

**AGENDA**  
**Board of Directors Meeting**  
October 19 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. Capital Vision Update – Teresa Quinlin                                    | 30 min |
| 5. Approval of Previous Meeting Minutes – September 17, 2015                 | 2 min  |
| 6. Approval of Previous In Camera Meeting Minutes – April 9, 2015            | 2 min  |
| 7. Bills & Income Statements – Karen Marasco                                 | 2 min  |
| 8. New Business  | 2 min  |
| 9. President Report – Shane Malcolm  | 10 min |
| 10. Verbal Executive Vice Presidents Update – AliceMary Nakiwala/Matt Cowell | 5 min  |

**Action Items**

- |  |        |
|--|--------|
| 11. NCSAC Flex Time Policy – Shane Malcolm | 10 min |
|--|--------|

**Point of Interest Items**

- |  |        |
|--|--------|
| 12. Student Appreciation Day – Shane Malcolm               | 5 min  |
| 13. Executive Directors Report – Jennifer Howarth          | 5 min  |
| 14. Healthy@NC – Fred Donkor                               | 5 min  |
| 15. Health Plan Request for Proposal (RFP) – Karen Marasco | 10 min |

**Items for Decision/Discussion**

- |  |        |
|--|--------|
| 16. Blue and White Home Opener – Shane Malcolm | 10 min |
| 17. Button Maker – AliceMary Nakiwala          | 5 min  |
| 18. Presidential Election Dates – Jenn Howarth | 10 min |
| 19. Travel and Training Policy – Jenn Howarth  | 5 min  |
| 20. New Business                               | 2 min  |
| 21. Agenda Items for Next Meeting              | 2 min  |
| 22. Next Meeting                               | 2 min  |

**Board of Directors Meeting**  
 October 19 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                              Candi Sider                              Vince Malvaso  
 Lesley Calvin                                  Shane Malcolm                              AliceMary Nakiwala                      Alex Sobschak  
 Ryan Huckla                                      Brittany Lightheart                              Samantha Cianchino                      Matt Cowell  
 Fred Donkor                                      Matt Burnip                                      Marcus Herrod                              Volodymyr Kravchenko

Guests: Teresa Quinlin                      Katherine Gottli                      Carolyn Finlayson                      Jennifer Pinfeld  
 Ralph Scholz                                      **David Schram**

Regrets: Jamie-Lynn Gillingham      Nimisha Sumathi                      Morgan Yeates

Scribe: Heather Storey

This meeting was called to order at 7:14 p.m. and chaired by Chris Williams.

Action Items

<b>SAC 4.1</b>	<b>Declaration of Conflicts</b> The following conflicts were declared:  None.	
<b>SAC 4.2</b>	<b>Items for Approval</b> <b>Approval of Agenda</b>  <b>Motion made to approve the agenda for the October 19, 2015 Board of Directors meeting as submitted.</b>  Motioned by: Matt Cowell Motioned by: Samantha Cianchino  Discussion: Karen stated that Agenda Item #18 "Health Plan Request for Proposal (RFP)" should be a Point of Interest Item, not an Item for Decision/Discussion.  All in Favour, Carried.	
<b>SAC 4.3</b>	<b>Items for Approval</b> <b>Approval of Motions</b>  <b>Motion made to approve the prepared motions distributed at the October 19, 2015 Board of Directors meeting.</b>  Motioned by: Brittany Lightheart Motioned by: Fred Donkor  All in Favour, Carried.	
<b>SAC 4.4</b>	<b>Items for Approval</b> <b>Capital Vision Update – Teresa Quinlin</b>  Teresa Quinlin lead a presentation for the Board with an update of the Capital Expansion 2016 projects:  <u>Niagara-on-the-Lake Campus:</u> <ol style="list-style-type: none"> <li>1. Canadian Food and Wine Institute Expansion (Construction had begun October 2015 and will be completed in Fall 2017)</li> <li>2. Fitness Centre (Construction is scheduled to begin March 2016 and will be completed in August 2017)</li> </ol>	

