSU has already confirmed several sponsors in the community. Shane would like to reach out to Niagara College's internal partner within the college, such as the Canadian Food and Wine Institute and Niagara Research. Brock will provide their sponsorship templates and assist NCSAC in obtaining sponsors. Jenn suggested that there were recently a group of entrepreneurs that were nominated for Premier Awards and encouraged Shane to reach out to some of them to be a guest speaker or a judge at the event. Jenn will be working closely with Shane to assist in the planning and execution of this event.</p>	
<b>SAC 6.12</b>	<p><b>Actions Items</b> <b>Ancillary Fees – Shane Malcolm</b></p> <p>Shane stated that because NCSAC is still going through selecting a Health Care Provider the new Health Plan fee has not been set. Shane will present all of the NCSAC Ancillary Fees at the January Board of Directors meeting.</p>	Shane Malcolm
<b>SAC 6.13</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 6.14</b>	<p><b>Point of Interest Items</b> <b>2016-2017 By-laws and Constitution – Shane Malcolm</b></p> <p>There have been four (4) major revisions drafted for the 2016-2017 NCSAC By-laws, they are as follows:</p> <ol style="list-style-type: none"> <li>1. Eliminate Director of Student and Community Relations Position</li> <li>2. Job Descriptions</li> <li>3. Editing of Universal Bus Pass (U-Pass) Committee</li> <li>4. Addition of College Collaborative Committee</li> </ol> <p><u>Eliminate Director of Student and Community Relations Position</u> It was recommended that the Director of Student and Community Relations position be eradicated, and the roles and responsibilities be divided into the other Directors job descriptions.</p> <p><u>Job Descriptions</u></p> <p><b>President</b> <i>Addition: Sits on all hiring panels for NCSAC Manager Positions and office staff.</i></p> <p><b>Executive Vice President</b> <i>Addition: Serves as the Student Representative on all student grade appeals (conflict notwithstanding) as a liaison between the student body and the college's administration on academic matters.</i></p> <p><i>Addition: Oversee the operations of the NCSAC Class Representative Program at their respective campus, by coordinating and chairing monthly meetings maintain up-to-date files and records for all Class Reps and validating hours, as required, for all Class Reps' Co-Curricular Record.</i></p> <p><i>Addition: Sits on the Niagara Falls Executive Committee with the President and the Director of Student Affairs, to discuss and approve events, activities concerning the Niagara Falls Campus.</i></p> <p><b>Director of Clubs</b> <i>Addition: Act as a member of the Advisory College Council Committee.</i></p> <p><b>Director of Communications</b> <i>Addition: Develops innovative marketing campaigns with the Executive Committee and Marketing &amp; Events Manager to entice students to participate in NCSAC related activities and events including, but not limited to: t-shirt campaigns, face-to-face conversations, kiosk set-up, surveys and focus groups.</i></p> <p><i>Addition: Acts as the NCSAC liaison between Residence, Athletics, International and the First Nations,</i></p>	Shane Malcolm

*Métis and Inuit Student Services, through regular monthly meetings and email correspondence.*

*Addition: Develops, implements and evaluates monthly NCSAC Awareness events at respective campus*

*Deletion: Oversees Niagara TV to ensure the program is running smoothly and policies are being followed.*

*Deletion: Recruit and retain volunteers for Niagara TV.*

*\*Note: Niagara TV responsibilities will now be a part of Marketing role.*

**Director of Student Affairs (Niagara Falls)**

*Addition: Develops, implements and evaluates monthly NCSAC Awareness events the Niagara Falls campus.*

*Addition: Prepares agendas for the Niagara Falls Executive Committee meetings and send information electronically to the committee members at least five (5) business days in advance of meetings.*

*Addition: Provides verbal updates at monthly Board meetings to the Board of Directors on campus activities and informs the Board of all correspondence and matters that pertain to the Niagara Falls Campus.*

Editing of Universal Bus Pass (U-Pass) Committee

*Edit: Review all schedules on a quarterly basis to ensure schedules meet the needs of students*

