



**AGENDA**  
**Board of Directors Meeting**  
January 19 2016; 7:00 p.m.  
Welland Campus  
SAC Boardroom, SA208

**Chairperson:** Chris Williams

- |                             |       |
|-----------------------------|-------|
| 1. Declaration of Conflicts | 1 min |
|-----------------------------|-------|

**Items for Approval**

- |  |        |
|--|--------|
| 2. Approval of Agenda  | 1 min  |
| 3. Approval of Motions   | 1 min  |
| 4. Approval of Previous Meeting Minutes – December 7, 2015                   | 2 min  |
| 5. Bills & Income Statements – Karen Marasco                                 | 2 min  |
| 6. New Business  | 2 min  |
| 7. President Report – Shane Malcolm  | 10 min |
| 8. Verbal Campus Updates – AliceMary Nakiwala, Matt Cowell & Alvin Mutagubya | 5 min  |

**Action Items**

- |  |        |
|--|--------|
| 9. Ancillary Fees – Shane Malcolm                        | 10 min |
| 10. 2016-2017 By-laws and Constitution – Shane Malcolm   | 10 min |
| 11. Niagara Falls Campus Food Operations – Shane Malcolm | 5 min  |
| 12. Hierarchy of Legislation – Shane Malcolm             | 5 min  |

**Point of Interest Items**

- |  |       |
|--|-------|
| 13. Executive Director Report – Jennifer Howarth | 5 min |
|--|-------|

**Items for Decision/Discussion**

- |  |        |
|--|--------|
| 14. SAC Factor Talent Show – Brittany Lightheart | 5 min  |
| 15. Proposed Budget Adjustments – Karen Marasco  | 10 min |
| 16. Hair Donation Initiative – Shane Malcolm     | 5 min  |
| 17. New Business                                 | 2 min  |
| 18. Agenda Items for Next Meeting                | 2 min  |
| 19. Next Meeting                                 | 2 min  |

Welland Campus  
300 Woodlawn Road, SA205  
Welland ON L3C 7L3  
Ext. 7659  
Fax: 905-988-4311



Tel: 905-735-2211 / 905-641-2252 / 905-374-7454 / 905-563-3254

Niagara-on-the-Lake Campus  
135 Taylor Road, SS 4  
Niagara-On-the-Lake ON L0S 1J0  
Ext. 4225  
Fax: 905-988-4311

**Board of Directors Meeting**

January 19 2016; 7:00 p.m.

Welland Campus

SAC Boardroom, SA208

Present: Karen Marasco                      Chris Williams                      Adam Maiolo                      Myra Pisano  
 Jennifer Olm                                  Vince Malvaso                      Shane Malcolm                      AliceMary Nakiwala  
 Alex Sobschak                                Jamie-Lynn Gillingham                      Ryan Krafft                      Samantha Cianchino  
 Brittany Lightheart                          Nimisha Sumathi                      Matt Cowell                      Fred Donkor  
 Matt Burnip                                    Marcus Herrod                      Alvin Mutagubya

Regrets: Jenn Howarth                      Lesley Calvin                      Ryan Huckla

Scribe: Heather Storey

This meeting was called to order at 7:02 p.m. and chaired by Chris Williams.

Action Items

<p><b>SAC 7.1</b></p>	<p><b>Declaration of Conflicts</b> The following conflicts were declared:</p> <p>None.</p>	
<p><b>SAC 7.2</b></p>	<p><b>Items for Approval</b> <b>Approval of Agenda</b></p> <p><b>Motion made to approve the agenda for the January 19, 2016 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Samantha Cianchino Seconded by: Alex Sobschak</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.3</b></p>	<p><b>Items for Approval</b> <b>Approval of Motions</b></p> <p><b>Motion made to approve the prepared motions for the January 19, 2016 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Jamie-Lynn Gillingham Seconded by: Matt Cowell</p> <p>Discussion: Chris informed the Board of Directors to the following changes to the Prepared Motions:</p> <p>7.10 Motion made to approve the revisions to the NCSAC By-Laws which will take effect May 1<sup>st</sup>, 2016 subject to approval of the Constitution by the membership at the Annual General Meeting.</p> <p>7.12 Motion made to table the Hierarchy of Legislation until a future dated Board of Directors Meeting.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.4</b></p>	<p><b>Items for Approval</b> <b>Approval of Previous Meeting Minutes – December 7, 2015</b></p> <p><b>Motion made to approve the minutes from the December 7, 2015 meeting as submitted.</b></p> <p>Motioned by: Fred Donkor Seconded by: Matt Burnip</p>	

