

**AGENDA**  
**Board of Directors Meeting**  
February 8 2016; 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. Sir Winston Churchill Debate Team Donation Presentation - Samir Alazzam   | 5 min  |
| 4. Approval of Motions   | 1 min  |
| 5. Approval of Previous Meeting Minutes – January 19, 2016                   | 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 & Alvin Mutagubya | 5 min  |

**Action Items**

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| 10. Health Care Ancillary Fees – Shane Malcolm  | 5 min |
| 11. Hierarchy of Legislation – Jennifer Howarth | 5 min |

**Point of Interest Items**

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| 12. Executive Director Report – Jennifer Howarth | 5 min  |
| 13. Student CarShare Update – Fred Donkor        | 5 min  |
| 14. CSA Update – Fred Donkor                     | 5 min  |
| 15. CSA May Conference Bid – Shane Malcolm       | 5 min  |
| 16. Capital Vision Update – Shane Malcolm        | 20 min |

**Items for Decision/Discussion**

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| 17. Night of Excellence – Shane Malcolm                        | 10 min |
| 18. Sir Winston Churchill Debate Team Donation – Shane Malcolm | 2 min  |
| 19. Many Hands Donation – Shane Malcolm                        | 5 min  |
| 20. Entrepreneurship Week – Shane Malcolm                      | 10 min |
| 21. Ski Trip Excursion – Fred Donkor                           | 5 min  |
| 22. Children’s Spring Party – Ryan Huckla                      | 5 min  |
| 23. New Business   | 2 min  |
| 24. Agenda Items for Next Meeting                              | 2 min  |
| 25. Next Meeting   | 2 min  |

**Board of Directors Meeting**  
 February 8 2016; 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 Lesley Calvin  
 Shane Malcolm AliceMary Nakiwala Alex Sobschak Jamie-Lynn Gillingham  
 Ryan Huckla Ryan Krafft Samantha Cianchino Brittany Lightheart  
 Nimisha Sumathi Matt Cowell Fred Donkor Matt Burnip  
 Marcus Herrod Alvin Mutagubya

Guests: Naasson Huyler Samir Alazzam

Scribe: Heather Storey

This meeting was called to order at 6:59 p.m. and chaired by Chris Williams.

		Action Items
<b>SAC 8.1</b>	<p><b>Declaration of Conflicts</b>            The following conflicts were declared:</p> <p>None.</p>	
<b>SAC 8.2</b>	<p><b>Items for Approval</b>  <b>Approval of Agenda</b></p> <p><b>Motion made to approve the agenda for the February 8, 2016 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Alex Sobschak            Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	
<b>SAC 8.3</b>	<p><b>Items for Approval</b>  <b>Sir Winston Churchill Debate Team Donation Presentation – Samir Alazzam</b></p> <p>Samir Alazzam, a student from Sir Winston Churchill High School, presented to the Board about the Model UN Club at the school. He explained that each year the club participates in 3-4 different competitions in the Niagara Region. Individuals in the club have won many different prestigious awards at these competitions. The club has also assisted other schools in forming their own Model UN teams and they are encouraging more schools in the Niagara Region to do the same. This year, the Sir Winston Churchill Model UN Club is hoping to attend a more challenging, higher level national conference. The conference this year is taking place in Vancouver from May 20, 2016 to May 22, 2016. Donations are needed to help cover the cost of the five students traveling to Vancouver for the conference. The hope is that students who are attending will only have to pay \$200.00 themselves and the rest be paid for by donations.</p>	
<b>SAC 8.4</b>	<p><b>Items for Approval</b>  <b>Approval of Motions</b></p> <p><b>Motion made to approve the prepared motions for the February 8, 2016 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Nimisha Sumathi            Seconded by: Samantha Cianchino</p> <p>All in Favour, Carried.</p>	
<b>SAC</b>	<p><b>Items for Approval</b></p>	

