

AMENDED AGENDA
Board of Directors Meeting
February 26, 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. Niagara College Sexual Assault Process – Brigitte Chiki | 10 min |
| 4. Approval of Previous Meeting Minutes – January 22, 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. Educator of the Year/Student Success Banquet – Shane Malcolm | 10 min |
| 10. CSA Update – Shane Malcolm | 5 min |
| 11. Southwest Regional (CSA) – Shane Malcolm | 5 min |
| 12. The Armoury – Jenn Howarth | 10 min |
| 13. Niagara’s Luckiest Student – Adam Maiolo | 10 min |

Point of Interest Items

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| 14. Executive Director Report – Jenn Howarth | 5 min |
| 15. MPlus Text – Shane Malcolm | 10 min |

Items for Decision/Discussion

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| 16. Amended MoU and Fee Agreement – Shane Malcolm | 15 min |
| 17. Battle of the Bands – Adam Maiolo | 5 min |
| 18. Easter Party – Adam Maiolo | 5 min |
| 19. Medieval Times Excursion – Adam Maiolo | 5 min |
| 20. Health Plan Reserve Policy – Jenn Howarth | 5 min |
| 21. Amendment to Student Administrative Council Office Policy – Jenn Howarth | 5 min |
| 22. Reprimand Policy – Jenn Howarth | 5 min |
| 23. New Business | 2 min |
| 24. Agenda Items for Next Meeting | 2 min |
| 25. In Camera | 40 min |
| 26. Next Meeting | 2 min |

Board of Directors Meeting
 February 26, 2015; 7:00 p.m.
 Niagara-on-the-Lake Campus
 Ventures Training Room, W212

Present: Jenn Howarth Karen Marasco Adam Maiolo Myra Pisano
 Lesley Calvin Shane Malcolm AliceMary Nakiwala Jasmine Olah
 Charles Burley Jamie-Lynn Gillingham Nick Appelman Matt Cowell
 Brittany Lighthouse Nimisha Sumathi Tanvi Dave Megan Paterson
 Gabriela Hernandez Maltos

Guests: Brigitte Chiki

Recording Secretary: Heather Storey

This meeting was called to order at 6:56 p.m. and chaired by Karen Marasco.

Action Items

SAC 8.1	<p>Declaration of Conflicts The following conflicts were declared:</p> <p>None.</p>	
SAC 8.2	<p>Items for Approval Approval of Agenda</p> <p>Motion made to approve the agenda for the February 26, 2015 Board of Directors meeting as amended.</p> <p>Motioned by: Gabriela Hernandez Maltos Seconded by: Nimisha Sumathi</p> <p>All in Favour, Carried.</p>	
SAC 8.3	<p>Items for Approval Niagara College Sexual Assault Process - Brigitte Chiki</p> <p>Brigitte explained that Niagara College is one of 24 public colleges who voted to endorse a stand-alone uniform policy that provides a clear path for victims of sexual violence and clearly outlines a school's responsibility. They will now take the next two months to consult with local groups before putting finalized policies in place at each school. Creating this policy is a collaborative effort involving many different people. Niagara College has received the template from Colleges Ontario and are now working on customizing the policy. Brigitte stated that Niagara College will be using Sexual Assault Practice Survey to gain data, information, and student feedback regarding sexual assault. She stressed the importance of getting student participation and input regarding sexual assault, and the Directors offered ideas such as: online surveys, guest speaker events, offering survey in languages other than English, hold sessions during camp hour, etc. Brigitte stated that there will be a built in one year review period to edit the policy. Brigitte told the Board that she would be sending them a draft copy of the new Sexual Assault and Sexual Violence Practice and Protocol as well as the Sexual Assault Practice Survey via e-mail; she said if they have any recommendations or feedback to please contact her. Niagara College is obligated to make this practice public by March 15, 2015 and posted to the website by March 31, 2015.</p>	
SAC 8.4	<p>Items for Approval Approval of Previous Meeting Minutes</p> <p>Motion made to approve the minutes from the January 22, 2015 meeting as submitted.</p> <p>Motioned by: Matt Cowell Seconded by: Charles Burley</p>	