	<p>Discussion: It was stated that Ryan Krafft cannot vote as he was not in attendance for the December 7, 2015 Board of Directors meeting and therefore must abstain.</p> <p>In Favour: 12 Abstained: 1</p> <p>Motion Carried.</p>	
<b>SAC 7.5</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: Nimisha Sumathi Seconded by: Brittany Lightheart</p> <p>All in Favour, Carried.</p>	
<b>SAC 7.6</b>	<p><b>Items for Approval</b> <b>New Business</b></p> <ul style="list-style-type: none"> <li>• NCSAC Earth Day – Marcus Herrod</li> <li>• High School Debate Team Donation – Shane Malcolm</li> <li>• Transit Riders of Niagara – Shane Malcolm</li> <li>• Next Niagara Council – Shane Malcolm</li> <li>• Welland Town and Gown Update – Shane Malcolm</li> <li>• STEC Update – Shane Malcolm</li> <li>• Niagara’s Got Art – Samantha Cianchino</li> </ul> <p><b>Motion made to approve New Business.</b></p> <p>Motioned by: Marcus Herrod Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	
<b>SAC 7.7</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: Brittany Lightheart Seconded by: Samantha Cianchino</p> <p>All in Favour, Carried.</p>	
<b>SAC 7.8</b>	<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> Before the holiday break, there were multiple events hosted by the Welland team in December, including Selfies with Santa, Children’s Christmas Party, and Samantha hosted a ‘balloon pop’ game that required students to make a donation to the Student Emergency Food Bank for a chance to win a prize inside of a balloon. All of the Welland executive team attended the January Retreat that was held in Fort Erie. In regards to Orientation, the Welland team engaged with students to educate them on what SAC is, the different Orientation events and also the services SAC provides. Ryan Krafft went to Residence to meet with students and to promote SAC and orientation events. During Orientation there was a free coffee giveaway, and some of the Welland Directors attended the Movie Night in Niagara-on-the-Lake. Unfortunately, due to inclement weather, the New Year’s Eve 2.0 Pub Night was cancelled. In addition</p>	

	<p>Welland hosted the Tony Lee hypnotist show. AliceMary attended the Welland Town and Gown meeting as well as the STEC meeting, and the Niagara Falls executive meeting. Today for Rise &amp; Shine Breakfast Program there was ‘warm breakfast’ options and 200 appreciative students attended. During the warm breakfast, Samantha hosted a ‘match the price’ game; students were required to match the price to various grocery store items. Students who received 3/5 correct, won a \$10 PC gift card. In the coming weeks, Jamie-Lynn is planning a week-long food bank initiative involving her clubs. Each club will be asked to raise as much food as they can. The club who has the most food wins. This will be taking place February 16 – 19, 2016. Alex is working on promoting the ‘Pride and Pasta’ night which will take place on Thursday January 21, 2016. Lastly, the planning for Niagara’s Got Art is underway.</p> <p><b>Matt Cowell, Executive Vice President, Niagara-on-the-Lake Campus</b>  Since the last Board of Directors meeting, the Niagara-on-the-Lake executive team attended the Children’s Christmas Party. In regards to campus specific events, Fred hosted several SACmas events and Brittany planned and organized Christmas Trivia and Selfies with Santa in The Armoury. In the new year, all of the Niagara-on-the-Lake executives attended the January Retreat and partook in several team-building and leadership sessions. There was also Orientation events that took place at the Niagara-on-the-Lake campus, both International Orientation and Orientation for domestic students as well. During Orientation week, the Niagara-on-the-Lake team went around and did classroom visits to engage first year Niagara College students. There was also a free coffee giveaway, Deal or No Deal, Movie Night, and Karaoke Night. In addition, there was also the first SAC Awareness Day of the new term as well as the first Club Fair, both had a very high participation turnout. In the coming weeks, Marcus will be hosting a Push-Up Contest where students will need to donate to the Student Emergency Food Bank to enter, and there are also several Valentine’s Day events and activities planned.</p> <p><b>Alvin Mutagubya, Director of Student Affairs, Niagara Falls Campus</b>  As Alvin has just taken office as the Director of Student Affairs effective January, his first official NCSAC business was attending the January Retreat where he participated in team building and leadership workshops. In addition, the first Niagara Falls Executive Meeting was held on Monday January 18, 2016. Alvin is spending his time programming several upcoming events that include a video game tournament at the Niagara Falls Campus, “Love Week” and a Lip Sync Battle.</p>	
<p><b>SAC 7.9</b></p>	<p><b>Action Items</b>  <b>Ancillary Fees – Shane Malcolm</b></p> <p>Shane submitted the 2016-17 Compulsory Ancillary Fees to the Board of Directors before the meeting. He briefly explained the 2016-17 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"> <li>• Student Technology Enhancement: increased by \$2.00 per student per term</li> <li>• Student Centre: increased by \$3.50 per student per term</li> <li>• Universal Bus Pass: increased by \$4.23 per student per term</li> <li>• College Student Alliance (CSA): no changes</li> <li>• Student Activity: no changes</li> </ul> <p><b>Motion made to recommend to the Board of Governors that the proposed 2016-17 NCSAC Compulsory Ancillary Fees be approved for the 2016-2017 academic school year as outlined above.</b></p> <p>Motioned by: Shane Malcolm  Seconded by: Nimisha Sumathi</p> <p>Discussion: It was discussed that the fee for the Health Plan will be approved at the February Board of Directors meeting. The RFP Committee is still going through the decision making process Karen stated that regardless of which provider is selected, the fee increase will not go above 10%. Shane will discuss ‘rounding’ up fees at the next Fee Protocol Meeting.</p> <p>All in Favour, Carried.</p>	