<p><b>8.5</b></p>	<p><b>Approval of Previous Meeting Minutes – January 19, 2016</b></p> <p><b>Motion made to approve the minutes from the January 19, 2016 meeting as submitted.</b></p> <p>Motioned by: Marcus Herrod          Seconded by: Alvin Mutagubya</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 8.6</b></p>	<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: Ryan Huckla          Seconded by: Alex Sobschak</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 8.7</b></p>	<p><b>Items for Approval</b>  <b>New Business</b></p> <ul style="list-style-type: none"> <li>• Children’s Safety Village – Karen Marasco</li> <li>• Year End Prep – Karen Marasco</li> <li>• NCVLA’s – Lesley Calvin</li> <li>• March Madness Basketball Tournament – Marcus Herrod</li> <li>• Bioblitz – Marcus Herrod</li> <li>• KPI Surveys – Shane Malcolm</li> <li>• Computer Monitor Giveaway – Shane Malcolm</li> </ul> <p><b>Motion made to approve New Business.</b></p> <p>Motioned by: Brittany Lightheart          Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 8.8</b></p>	<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: Ryan Krafft          Seconded by: Matt Burnip</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 8.9</b></p>	<p><b>Items for Approval</b>  <b>Campus Update – AliceMary Nakiwala/Matt Cowell/Alvin Mutagubya</b></p> <p><b>AliceMary Nakiwala, Executive Vice President, Welland Campus</b>          AliceMary attended the Welland Executive Meeting, the Annual General Meeting, the Presidential Vote of Confidence Meeting, as well as held two Class Rep Meetings which each had 16 students in attendance. Some of the other events that were held this past month were the Club Fair where 9 clubs were showcased, the Pride and Pasta Night, and Karaoke Night. During the week of February 8, 2016, Samantha will be holding a Flower Sale with all proceeds raised going to the Student Emergency Food Bank. AliceMary also attended a Fee Protocol Meeting, a Transit Meeting and some Training Module Meetings along with Samantha, Alex and Nimisha. In addition, AliceMary has had one-on-one meetings</p>	

	<p>with Alex and Ryan K regarding transit advocacy. AliceMary stated that upcoming events include Comedy Pasta Night, NCSAC Fan Expo Night, Deal or No Deal, Cash Cube, Art Show, Stamp Out Hunger and Break the Bank.</p> <p><b>Matt Cowell, Executive Vice President, Niagara-on-the-Lake Campus</b>  Since the last meeting, the Niagara-on-the-Lake Campus team has held a Cash Cube event and a Karaoke Night. Both events had an excellent turnout. It was discussed that for the remaining Karaoke Nights there should be security present for safety reasons. Matt also attended the Annual General Meeting in The Armoury along with the other Niagara-on-the-Lake Directors. Marcus' 'Stamp Out Hunger' campaign has begun; this campaign encourages students to come to the SAC office to pick up a card with a list of grocery items on it. If the student brings in all five items their name will be entered into a draw to win a prize. The Breakfast Program is consistently having a turnout of an average of 160 students attending each morning and there have been consistent volunteers helping out. Other upcoming events include: NC Bowls, February Food Drive, Break the Bank, and the Flower Sale for the Food Bank.</p> <p><b>Alvin Mutagubya, Director of Student Affairs, Niagara Falls Campus</b>  Niagara Falls operations have been going well at the Niagara Falls Campus. To engage the students at this campus Alvin will be holding events such as Table Tennis, Love Week, a Lip Sync Battle and a photo booth.</p>	
<p><b>SAC 8.10</b></p>	<p><b>Action Items</b>  <b>Health Care Ancillary Fees – Shane Malcolm</b></p> <p>Over the last few weeks, Shane along with Karen, Jenn, Matt Burnip, Matt Cowell, Brittany and Nimisha have been going through an extensive RFP process. In the end, the decision was to choose ACL, the current provider. For the 2016-2017 school year the health care fee will be \$220.00 which is a \$6.30 increase per student per school year (\$3.15 per term). The health care plans will now feature 90 day out-of-country travel insurance up to \$5 million, and tuition protection insurance up to \$10,000 for students. In addition, the fee for opting-in as well as the fees to add family benefits have decreased.</p> <p><b>Motion made to recommend to the Board of Governors that the proposed 2016-17 NCSAC Health Care Fee be approved at \$220 for the 2016-2017 academic school year.</b></p> <p>Motioned by: Shane Malcolm  Seconded by: AliceMary Nakiwala</p> <p>Discussion: If students opt out of their benefits they will retain their tuition protection.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 8.11</b></p>	<p><b>Action Items</b>  <b>Hierarchy of Legislation – Jennifer Howarth</b></p> <p>A Hierarchy of Legislation essentially puts in writing that certain standards are mandatory and not necessarily brought to the Board of Directors. This will be a formal document that NCSAC will abide by moving forward.</p> <p>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>(a) Federal, Provincial, and Municipal laws;  (b) Letters patent;  (c) NCSAC's Constitution;  (d) NCSAC's By-laws;</p>	