*Addition: The Universal Bus Pass Committee shall be chaired by Niagara College's Director of Student Services. The duties of the Chair are:*

- 1. Call all meetings of this committee, at least once per term.*
- 2. Report and update the College on all actions of the committee.*
- 3. Ensure that all committee members receive accurate information relevant to the business of the committee in a timely manner.*
- 4. Ensure the committee meets its responsibilities as outlined in this By-law and agreements with the transit companies.*

*Edit: Composition*

*The committee shall be composed of the following members:*

- 1. President, SAC*
- 2. Executive Director, SAC*
- 3. Office Manager NOTL, SAC*
- 4. Director of Student Services, Niagara College*
- 5. Director of Finance, Niagara College*
- 6. Registrar, Niagara College*
- 7. Guests as needed including, but not limited to: scheduling representative, campus specific representatives and International Department representative.*

Addition of College Collaborative Committee

*Rationale: To provide Niagara College and NCSAC with an official forum in which to elevate, prioritize and address any matter affecting student life on campus.*

There have been four (4) major revisions drafted for the 2016-2017 NCSAC Constitution, they are as follows:

1. Article 5: Organizational Structures  
**5.01 Board of Directors**  
*Eliminate 'Director of Student and Community Relations' from the Board of Directors*
2. Article 5: Organizational Structures  
**5.01 Board of Directors**

	<p><i>Niagara College appointed Ex-Officio members do not need to be approved by the voting members at the September meeting each year.</i></p> <p>3. Article 8: Finances and Legal Matters  <b>8.01 Finances of the Corporation</b></p> <p><i>Updated income statements and bills paid must be approved by the Board of Directors at monthly Board meetings.</i></p> <p><i>There will be six signing officers of the corporation including the: President, Executive Vice Presidents, Business Manager, Executive Director and Marketing Communications Manager.</i></p> <p><i>Any purchase orders, cheque requisitions, and receipts for payment and recording may be signed by any two (2) authorized officers of the corporation.</i></p> <p><i>The President and one (1) Vice President must sign off on all completed Electronic Fund Transfers (EFT).</i>  <i>All cheques, bills of exchange or other orders for payment of money require two signatures from any two (2) signing officers.</i></p> <p><i>All intended purchases totaling over \$250 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.</i></p> <p>4. Article 8: Finances and Legal Matters  <b>8.05 Agreements</b></p> <p><i>At the expiry of contractual agreements, a Request for Information (RFI) will be completed, and</i></p> <p><i>All contracts will include a 90 day notice period for termination, and</i></p> <p><i>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 compete for contract opportunities, and</i></p> <p><i>Only official signing officers of the corporation may sign contracts, and</i></p> <p>Discussion: Shane asked the Board for their input regarding the proposed recommendations, calling special attention regarding eliminating the Director of Student and Community Relations position on the Board of Directors. There was a lot of support of this recommendation, however it was flagged that the Director of Communications, who would assume the role of liaising between the different departments, may have a difficult time balancing the new responsibility. The Director of Communications currently spends a lot of their devoted time in the office submitting marketing requests and posting to social media, so they may find it difficult to now be out in the halls talking face-to-face with students and also communicating with the different departments. It was discussed that next year, there could be a 'Street Team' assembled which would provide a volunteer opportunity for students who would be devoted to promoting different SAC initiatives, campaigns, and event that SAC is running. This would help alleviate the role of the Director of Communications. Shane told the Board that they will be discussing these proposed changes at the January Retreat.</p>	
<p><b>SAC 6.15</b></p>	<p><b>Point of Interest Items</b>  <b>Niagara Falls Campus Food Operations – Jenn Howarth</b></p> <p>Jenn had provided the Board with the letter that she had sent to Niagara College regarding NCSAC's desire to acquire food services at the Niagara Falls Campus to better the student experience, lower cost and create more options for students. Jenn has been looking at the financials of the Student Café's in order to come up with a budget for the Niagara Falls services. Unfortunately, Jenn has yet to receive confirmation that NCSAC are able to acquire this space. Jenn explained that Chartwell's requires 30 days'</p>	<p>Jenn Howarth</p>