<p><b>SAC 7.10</b></p>	<p><b>Action Items</b> <b>2016-2017 By-laws and Constitution – Shane Malcolm</b></p> <p>With eliminating the Director of Student and Community Relations role, the Director of Communications job description will absorb some of the duties. To better reflect the job description, the title for the Director of Communications will change to ‘Director of Student Relations’; this will be reflected in the Constitution.</p> <p><b>Motion to recommend the approval of the revisions to the NCSAC Constitution by the general membership at the Annual General Meeting which will take effect as of May 1, 2016.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Jamie-Lynn Gillingham</p> <p>All in Favour, Carried.</p> <p>Shane took the recommendations and feedback that he received from the Board of Directors regarding the Director of Student Relations role. Shane stated that all social media responsibilities will now be added to the Marketing Communications Manager job description, and that the responsibility of submitting marketing request forms will now be that of the Programming Assistants. Shane also addressed certain committee composition recommendations including the U-Pass Committee. Shane stated that this committee merged into a reporting group, and not an action oriented committee. With the new committee members, it is the hope that the committee will have the authority to enact change. This committee will also include processing U-Pass grievances. Shane informed the board that the composition of STEC has also changed. Shane brought the idea of the College Collaborative Committee to both Dan Patterson, Niagara College President, and Pam Skinner, Vice President Corporate Services. Both parties were extremely excited about this new committee. It was suggested however to have this committee meet quarterly as opposed to monthly.</p> <p>Karen pointed out that in the Elections Committee composition it states that the Marketing and Events Manager sits on the committee, and it should be changed to reflect the current title, Marketing Communications Manager.</p> <p><b>Motion made to approve the revisions to the NCSAC By-Laws which will take effect May 1<sup>st</sup>, 2016 subject to approval of the Constitution by the membership at the Annual General Meeting.</b></p> <p>Motioned by: Shane Malcolm Seconded by: AliceMary Nakiwala</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.11</b></p>	<p><b>Actions Items</b> <b>Niagara Falls Campus Food Operations – Shane Malcolm</b></p> <p>Shane met with Dan Patterson and Pam Skinner to discuss NCSAC’s proposal to take over the food operations at the Niagara Falls campus. NCSAC had submitting a proposal, and the institution was to get back to NCSAC regarding the status, however a decision still has not been made. Pam will meet with her executive team to provide an update regarding the Niagara Falls Campus Food Operations Proposal. Shane informed Pam that NCSAC is still interested in taking over all food operations effective May 1, 2016. An official response from the institution must be issued to NCSAC regarding the proposal.</p>	
<p><b>SAC 7.12</b></p>	<p><b>Action Items</b> <b>Hierarchy of Legislation</b></p> <p><b>Motion made to table the Hierarchy of Legislation until a future dated Board of Directors Meeting.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Alvin Mutagubya</p>	<p>Jenn Howarth</p>

