

AMENDED AGENDA
Board of Directors Meeting
 January 10 2015; 2:45 p.m.
 Pillar and Post Meeting Room
 Niagara-on-the-Lake, Ontario

Chairperson: Karen Marasco

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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. Approval of Previous Meeting Minutes – November 13, 2014 | 2 min |
| 4. Bills & Income Statements – Karen Marasco | 2 min |
| 5. President Report – Shane Malcolm | 2 min |

Action Items

Point of Interest Items

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| 6. By-Law Amendment – Jenn Howarth | 25 min |
| 7. Guinness World Record Dessert Party – Shane Malcolm | 5 min |

Items for Decision/Discussion

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| 8. Capital Vision: NCSAC Allocation – Shane Malcolm | 5 min |
| 9. Fee Protocol – Shane Malcolm | 10 min |
| 10. Inventory Control System – Jenn Howarth | 10 min |
| 11. Niagara's Luckiest Student – Adam Maiolo | 5 min |
| 12. Agenda Items for Next Meeting | 2 min |
| 13. Next Meeting | 2 min |

Board of Directors Meeting
 January 10 2015; 2:45 p.m.
 Pillar and Post Meeting Room
 Niagara-on-the-Lake, Ontario

Present: Jenn Howarth Karen Marasco Adam Maiolo Myra Pisano
 Jordan Chiasson Vince Malvaso Shane Malcolm Jamie-Lynn Gillingham
 Jasmine Olah Charles Burley Nick Appelman Casey Forgeron
 Matt Cowell Brittany Lightheart Nimisha Sumathi Tanvi Dave
 Megan Paterson Gabriela Hernandez Maltos

Recording Secretary: Heather Storey

This meeting was called to order at 3:10 p.m. and chaired by Karen Marasco.

		Action Items
SAC 6.1	<p>Declaration of Conflicts The following conflicts were declared:</p> <p>None.</p>	
SAC 6.2	<p>Items for Approval Approval of Agenda</p> <p>Motion made to approve the agenda for the January 10, 2014 Board of Directors meeting as amended.</p> <p>Motioned by: Matt Cowell Seconded by: Charles Burley</p> <p>Discussion: It was suggested that Agenda item #6 "Verbal Executive Vice Presidents Update" be postponed as AliceMary was not in attendance, and Matt was away prior to the Winter holidays.</p> <p>All in Favour, Carried.</p>	
SAC 6.3	<p>Items for Approval Approval of Previous Meeting Minutes</p> <p>Motion made to approve the minutes from the November 13, 2014 meeting as amended.</p> <p>Motioned by: Casey Forgeron Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
SAC 6.4	<p>Items for Approval Bills & Income Statements</p> <p>Motion made to accept the Bills and Income Statements as of December 4, 2014 as submitted.</p> <p>Motioned by: Jamie-Lynn Gillingham Seconded by: Jasmine Olah</p> <p>Discussion: As the figures presented are only until December 4, 2014, Karen informed the Board that she will provide updates for the remainder of December with the submissions for the January meeting.</p> <p>All in Favour, Carried.</p>	
SAC 6.5	<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</p>	