	notice, therefore, NCSAC will not be able to take over the space for the start of winter semester.	
<b>SAC 6.16</b>	<p><b>Point of Interest Items</b>  <b>January Retreat – Shane Malcolm</b></p> <p>Jenn, AliceMary, Matt C, and Shane have been busy planning for the January Retreat, which will take place from January 8, 2016 – January 9, 2016. This retreat will provide an opportunity for the Board to reflect on what they have accomplished so far, to reprioritize their initiatives, to assess where they are now, and plan out their next steps from January – April. Shane will send out a detailed agenda via e-mail.</p>	
<b>SAC 6.17</b>	<p><b>Point of Interest Items</b>  <b>Hierarchy of Legislation – Jenn Howarth</b></p> <p><b>Motion made to table the approval of the Hierarchy of Legislation until the January Board of Directors Meeting.</b></p> <p>Motioned by: Shane Malcolm  Seconded by: Alex Sobschak</p> <p>Discussion: Jenn explained that the Hierarchy of Legislation document is complete, however the Policy Committee has not had a chance to review it, and therefore the Hierarchy of Legislation will be discussed at the January Board meeting. Jenn did however provide some context about the purpose of the document:</p> <p style="padding-left: 40px;">The following types of legislation shall govern the Niagara College Student Administrative Council. This legislation is listed in a hierarchical order and no lower ranking piece of legislation may contradict a higher piece of legislation; should a conflict exist, the higher-ranking legislation takes precedence.</p> <p style="padding-left: 40px;">(a) Federal, Provincial, and Municipal laws;  (b) Letters patent;  (c) NCSAC’s Constitution;  (d) NCSAC’s By-laws;  (e) NCSAC’s Policies and Procedures</p> <p>All in Favour, Carried.</p>	Jenn Howarth
<b>SAC 6.18</b>	<p><b>Point of Interest Items</b>  <b>January Orientation</b></p> <p><i>Monday January 11, 2016:</i>  <b>Free Coffee</b></p> <ul style="list-style-type: none"> <li>• Welland: Outside of The Core</li> <li>• Niagara-on-the-Lake: Outside of the SAC office</li> <li>• Time: 11:00 am</li> </ul> <p><b>Deal or No Deal Game</b></p> <ul style="list-style-type: none"> <li>• Niagara-on-the-Lake: The Armoury</li> <li>• Time: 1:30 pm – 2:30 pm</li> </ul> <p><i>Tuesday January 12, 2016:</i>  <b>NYE 2.0 Pub Night</b></p> <ul style="list-style-type: none"> <li>• Welland: The Core</li> <li>• Details: 19+ event with a New Year’s Eve countdown at midnight; \$2 coat check</li> <li>• Time: 9:00 pm to 1:00 am</li> </ul> <p><i>Wednesday January 13, 2016:</i>  <b>Tony Lee X-rated Hypnotist</b></p> <ul style="list-style-type: none"> <li>• Welland: The Core</li> </ul>	