	All in Favour, Carried.	
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: Tanvi Dave Seconded by: Gabriela Hernandez Maltos</p> <p>All in Favour, Carried.</p>	
SAC 8.6	<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: Tanvi Dave Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
SAC 8.7	<p>Items for Approval Verbal Executive Vice Presidents Update</p> <p>AliceMary Nakiwala, Welland campus The first day of the Healthy @ NC week was about physical health; we had professional Zumba instructors, as well as a few volunteers, this activity was located outside of the Athletics department. On the second day we had our Health Services Fair. There were multiple vendors who brought valuable information important to the students of Niagara College. On the third day we hosted Bingo in The Core with winner receiving gift card prizes. I continue to attend the Rise & Shine Breakfast Program on Tuesdays and Thursdays to assist with the flow of traffic at The Core. We have noticed that Thursdays are always the busier day, we will be thinking of different ways to attract more people to attend Tuesday mornings. The Welland Executive Committee has also recently financially sanctioned two (2) more clubs: NCSAC Aboriginal Crafts Club, and the NCSAC Urban Dance Club. Lastly, Casey Forgeron has been removed from his position, as per the NCSAC Constitution; his role and responsibilities has been divided between the Executive Committee at the Welland campus.</p> <p>Matt Cowell, Niagara-on-the-Lake campus Matt reported that the Blue Mountain Ski Excursion was successful and overall everyone who attended has positive feedback. Matt also spoke about the ‘stamp out hunger’ campaign that Megan has been running where students bring in certain non-perishable food items listed on the card, and when they do, they receive a stamp on their card. Students who have their full card stamped will receive a ballot for a draw and will have a chance to win 1 of 3 prizes. Matt also updated the Board on the food donation bins that have been ordered and informed them that they will be wrapped in NCSAC branding and be dropped off in different locations throughout the college. Matt also discussed the success of Healthy @ NC week which Brittany spearheaded. Matt informed the Board that a previously sanctioned club had expressed their desire to Gabriela that they no longer wanted to be an official club anymore, and therefore requested to have the club dissolved. Matt also updated the Board about the Headphone Disco, the Social Media Calendar that Nimisha has been working on, the success of the Elections Debate/Fair, and the involvement of NCSAC at the Big Brothers Big Sisters/NC Bowls Event that rased an impressive \$5,000.00.</p>	
SAC 8.8	<p>Items for Approval New Business</p> <ul style="list-style-type: none"> Public Safety Update – Jenn Howarth 	

	<ul style="list-style-type: none"> • Award – Lesley Calvin • Seafood Gala – Shane Malcolm • Graduating Class – Shane Malcolm <p>Motion made to approve New Business.</p> <p>Motioned by: Nimisha Sumathi Seconded by: Brittany Lighthouse</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.9</p>	<p>Action Items Educator of the Year/Student Success Banquet – Shane Malcolm</p> <p>The Educator of the Year/Student Success Banquet has officially been renamed “NCSAC Night of Excellence” and it will be a night to honour the contribution and achievements of not only the 2014-15 Board, but our student leaders, volunteers, clubs, and scholarship winners. The Night of Excellence allows SAC to thank the outgoing Board and staff for their hard work while recognizing the new group of leaders that rose to challenge and are passionate about keeping the student voice strong. The contribution of faculty in aiding and supporting the lives of our students is undeniable, so the Night of Excellence will be used as a platform to recognize the students’ choice of Educators of the Year. This event is scheduled for April 17, 2015 from 5:30 – 8:00 p.m. at Club Roma (off-site location in St. Catharines). There will be approximately 85 people in attendance. NCSAC will recognize and present NCSAC Scholarship Award winners, CSA Scholarship winner, Educator of the Year Awards, 2014-15 Board Recognition Awards, NCSAC Hall of Fame Award, Club of the Year Award, Outstanding Volunteer Recognition, and a Board Ceremonial Handover.</p> <p>Motion made to approve \$4,500.00 for the Student Success Banquet allocated from the Leadership budget (60%) and the Global Special Events (40%) budget.</p> <p>Motioned by: Shane Malcolm Seconded by: Nick Appelman</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.10</p>	<p>Action Items CSA Update – Shane Malcolm</p> <p>Shane provided the Board with CSA’s current endeavours. He spoke about the College and University Student Associations Act, which is making strides in regards to levying of fees and administration of funds, their list of members, communications with members, as well as availability of on-campus space to student associations. CSA also provided an update in respect to the pre-budget submission process, including: removing the student-owned vehicle asset exemption from OSAP’s needs assessment process to better reflect current realities, and amending targeted eligibility criteria from Ontario’s 30% off Tuition Grant (OTG) for Aboriginal ancestry students to better reflect current realities. Shane also informed the Board about CSA being open to expanding degree granting opportunities at colleges across Ontario when it makes sense to do so; currently, however CSA feels as though there is insufficient information to definitively say that offering 3-year degrees benefits college students. There have also been some organizational changes happening at CSA, such as updating their Constitution, and their By-Laws now being in compliance with the Federal Non-Profit Incorporations Act. The membership approved a new Board Structure; new legislation determines all members must elect all officers of the Board. Therefore, there will no longer be Regional Directors elected only by the Student Associations in their region. Lastly, Shane spoke about the conference in Thunder Bay; he explained that he attended a session entitled “Steal This Idea” where student associations were asked to present an initiative or program they launched this past year. Shane presented the “Rise & Shine Breakfast Program” and received positive feedback. Other ideas were: Music Room (SUCU), Trick or Eat (St. Clair), CSI Feast (Conestoga Student Union), and Get Set for Success (Georgian).</p>	