	<p>(e) NCSAC's Policies and Procedures</p> <p><b>Motion made to approve the Hierarchy of Legislation.</b></p> <p>Motioned by: Alvin Mutagubya          Seconded by: Samantha Cianchino</p> <p>All in Favour, Carried.</p>	
<b>SAC 8.12</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> <p>Discussion: Matt Burnip mentioned that the Election Kits do not mention anything about Campaign defamation. Jenn said that she will add a section in the Election Kits for next year.</p>	
<b>SAC 8.13</b>	<p><b>Point of Interest Items</b>  <b>Student CarShare Update – Fred Donkor</b></p> <p>Fred is continuing to work with the CarShare Program and is now in the last stages of completing the agreement. The annual membership fee will be \$50.00 and the cost to rent the car would be an extra \$7.00 – \$8.00 an hour. On January 22, 2016 Fred along with Chris, Adam and staff from the Sustainability Office had a meeting with two representatives from the CarShare Program to finalize details. Niagara College will be providing parking spots for the CarShare vehicles and still need to finalize their contract with CarShare. A contract also needs to be made up for CarShare and SAC Marketing. Insurance for drivers will be provided through CarShare.</p>	
<b>SAC 8.14</b>	<p><b>Point of Interest Items</b>  <b>CSA Update – Fred Donkor</b></p> <p>Fred sat in on a CSA Webinar based on Mental Health and Mental Health Awareness. Fred brought up a few possible ideas to incorporate into the Yellow Umbrella Project including Mental Health First Aid training for staff and Board Members. Other schools have also had Music Rooms where students are able to listen to and play music with donated instruments. Jenn brought up that it would be very beneficial to have Mental Health First Aid training during the end of August specifically for the new Board Members. Jenn will talk to Jennifer Babin from Counselling and Christine Philbrick from the Doctor's Office about holding this training.</p>	
<b>SAC 8.15</b>	<p><b>Point of Interest Items</b>  <b>CSA May Conference Bid – Shane Malcolm</b></p> <p>This year the Niagara College Student Administrative Council will not be putting in a bid for the CSA May Conference.</p>	
<b>SAC 8.16</b>	<p><b>Point of Interest Items</b>  <b>Capital Vision Update – Pam Skinner</b></p> <p>On behalf of Pam Skinner, Jenn and Shane provided more information regarding the Capital Vision project timelines and financials to the Board. Jenn has sat down with Steve Hudson and let him know that NCSAC is not moving forward because of what is happening with the current fee agreement. The MOU Agreement has been amended and a first draft should be able to be drawn up soon. Details are still needed regarding timelines and breakdowns of where budgets are being distributed. The MOU is a priority for the institution and they are determined to have it completed for the current Board to approve. Questions were raised regarding start dates and completion dates for upcoming Capital Vision projects mentioned at a previous Board Meeting. Jenn advised that those dates are no longer accurate and that she will send out updated information on time lines and phases of the projects. The CFWI expansion is the only current project in process at the Niagara-on-the-Lake Campus and it is not being funded by SAC. Jenn mentioned that nothing has been signed off yet in regards to SAC money. Jenn recommended that the Board have a couple of focus groups where all Board members have a campus walk together to talk about projects and look at said spaces at the Niagara-on-the-Lake and Welland Campus. That information will then be given to the executives to show what the Board really wants to</p>	