	<ul style="list-style-type: none"> <li>• Details: ALL AGES; Tickets \$10; Tickets can be bought in advance at the SAC office</li> <li>• Note: A purchased ticket does not guarantee a seat</li> <li>• Time: Doors open at 6:30 pm</li> </ul> <p><i>Thursday, January 14, 2016:</i></p> <p><b>Movie Night</b></p> <ul style="list-style-type: none"> <li>• Niagara-on-the-Lake: The Armoury</li> <li>• Details: Free entry; Movie TBD; Popcorn, cotton candy available; Bar will be open.</li> <li>• Time: Doors open at 6 pm.</li> </ul> <p><b>Motion made to approve \$5,050.00 for January Orientation allocated from the Global Orientation budget.</b></p> <p>Motioned by: Ryan Huckla Seconded by: Nimisha Sumathi</p> <p>Discussion: Shane updated the Board on some scheduling conflicts that have come up. The movie night will now be moved to Monday. Shane also told the Board that Brittany has scheduled one of the Niagara-on-the-Lake monthly Karaoke nights during Orientation week as well, using her campus specific events budget.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 6.19</b></p>	<p><b>Point of Interest Items</b> <b>Reconfiguring Niagara-on-the-Lake Boardroom – Heather Storey</b></p> <p>The Niagara-on-the-Lake office does not have a designated informal meeting space. Currently the student space in the office functions as a work space (for students and staff) as well as an informal gathering space. This often causes it to be loud and disruptive in the centre of the office. The Niagara-on-the-Lake Boardroom is a large room that is underutilized. It has an oversized table and credenza and only functions as a formal meeting space. If the table and credenza are removed and couches and other furniture are purchased, this space can meet the need of having an informal gathering space for the Niagara-on-the-Lake council.</p> <p><b>Motion made to approve \$2,500.00 to purchase new furniture for the Niagara-on-the-Lake Boardroom allocated from the Furniture and Office Equipment budget.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Marcus Herrod</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 6.20</b></p>	<p><b>Point of Interest Items</b> <b>New Business</b></p> <p><b>January LGBTQ Campaign – Alex Sobschak</b> Alex informed the Board that the LGBTQ Campaign has been approved at an Executive level and will be held on January 20 – 21, 2016. On January 20, 2016 there will be an ‘In-OUT-formation’ Services Fair where LGBTQ community vendors will inform the students of the services they provide. On January 21, 2016 there will be a ‘Pride and Pasta Night’ which will celebrate different performances. Alex would like to charge students \$2.00 or a donation of a canned food item to attend the event, which would be donated to the Student Emergency Food Bank. All Board members are encouraged to attend.</p> <p><b>CSA Committee – Shane Malcolm</b> Shane informed the Board that there are three different CSA Committees, (1) Aboriginal Students Committee; (2) International Students Committee; (3) Policy Committee. Shane informed the Board if they are interested in sitting on one of these Committees to let him know, but to also respond to the e-mail that was sent out by CSA.</p>	

	<p><b>YouTube Star Search – Shane Malcolm</b></p> <p>Shane provided the Board with an update regarding the YouTube Star Search. The website for students to submit their application and to view the rules and regulations for the contest will be <a href="http://www.ncsac.ca/videostarsearch">www.ncsac.ca/videostarsearch</a>. Students will be asked to fill out the on-line submission form and include a link to their video application. In the video, students will explain why they should be the first YouTube Video Star. The Judges for the contest will be: Shane, Adam, Shelley Panetta, Niagara College Marketing and Communications Manager, and Dorita Pentesco, Niagara College Director of Marketing and Communications. The Judges will review the applicants and narrow it down to the top five. The top five candidates will be posted on-line. Niagara College students will be asked to vote on who they would like to become the NCSAC YouTube Star. The winner will be the voice of the students and help Niagara College and NCSAC relay key information about news and events on campus. The deadline is Friday, January 15th, 2016. Students are encouraged to use the holiday break to work on their video submission. For each video produced (bi-weekly), the video star will receive \$50.00 which will be covered by Niagara College. Any student from any campus is encouraged to apply.</p>	
<p><b>SAC 6.21</b></p>	<p><b>Items for Decision/Discussion</b></p> <p><b>Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• 2016-2017 Constitution and By-laws – Shane Malcolm</li> <li>• Ancillary Fees – Shane Malcolm</li> <li>• Art Show Update – Samantha Cianchino</li> </ul>	
<p><b>SAC 6.22</b></p>	<p><b>Items for Decision/Discussion</b></p> <p><b>Next Meeting</b></p> <p>The next meeting is TBA.</p>	

There being no other business, the meeting was adjourned at 8:57 p.m.

Approved:

Shane Malcolm  
President