	All in Favour, Carried.	
<b>SAC 7.13</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 7.14</b>	<p><b>Items for Decision/Discussion</b>  <b>SAC Factor Talent Show – Brittany Lighthouse</b></p> <p>NCSAC will be hosting a campus-wide ‘SAC Factor’ Talent Show on February 18, 2016 from 6:00 p.m. – 9:00 p.m. in The Core. There will be four (4) qualifying dates, two (2) at Niagara-on-the-Lake on February 4, 2016 and February 11, 2016 from 12:00 p.m. – 2:00 p.m. and two (2) at Welland on February 2, 2016 and February 9, 2016 from 2:00 p.m. – 4:00 p.m. Niagara Falls students are encouraged to attend a qualifying date at either campus if they are interested in taking part. Each contestant will have fifteen minutes to display their talent to three judges. Four performers will be selected from each qualifying date. The funds for this event will be going towards pizza, pop, prizes, decorations, and perhaps pipe and drape.</p> <p><b>Motion made to approve \$1,800.00 for the SAC Factor Talent Show on February 18, 2016 allocated from the Global Special Events budget.</b></p> <p>Motioned by: Brittany Lighthouse  Seconded by: Alex Sobschak</p> <p>Discussion: Jennifer Olm brought up that The Core’s staff usually host a Talent Show in The Core, called ‘The Core’s Got Talent’ and wanted to make sure that there wouldn’t be any overlap. Brittany clarified that the SAC Factor Talent Show is replacing The Core’s Got Talent. As far as prizes, Brittany stated that she and Ryan were hoping to secure a trip from TNT Tours as a grand prize, and Adam forwarded the contact information to Ryan. Jamie-Lynn stated that the SAC Factor Talent Show main event scheduled for February 18, 2016 from 6:00 p.m. – 9:00 p.m. may post a conflict with her ‘Break the Bank’ food bank initiative where there will be piles of food on the stage from the NCSAC clubs. Brittany will bring this to Ryan’s attention. Brittany and Ryan will not be judges for the events, and instead will also members of their respective campus.</p> <p>All in Favour, Carried.</p>	
<b>SAC 7.15</b>	<p><b>Items for Decision/Discussion</b>  <b>Proposed Budget Adjustments – Karen Marasco</b></p> <p>Karen and Jenn met to discuss changes to the budget for 2015-16. Below are explanations and recommendations for adjustments. The Finance Committee will meet at the end of January to discuss budgets for next year. The Board of Directors and Staff are encouraged to connect with the committee if they have recommendations for the 2016-17 budgets, which will be approved at the February Board of Directors meeting.</p> <p><b>GLOBAL</b></p> <ul style="list-style-type: none"> <li>- \$500 from Annual Athletics Award to Breakfast Program. Typically we transfer \$3000 to Athletics annually and this year only \$2500 was requested as a student athlete won two awards there is a limitation on the monetary amount a student can receive.</li> <li>- \$2,500 from Leadership Programs to Advertising/Marketing. The January Retreat expenses are quite minimal and there is a large surplus in the account.</li> <li>- \$500 from Staff Conferences to Staff Professional Development.</li> <li>- \$1,000 from Leadership Programs to Training &amp; Travel to cover costs for mileage, potential training, BOD meetings, Presidential Selection, AGM, CSA conference and staff meetings.</li> <li>- \$2,500 from Excursions to Special Events for large event at year-end.</li> <li>- \$2,500 from Excursions to Student Centre Promo for programming and advertising.</li> </ul>	

	<p>Karen also addressed that there are two budgets that are negative, the first is Auditing and Legal Fees, due to the 2015-16 audit as well as legal fees with contracts, and the second is Web Maintenance budget, as the final payment for the OOHLALA Student Life App was made.</p> <p><b>Motion made to approve the recommended adjustments to the 2015-16 NCSAC budgets effective immediately.</b></p> <p>Motioned by: Matt Cowell          Seconded by: Nimisha Sumathi</p> <p>Discussion: Marcus asked if the Breakfast Program budget was campus-specific or global. Karen stated that this budget is global. Chris stated that she has been tasked with investigating fundraising opportunities and finding sponsors within the community. Karen added that when Teresa Quinlin held her Retirement party, in lieu of gifts she asks for people to donate to the ‘Hungry Student Fund’, this fund can be accessed by NCSAC for the Rise &amp; Shine Breakfast Program if NCSAC is over budget. Shane recommended that he didn’t believe that the Breakfast Program budget should be increased for next year, to account for the external sponsorship. In addition, as the program gains more popularity, Shane stated that NCSAC should be checking student ID’s to ensure that all people accessing the program are Niagara College students.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.16</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Hair Donation Initiative – Shane Malcolm</b></p> <p>Shane was approached by Mary Vanscoy regarding a hair donation initiative she will be spearheading. Mary is encouraging Niagara College staff and students to grow their hair out until March. There will be a big hair-cutting event and participants can donate 6 inches of hair that will go towards a wig for cancer patients.</p> <p><b>Motion to approve \$500.00 from SAC Cares Donations to purchase prizes for the Niagara-on-the-Lake and Welland hair donation initiative.</b></p> <p>Motioned by: Shane Malcolm          Seconded by: Jamie-Lynn Gillingham</p> <p>Discussion: Shane clarified that these funds will go towards incentivising the event for people to join, and not to a particular cancer charity. There will be events at the Welland campus and the Niagara-on-the-Lake campus, however it will be marketed to all three campuses. The Hairstyling students from the Niagara Falls campus will be involved as well. The grand prize is a Pillar &amp; Post gift certificate.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.17</b></p>	<p><b>Items for Decision/Discussion</b>  <b>New Business</b></p> <p><b>NCSAC Earth Day – Marcus Herrod</b>          Marcus has been in contact with Taryn Wilkinson and Gina Pannunzio from the Sustainability department regarding organizing a clean-up day. They have not decided on a date as of yet, but there will be tree-planting, and picking up garbage. This will be a joint effort between NCSAC and the Sustainability department. Marcus also mentioned that this initiative may be extended out into the community.</p> <p><b>High School Debate Team Donation – Shane Malcolm</b>          Shane was contacted by a Welland high school student who is seeking sponsorship for their High School Debate Team to attend a national event in Vancouver, British Columbia. Shane will look at the budgets and see if NCSAC would be able to make a donation.</p> <p><b>Transit Riders of Niagara – Shane Malcolm</b>          Shane stressed the importance of putting the Transit Riders of Niagara advocacy campaign back on the</p>	<p>Shane Malcolm</p>