<p>SAC 8.11</p>	<p>Action Items Southwest Regional – Shane Malcolm</p> <p>Shane explained that SAC will not be sending delegates to attend the CSA Southwest Regional Conference as SAC directors just returned from the CSA Conference held in Thunder Bay in February.</p>	
<p>SAC 8.12</p>	<p>Action Items The Armoury – Jenn Howarth</p> <p>This agenda item will be tabled until the next meeting.</p>	<p>Jenn Howarth</p>
<p>SAC 8.13</p>	<p>Action Items Niagara’s Luckiest Student – Adam Maiolo</p> <p>Adam was given direction from the Board to investigate the possibility of running a ‘Niagara’s Luckiest Student’ contest through the NCSAC OOHLALA mobile app. Unfortunately, OOHLALA does not offer software that is compatible with this type of contest. Adam also explained that there are a lot of events happening in March, and that he doesn’t have the budget to run large contest through the mobile app; he is looking into running a smaller scale photo contest in March. This summer, Adam will be in contact and work with the OOHLALA rep to discuss new software for the app which will have the capability of running larger scale contests.</p>	
<p>SAC 8.14</p>	<p>Point of Interest Items Executive Directors Report – Jenn Howarth</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 every three months, giving updates quarterly.</p>	
<p>SAC 8.15</p>	<p>Point of Interest Items MPlus Text – Shane Malcolm</p> <p>MPlus Text is mass texting software that allows companies and businesses to reach many clients instantly. It is an advanced SMS marketing platform that allows companies and businesses to manage SMS marketing campaigns; this software is loaded with features and allows companies and businesses to connect with their clients and reach a mass audiences with ease. Shane explained that NCSAC could utilize this mass texting service to inform students of important dates, such as: office closures, health plan deadlines, election voting, etc. Shane presented the board with a costing chart of monthly rates for the service.</p> <p>By consensus the Board decided that they will not purchase the MPlus Text software.</p>	
<p>SAC 8.16</p>	<p>Items for Decision/Discussion Amended MoU and Fee Agreement – Shane Malcolm</p> <p>Jenn informed the Board that she has amended the original Memorandum of Understanding (MoU) that was previously approved and signed on April 3rd, 2014. The principles that appear in the current MoU include the following:</p> <ul style="list-style-type: none"> • Student Council offices at the Niagara-on-the-Lake campus will be of at least equal square footage to the currently occupied space; • Expanded student life facilities at Niagara-on-the-Lake and Welland will include multi-purpose student life rooms to be shared by the college community in accordance with a governance structure co-facilitated by the Student Council and Centre for Student Engagement and Leadership; • Open movement and studio spaces in the Athletics & Recreation Centre at both campuses will be bookable spaces, with first priority for booking needs given to student programs, including NCSAC clubs, offered through Athletics & Recreation. <p>Jenn also stressed the importance of putting conditions of the money that SAC has funded for the Capital Expansion projects. The College and Student Council agree to work jointly in planning for the facility renovations and expansions. Representatives of Student Council will be members of the facility planning committee(s). In addition, it is stated in the amended MoU that every year in November/December a financial report will be provided to the Fee Protocol Committee setting out how funds</p>	