	see happen in both campuses. Jenn will send out proposals and drawings before the focus groups meet.	
<b>SAC 8.17</b>	<p><b>Items for Decision/Discussion</b> <b>Night of Excellence – Shane Malcolm</b></p> <p>The second annual Night of Excellence event will be a night to honour the contribution and achievements of not only the 2015-16 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 Thursday, April 14, 2016 from 5:30 p.m. to 9:00 p.m. at Club Roma (off-site location in St. Catharines). There will be approximately 100 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><b>Motion made to approve \$5,000.00 for the Night of Excellence Event on April 14, 2016 allocated from the Global Special Events budget.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Fred Donkor</p> <p>Discussion: Myra is currently working on rebranding the Educator of the Year Award. Nomination forms are available to pick up the week of February 22, 2016. Students will have the entire month of March to send in their nominations. Alissa prepared a breakdown of exactly what the funds are going towards for the Night of Excellence event. Nimisha brought up whether or not there will be a photographer hired for the event and Shane ensured that it will be looked into.</p> <p>All in Favour, Carried.</p>	
<b>SAC 8.18</b>	<p><b>Items for Decision/Discussion</b> <b>Sir Winston Churchill Debate Team Donation – Shane Malcolm</b></p> <p>Members of the Model UN Club from the Sir Winston Churchill Secondary School in St. Catharines requested a donation to support their club’s ability to participate in a national debate competition from May 20, 2016 to May 22, 2016 in Vancouver.</p> <p><b>Motion made to approve \$500.00 from SAC Cares Donation to go to the Sir Winston Churchill Debate Team.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Ryan Huckla</p> <p>All in Favour, Carried.</p>	
<b>SAC 8.19</b>	<p><b>Items for Decision/Discussion</b> <b>Many Hands Donation – Shane Malcolm</b></p> <p>Each year the Events Management Program hosts a number of fundraising events in support of the Many Hands Project. This year’s Many Hands Project recipient is Strive Niagara, a hope centre located in Welland, Ontario. Strive Niagara is a non-profit, social service organization dedicated to assisting the less-fortunate by fostering the independence of young families who are pursuing an education by providing quality childcare and other necessary supports. The community-based agency is committed to creating positive opportunities for vulnerable people in the community.</p> <p><b>Motion made to approve \$500.00 from SAC Cares Donation to go to the Many Hands Project.</b></p> <p>Motioned by: Shane Malcolm</p>	

	<p>Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	
<b>SAC 8.20</b>	<p><b>Items for Decision/Discussion</b> <b>Entrepreneurship Week – Shane Malcolm</b></p> <p>This is the first year NCSAC is participating in an Entrepreneurship Week. NCSAC is working with BUSU as well as NCTakeOff to bring in a mixture of entrepreneurship related events to the students of Niagara College. The week includes a Vendor Fair, networking sessions, and capacity building workshops. Shane will send all of the information in regards to E-Week via email. E-Week has now been moved to the week of March 21, 2016 and it will run from the Monday to the Thursday. Most of the E-Week events will be taking place at the Niagara-on-the-Lake Campus however it will be open to students from all three campuses.</p> <p><b>Motion made to approve \$5,000.00 for Entrepreneurship Week allocated from the Global Special Events budget.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Brittany Lightheart</p> <p>Discussion: The evening event at the Performing Arts Centre on March 22, 2016 will take place from 5:30 p.m. to 8:00 p.m. SAC Members will be able to participate in the Pitch Perfect Competition on Wednesday at the Welland Campus, as well as all of the other scheduled events, however they will not be able to win prizes.</p> <p>All in Favour, Carried.</p>	
<b>SAC 8.21</b>	<p><b>Items for Decision/Discussion</b> <b>Ski Trip Excursion – Fred Donkor</b></p> <p>The annual ski trip excursion to Blue Mountain Ski Resort will take place on Saturday, February 20, 2015. There will be a coach bus that will pick up students at the NOTL campus at 7:30 am and then Welland students at 8:00 am arriving at Blue Mountain at approximately 10:30 am. The bus would depart Blue Mountain at approximately 5:00 pm. There is enough space for 56 passengers so we would sell 54 tickets (22 tickets for Welland, 22 tickets for Niagara-on-the-Lake, 10 tickets for Niagara Falls) once we factor in bus captains. The lift tickets are \$60.00 (group rate) so we could subsidize the majority of the cost as well as transportation and only charge \$25.00 for students to sign up. Students will have the option to bring their own equipment or rent at Blue Mountain. Fred is working on potentially securing a deal with a local ski shop for discounted rental rates.</p> <p><b>Motion made to approve \$5,000 for the Ski Trip Excursion on February 20, 2016 allocated from the Excursions budget.</b></p> <p>Motioned by: Fred Donkor Seconded by: Matt Cowell</p> <p>Discussion: Jenn will work with Fred on completing the excursion waivers for students to fill out. Posters will not need to be made because all marketing and promotion will be posted on social media. Students will have the opportunity to purchase meal vouchers for \$11.00.</p> <p>All in Favour, Carried.</p> <p><b>By consensus it was agreed that students will be charged \$25.00 to attend the Ski Excursion.</b></p>	
<b>SAC 8.22</b>	<p><b>Items for Decision/Discussion</b> <b>Children’s Spring Party</b></p> <p>The Children’s Spring Party will take place on March 19, 2016 in The Core. This year, the spring party will have a carnival theme, featuring games and activities that the children can participate in. There will also</p>	