	<p>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 submitted.</p> <p>Motioned by: Tanvi Dave Seconded by: Charles Burley</p> <p>All in Favour, Carried.</p>	
SAC 6.6	<p>Point of Interest Items By-Law Amendment – Jenn Howarth</p> <p>There have been four (4) major revisions drafted for the 2015-2016 NCSAC By-Laws, they are as follows:</p> <ol style="list-style-type: none"> 1. Niagara Falls Student Representative 2. Presidential Selection 3. Elections 4. Job Descriptions <p><u>Niagara Falls Student Representative</u> With the opening of the Niagara Falls campus, a student representative position will be created so that there is representation at all three (3) campuses. This student will have to apply and go through an interview process, with the successful candidate being hired and serving on the NCSAC Board. The Student Representative will be required to commit 12.5 hours per week and receive the same honorarium as all other Board members, be a voting member on the Board of Directors, and will be expected to attend all Board of Directors meeting. The NCSAC President, the Executive Vice Presidents from Welland and Niagara-on-the-Lake will meet with the Niagara Falls representative monthly to deal with Niagara Falls campus specifics.</p> <p><i>Further details will be provided at the next Board of Directors meeting on January 22, 2015.</i></p> <p><u>Presidential Selection</u> In order to provide transparency regarding Presidential Selection, a new process will be implemented that will allow candidates who wish to run for the President position be given a vote of confidence from the Board of Directors. Candidates who receive a vote of confidence will have their name placed on the ballot. Voting will be open to all Niagara College students during general elections.</p> <p><i>Further details will be provided at the next Board of Directors meeting on January 22, 2015.</i></p> <p><u>Elections</u> There will be an Elections section created to be added to the By-Laws.</p> <p><i>Further details will be provided at the next Board of Directors meeting on January 22, 2015.</i></p> <p><u>Job Descriptions</u> The Constitution and By-Law Committee will collaborate and present their recommendations regarding Director’s job descriptions, titles, roles, and responsibilities.</p> <p><i>Further details will be provided at the next Board of Directors meeting on January 22, 2015.</i></p>	Jenn Howarth
SAC 6.7	<p>Point of Interest Items Guinness World Record Dessert Party – Shane Malcolm</p> <p>Students in the Event Management program have approached NCSAC to be a supporting party and to get involved with breaking a Guinness World Record. They are attempting to break the record for most people in a room eating a dessert. This event will take place at the Niagara-on-the-Lake campus. In order to break this record, they are hoping to have one thousand (1,000) participants eating dessert for fifteen (15) minutes. These students have set a goal of obtaining four thousand (4,000) desserts for the event in hopes of breaking a second Guinness World Record of most desserts on display at one time.</p>	

	<p>The Event Management students have reached out to external sponsors to assist with acquiring the desserts. This will be a daytime event with a tentative date of April 1, 2015. It was requested that NCSAC assist with recruiting students to participate in the event, as well as host the after party in the student centre, The Armoury, at the Niagara-on-the-Lake campus. A committee will be formed with the NCSAC President, NCSAC directors, as well as the Event Management students to work out specific details.</p> <p>By consensus it was decided that NCSAC will be a participating party and assist the Event Management students with the Guinness World Record Dessert Party.</p>	
SAC 6.8	<p>Items for Decision/Discussion Capital Vision: NCSAC Allocation – Shane Malcolm</p> <p>Motion made to approve the reallocation of the investment of \$18.4 million towards the Niagara College Capital Vision 2016 from the NCSAC (on behalf of the students of Niagara College) under the conditions that the specifics detailed in the NCSAC/Niagara College Fee Agreement and the amended Memorandum of Understanding (MoU) are followed.</p> <p>Motioned by: Shane Malcolm Seconded by: Jasmine Olah</p> <p>Discussion: It was explained that the reallocation of funds for the Capital Vision 2016 projects have not yet been approved. The Committee is still working together to ensure all needs are met with renovations and construction. NCSAC has been working diligently to ensure that there will be student spaces as well as a location for the NCSAC office at the Niagara-on-the-Lake campus. The College is aware of NCSAC's priorities and have been working with the NCSAC to ensure these needs are met.</p> <p>All in Favour, Carried.</p>	
SAC 6.9	<p>Items for Decision/Discussion Fee Protocol – Shane Malcolm</p> <p>Shane submitted the 2015-16 Compulsory Ancillary Fees to the Board of Directors before the meeting. He briefly explained the 2015-16 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 Technology Enhancement: increased by \$2.00 per student per term • Student Centre: increased by \$3.00 per student per term • Universal Bus Pass: increased by \$4.00 per student per term • College Student Alliance (CSA): increased by \$0.06 per student per term <p>Motion made to recommend to the Board of Governors that the proposed 2015-16 Compulsory Ancillary Fees be approved for the 2015-2016 academic school year as outlined above.</p> <p>Motioned by: Tanvi Dave Seconded by: Casey Forgeron</p> <p>Discussion: Karen explained that in regards to the Student Health Plan Fee we are looking into reallocating the funds currently used to pay for the Student Lifeline Program (Ceridian). In its place, we are looking into including more services through our provider ACL. These changes do not trigger an increase in the fee, but a mere reallocation of funds.</p> <p>All in Favour, Carried.</p>	
SAC 6.10	<p>Items for Decision/Discussion Inventory Control System – Jenn Howarth</p> <p>When the new Point of Sale (POS) systems were installed in the Student Centres back in September there were some discrepancies with the electronic inventory control system used for beer and liquor. This unfortunately has caused the student centre staff to have to hand count all of the inventory at the</p>	