	<p>were used in the previous fiscal year. While the funds from this fee may be used together with funds from other sources for larger projects, financial reports will identify the specific portion of the projects funded solely by this fee. With that being said, if project plans change significantly after decisions are made by the facility planning committee Student Council will be advised and have authority to withhold funds until changes are approved by the NCSAC Board of Directors.</p> <p>Motion made to recommend approval of the Amended MoU and Fee Agreement to the Board of Governors as presented.</p> <p>Motioned by: Megan Paterson Seconded by: AliceMary Nakiwala</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.17</p>	<p>Items for Decision/Discussion Battle of the Bands – Adam Maiolo</p> <p>Battle of the Bands is an annual event showcasing student’s musical talent. Students are encouraged to sign up their band, perform in a contest, and at the end of the night a winner will be announced. This event will take place in The Core on March 31st, 2015 from 7:00 p.m. until midnight. The band who wins first place will take home \$500.00 as well as a guaranteed performance at Niagara College. This event is 19+.</p> <p>Motion made to approve \$2,600.00 for Battle of the Bands allocated from the Global Special Events budget as amended.</p> <p>Motioned by: Gabriela Hernandez Maltos Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.18</p>	<p>Items for Decision/Discussion Easter Party – Adam Maiolo</p> <p>Every year NCSAC hosts a Children’s Spring Party that welcomes the students who are parents at Niagara College to bring their children for a fun day filled with engaging activities, entertainment and programming. This year, Adam thought that the event could be Easter themed, and be hosted on the Saturday of Easter weekend. Adam has looked into hiring an Easter bunny, as well as having a live rabbit petting zoo, an egg decorating station, and an Easter egg hunt. The event is scheduled for April 5th, 2015 from 11:00 a.m. – 1:00 p.m.</p> <p>Motion made to approve \$3,000.00 for the Easter Party on Saturday, April 5th, 2015 allocated from the Global Special Events budget.</p> <p>Motioned by: Charles Burley Seconded by: Jamie-Lynn Gillingham</p> <p>Discussion: Some Directors were concerned about being able to commit to attending this event if it is held on the Easter long weekend, as some students do not live locally, and some have family plans for the holiday weekend. Other dates were discussed to hold the event; Jenn suggested that NCSAC could host this event during the Niagara College Open House on March 28th, as NCSAC has not yet confirmed their programming for the day. Adam explained that March is so jammed packed with events, it would be difficult to add another one.</p> <p>In Favour: 10 Opposed: 2</p> <p>Motion Carried.</p>	
<p>SAC</p>	<p>Items for Decision/Discussion</p>	

<p>8.19</p>	<p>Medieval Times – Adam Maiolo</p> <p>Adam proposed booking an excursion to Medieval Times in March. Adam explained that this event usually sells pretty well and the feedback from students is positive. Medieval Times is a dinner/show event, with jousting, knights, and interactive entertainment. Ticket price would include transportation, admission to the show, and dinner.</p> <p>By consensus it was agreed that NCSAC will not book the excursion to Medieval Times due to an abundance of events already booked in March.</p>	
<p>SAC 8.20</p>	<p>Items for Decision/Discussion Health Plan Reserve Policy – Jenn Howarth</p> <p>The NCSAC maintains a Health Plan Reserve fund, which is comprised of budgetary surplus from the fiscal year’s health plan premiums. Jenn also explained that the dollars collected in the Health Plan Reserve shall not exceed \$500,000. In a situation where the Health Plan Reserve is in excess of \$500,000 the excess funds will be used to offset any potential future increases in the health plan cost, basically freezing the health plan fee that students pay. In the case that the Health Plan Reserve fund dips below \$500,000 then NCSAC will have to submit a proposal to the Fee Protocol Committee to increase the Health Plan fee. In addition, the Board of Directors will be presented with options for spending Health Plan Reserve funds in excess of \$500,000 on the following related items:</p> <ul style="list-style-type: none"> a) Endowment fund and/or, b) Investments and/or, c) Capital expenditures and/or, d) Service opportunities and/or, e) Additional benefit options <p>Motion made to approve the Health Plan Reserve Policy as presented.</p> <p>Motioned by: Shane Malcolm Seconded by: AliceMary Nakiwala</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.21</p>	<p>Items for Decision/Discussion Amendment to Student Administrative Council Office Policy – Jenn Howarth</p> <p>As per Shane’s request, Jenn has added a “sick day” piece to the Student Administrative Council Office Policy specific to the Executive members. This section of the policy states that Executive members are allowed two (2) sick days per semester. If an Executive member has used their two (2) sick days, the rest of their time out-of-office will be unpaid and the Executive Vice President(s) or President may ask for a doctor’s note (paid personally by the member). If an Executive member has used their two (2) sick days and can make up their time on another day during the pay week, the Executive Vice President or President will confirm if this reallocation of time is appropriate.</p> <p>Motion made to approve the Amendment to Student Administrative Council Office Policy as presented.</p> <p>Motioned by: Brittany Lightheart Seconded by: Jamie-Lynn Gillingham</p> <p>Discussion: It was asked if Executive members need more than two (2) sick days per semester if they would be permitted to come in and work during the reading weeks to offset their pay. Jenn stated that the Executive Committee member would have to make up their time during another day during the specific pay period.</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.22</p>	<p>Items for Decision/Discussion Reprimand Policy – Jenn Howarth</p>	