	<p>be face painting, a magician, a bouncer, balloon animals, and a reptile display from Reptile Kingdom. Children will also be able to collect tickets to win prizes. Pizza will be on the menu for lunch, and there will also be carnival themed snacks.</p> <p><b>Motion made to approve \$3,000.00 for the Children’s Spring Party on March 19, 2016 allocated from the Global Special Events budget.</b></p> <p>Motioned by: Ryan Huckla          Seconded by: AliceMary Nakiwala</p> <p>Discussion: Shane reminded the Board that attendance is mandatory for Board members.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 8.23</b></p>	<p><b>Items for Decision/Discussion</b>  <b>New Business</b></p> <p><b>Children’s Safety Village – Karen Marasco</b>          Karen stated that the Children’s Safety Village was horribly vandalized recently. Karen would like to have a Board Member follow up at the next Board Meeting about possibly donating funds to help repair the Children’s Village and/or volunteering time to help out in the repairs.</p> <p><b>Year End Prep – Karen Marasco</b>          Karen reminded the Board that all payments need to be done prior to March 31, 2016 as she will be away until mid-April. Karen will figure out an operations schedule to send to Board Members.</p> <p><b>NCVLA’s – Lesley Calvin</b>          The Niagara College Volunteer Leadership Awards will be taking place on April 1, 2016. This event gives Niagara College the opportunity to acknowledge and congratulate student leaders and volunteers.</p> <p><b>March Madness Basketball Tournament – Marcus Herrod</b>          Marcus will be having a fantasy style basketball tournament starting on March 17, 2016 – March 18, 2016. There will be a \$5 entry fee to join tournament and proceeds will go towards the Food Bank. The winner of the tournament will receive two tickets to a Niagara Lions basketball game. Sign-ups will be taken online. Shane suggested it would be a good idea to tie in the Athletic Department and have them promote it as well. Marcus will have to discuss marketing with Myra once dates are confirmed.</p> <p><b>Bioblitz – Marcus Herrod</b>          The Sustainability Department will be having the Bioblitz event on April 16, 2016 from 9:00 a.m. to 9:00 p.m. at the Niagara-on-the-Lake Campus. Marcus would like to get SAC involved by planting trees for the event. Save the Dates have already been sent out by the Sustainability Department. There will also be a campus clean up and Brock University and the community will be invited to participate.</p> <p><b>KPI Surveys – Shane Malcolm</b>          Shane urged SAC Members to do drop-in visits to class rooms to encourage students to participate in the KPI Surveys. There are now some informative videos posted online on the Niagara College website.</p> <p><b>Computer Monitor Giveaway – Shane Malcolm</b>          The IT Department is needing to get rid of a multitude of used computer. Protocol for items purchased with STEC funds dictates that the items will be first offered to SAC. Shane will gather some more details about how many monitors there are and how old they are and will send it out.</p>	<p>Samantha Cianchino</p> <p>Karen Marasco</p>
<p><b>SAC 8.24</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Capital Vision – Shane Malcolm</li> <li>• Budgets – Jenn Howarth</li> <li>• BOG Update – Shane Malcolm</li> </ul>	



<b>SAC 8.25</b>	<b>Items for Decision/Discussion</b> <b>Next Meeting</b>  The next meeting is to be held on March 7, 2016 at the Welland campus at 7:00 p.m. Room: SA208.	
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There being no other business, the meeting was adjourned at 9:13 p.m.

Approved:

Shane Malcolm  
President