	<p>beginning and at the end of their shifts. It was explained that it is much easier, as well as more accurate to have an electronic inventory control system in place. This is also a control mechanism for loss prevention. Jordan researched systems and presented Jennifer with quotes and details.</p> <p>Motion made to approve \$12,000.00 for the Auper Inventory Control System allocated from the Capital Reserve budget.</p> <p>Motioned by: Charles Burley Seconded by: Nick Appelmann</p> <p>Discussion: It was explained that the annual fee for operating the software will be taken from the Operating budget.</p> <p>All in Favour, Carried.</p>	
<p>SAC 6.11</p>	<p>Items for Decision/Discussion Niagara’s Luckiest Student – Adam Maiolo</p> <p>The Student Life Network launched a contest a few years ago for “Canada’s Luckiest Student” with the winner being rewarded a large prize package donated by sponsors ranging from trips, to electronics, to shopping sprees, and more. Adam presented the Board with the idea to hold a smaller scale contest and award one lucky Niagara College student with a prize package modelled after the contest held by the Student Life Network.</p> <p>“Niagara's Luckiest Student” will be an online activity where Niagara College students complete various tasks to obtain online voucher codes which translate into entries for the contest or perform different tasks in order to increase the amount of entries they have. We would be using the exact same software currently utilized by The Student Life Network's "Canada's Luckiest Student" campaign. The prize package will consist of prizes both purchased and donated. Adam is hoping to secure sponsorship from the College and Seaway Mall; it is believed that if we package that with some money towards tuition and a trip that this prize package would be very enticing. The upside for NCSAC is that we get to build an e-mail list from every student who registers, and we can also incentivize other calls to action (surveys, social media actions, etc.) by offering up ballot entries and vouchers for the draw. The winner would be selected at random. Adam explained that the cost for operating the software used by the Student Life Network is \$200.00 +HST per month, and we would run the contest for three (3) months. The rest of the money would be used towards purchasing prizes. The winner would be announced in April.</p> <p>Motion made to approve \$2,000.00 for “Niagara’s Luckiest Student” allocated from the Special Events budget.</p> <p>Motioned by: Jamie-Lynn Gillingham Seconded by: Gabriela Hernandez Maltos</p> <p>Discussion: There was some concern regarding the cost of the software used to run the contest. It was proposed that NCSAC run the contest using the mobile app to promote it. Adam explained that the software is totally different and that the mobile app does not possess the capacity to run such a contest.</p> <p>In Favour: 4 Opposed: 8</p> <p>Motion Defeated.</p> <p>The Board directed Adam to look into running this type of contest utilizing the OOHLALA app.</p>	<p>Adam</p>
<p>SAC 6.12</p>	<p>Items for Decision/Discussion Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • Educator of the Year – Jenn Howarth 	

	<ul style="list-style-type: none"> • Welland Community Christmas Toys Donation – Shane Malcolm • Niagara Environmental Corps. NC Alternatives Modes of Transportation – Sustainability Department • Student Café (Welland) Renovations – Jenn Howarth • The Armoury – Jenn Howarth • Constitution & By-Laws – Jenn Howarth • Budget Adjustments – Karen Marasco 	
SAC 6.13	<p>Items for Decision/Discussion</p> <p>Next Meeting</p> <p>The next meeting is to be held on January 22, 2015 at the Welland campus at 7:00 p.m. Room: SA208.</p>	

There being no other business, the meeting was adjourned at 5:06 p.m.

Approved:

Shane Malcolm
President