	<p>This policy provides guidance for appropriate reprimands and corrective measures for a corresponding offense. Any Executive member that has received two (2) reprimands will be subject to corrective measure from their Executive committee, which will include one of, or a combination of, the following: 1:1 Meeting, Executive Meeting, Deduction in Honourarium, Retain Full Honourarium, and Removal from Office.</p> <p>Motion made to approve the Reprimand Policy as presented.</p> <p>Motioned by: Charles Burley Seconded by: Jasmine Olah</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.23</p>	<p>Items for Decision/Discussion New Business</p> <p>Public Safety Update – Jenn Howarth Jenn sits on the Public Safety Committee and wanted to update the Board on two (2) recent developments. First, the Inclement Weather Policy (practice piece) has been approved by the College Operations Group (COG), however the Academic Advisory Concern piece to the policy never reached COG. Jenn said that she will follow-up with Steve Hudson. Second, Jenn stated that she believes that there needs to be more safety training, as many people are unaware of correct procedures in the event of an emergency.</p> <p>Award – Lesley Calvin Lesley informed the Board that the Centre for Student Engagement and Leadership is hosting their inaugural NC Volunteer and Leadership Awards. This Gala event will be celebrating student leaders and volunteers with an Awards Ceremony. There will be a SAC Peer Leader Award voted by the Board.</p> <p>Seafood Gala – Shane Malcolm Niagara College will be hosting the 26th Annual Seafood Gala on April 11, 2015. This event aims to raise funds to support student success through equipment and learning resources, scholarships and bursaries. Shane informed the Board that he will be trying to get tickets for the Board to attend.</p> <p>Graduating Class – Shane Malcolm Shane presented the Board with a ‘pay it forward’ initiative regarding the graduating class. Shane proposed that all graduating students would be asked to donate a voluntary fee of \$20.00, with all money collected being used to fund an entry level scholarship for first year students coming to Niagara College. Shane will be working with the Alumni department to work out the details.</p> <p>By consensus it was agreed that NCASC will go forward with the Graduating Class “Pay It Forward” initiative.</p>	<p>Jenn Howarth</p>
<p>SAC 8.24</p>	<p>Items for Decision/Discussion Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • Budgets – Karen Marasco 	
<p>SAC 8.25</p>	<p>Items for Decision/Discussion In Camera</p> <p>Motion made to go In Camera.</p> <p>Motioned by: Shane Malcolm Seconded by: Tanvi Dave</p> <p>All in Favour, Carried.</p> <p>1. Board Honourariums</p>	

	<p>Declaration of Conflicts: Nimisha Sumathi, Brittany Lighthouse, Jamie-Lynn Gillingham, Jasmine Olah, Matt Cowell, AliceMary Nakiwala</p> <p>Motion to approve increase in honourarium for Directors and for Executive Vice Presidents as of May 1, 2015.</p> <p>Motioned by: Shane Malcolm Seconded by: Gabriela Hernandez Maltos</p> <p>All in Favour, Carried.</p> <p>2. President's Salary</p> <p>Declaration of Conflicts: Charles Burley, Gabriela Hernandez Maltos, Shane Malcolm</p> <p>Motion to approve increase in President's salary as of May 1, 2015.</p> <p>Motioned by: Matt Cowell Seconded by: AliceMary Nakiwala</p> <p>In favour: 8 Abstention: 1</p> <p>Motion Carried.</p> <p>Motion made to go Out of Camera.</p> <p>Motioned by: Matt Cowell Seconded by: Tanvi Dave</p> <p>All in Favour, Carried.</p>	
<p>SAC 8.26</p>	<p>Items for Decision/Discussion Next Meeting</p> <p>The next meeting is to be held on March 19, 2015 at the Welland campus at 7:00 p.m. Room: SA208</p>	

There being no other business, the meeting was adjourned at 10:42 p.m.

Approved:

Shane Malcolm
President