	<p>NCSAC priority list. He stated that the Board needs to come up with alternative ways to get people involved in this campaign. Nimisha stated that a great innovative way to promote the initiative is to use the Go Pro camera's to document the journey that a Niagara resident must endure to navigate the bus system. It was also discussed to utilize Niagara TV to create a video about the campaign to broadcast. The Board are encouraged to e-mail their ideas to Shane.</p> <p><b>Next Niagara Council – Shane Malcolm</b> Shane is involved in the Next Niagara Council who aims to connect young professionals in the Niagara region. This council was formed as a young retention strategy and to get people to stay in the Niagara Regional after they complete their formal education. The Next Niagara Council hosts 'Business After 5' events that provides a networking opportunity and is a great way to connect with employers and the Niagara community as a whole. Shane encouraged any Board member to attend one of these events, the next one being held on February 2, 2016.</p> <p><b>Welland Town and Gown Update – Shane Malcolm</b> The Welland Town and Gown is a joint-committee who is comprised of The Welland mayor, city councillors, Rick Anderson, AliceMary, and himself. This committee addresses issues that affect post-secondary students of the institution and the city of Welland. The purpose of this committee is to problem solve common issues as well as strengthen the relationship between the city and the institution. Shane explained that some topics that have been brought to the committee's attention include noise pollution, and bicycle/transportation policies. In addition, the City of Welland has developed a "Good Neighbour Guide" handout for students explaining specific rules, restrictions, and city by-laws. Moving forward, NCSAC will receive copies of the "Good Neighbour Guide" and will distribute them at the Community Vendor Fairs in September.</p> <p><b>STEC Update – Shane Malcolm</b> Shane told the Board that NCSAC have been operating with STEC since 2009 without a formal agreement. Shane went through the previous policy to update it to reflect current composition of committee members and also timelines. Shane also discussed the "Bring Your Own Device" policy that would affect programs such as Game Development. Shane will send out the STEC Agreement to the Board of Directors.</p> <p><b>Niagara's Got Art – Samantha Cianchino</b> Samantha has begun planning for the 2<sup>nd</sup> annual Niagara's Got Art event. She has submitted the Marketing Request and will be asking for art donations from Welland, Niagara-on-the-Lake, and Niagara Falls students. This year there is a submission deadline, and the event will take place in The Core on March 30, 2016.</p>	
<p><b>SAC 7.18</b></p>	<p><b>Items for Decision/Discussion</b> <b>Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Night of Excellence Update – Shane Malcolm</li> <li>• Niagara Falls TV Purchase – Shane Malcolm</li> <li>• Student Care Share Update – Fred Donkor</li> <li>• Entrepreneurship Week – Shane Malcolm</li> <li>• Many Hands Project – Shane Malcolm</li> <li>• High School Debate Team Donation – Shane Malcolm</li> </ul>	
<p><b>SAC 7.19</b></p>	<p><b>Items for Decision/Discussion</b> <b>Next Meeting</b></p> <p>The next meeting is to be held on February 9, 2016 at the Niagara-on-the-Lake campus at 7:00 p.m. Room: W212</p>	

There being no other business, the meeting was adjourned at 8:42 p.m.

Approved:

Shane Malcolm  
President