	<p>3. Learning Commons (Construction for these projects is scheduled to begin May 2016).</p> <p><u>Welland Campus:</u></p> <ol style="list-style-type: none"> <li>1. Student Commons (Cafeteria, Student Activity Room) and Justice Studies (Simcoe) Addition (Construction is scheduled to begin March 2016 and will be completed in August 2017)</li> <li>2. Academic Fitness Lab (Construction is scheduled to begin March 2016 and will be completed in August 2017)</li> <li>3. Walker Advanced Manufacturing Centre (Construction began in May 2015 and is expected to be completed by March 31, 2016)</li> <li>4. Integrated Student Services Renovations (Admissions Services, Registration, Financial Aid, the Wellness Centre, Academic Support, the Learning Commons and the International Student Services Department, etc.). After decisions have been made about how these services will be delivered and co-located, the plans for the new space will begin.</li> </ol> <p>Teresa explained that the renovations for the Niagara-on-the-Lake ground floor will begin May 1, 2016 and will be completed Fall 2016. Teresa also explained that the goal for each campus is to have the services mirror one another. The delivery model for each service needs to be the same (i.e. Transactional Services (administrative), and Academic Support (test centre). In addition the SAC and Centre for Student Engagement and Leadership departments' renovations are scheduled to begin May 2017 and be completed by August 2017. This will include demolishing the gym and to create a Student Commons Space and a new Cafeteria, various washrooms at the Niagara-on-the-Lake campus will be expanded as well. Students interested in participating in gym activities would have to go to the Welland campus to use the gym facility. Teresa also educated the Board on the next steps for Capital Vision 2016 which include beginning preliminary designs with architects for the projects (which will be brought to SAC), deferred maintenance, and costing (as several of the projects are over budget due to increase in construction costs).</p>	
<p><b>SAC 4.5</b></p>	<p><b>Items for Approval</b> <b>Approval of Previous Meeting Minutes – September 17, 2015</b></p> <p><b>Motion made to approve the minutes from the September 17, 2015 meeting as submitted.</b></p> <p>Motioned by: Matt Cowell Motioned by: Ryan Huckla</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 4.6</b></p>	<p><b>Items for Approval</b> <b>Approval of Previous In Camera Meeting Minutes – April 9, 2015</b></p> <p><b>Motion made to approve the In Camera minutes from the April 9, 2015 meeting as submitted.</b></p> <p>Motioned by: AliceMary Nakiwala Motioned by: Matt Cowell</p> <p>Discussion: Jenn reminded the Board that only those who were on the Board of Directors for 2014-2015 (Jamie-Lynn <i>Absent</i>, Nimisha <i>Absent</i>, Shane, Matt C, Brittany, AliceMary) are able to vote to approve the In Camera minutes for April 9, 2015.</p> <p>In Favour: 4</p> <p>Motion Carried.</p>	
<p><b>SAC 4.7</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: Marcus Herrod Motioned by: Brittany Lighthouse</p>	

	All in Favour, Carried.	
<b>SAC 4.8</b>	<p><b>Items for Approval</b>  <b>New Business</b></p> <ul style="list-style-type: none"> <li>• Student Leadership Credit – Lesley Calvin</li> <li>• Ride with Me 2.0 – Shane Malcolm</li> <li>• Prepared Motions – Shane Malcolm</li> </ul> <p><b>Motion made to approve New Business.</b></p> <p>Motioned by: Fred Donkor  Motioned by: AliceMary Nakiwala</p> <p>All in Favour, Carried.</p>	
<b>SAC 4.9</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: Ryan Huckla  Motioned by: Marcus Herrod</p> <p>Discussion: Shane gave a verbal report regarding the Class Rep program and let the Board know that 79 students have applied to be a Class Rep. The first Class Rep Meeting will be held on November 2, 2015 and the Executive Vice Presidents will be chairing the meeting. Shane encouraged the Board to attend. Shane also called attention to Press Release by MPP Yvan Baker that discusses a New Online Tool for Students to utilize when they are deciding where to attend post-secondary. This website will breakdown topics such as: student life, tuition, student experience, program specifics, etc. and give each topic a rating. This Bill will allow prospective students to make a more informed decision based on their needs. This Bill still needs to be passed in premise before it is put in place. Shane also provided a verbal update regarding the Board Priority Planning.</p> <p>All in Favour, Carried.</p>	
<b>SAC 4.10</b>	<p><b>Items for Approval</b>  <b>Verbal Executive Vice Presidents Update – AliceMary Nakiwala/Matt Cowell</b></p> <p><b>AliceMary Nakiwala</b></p> <p>AliceMary updated the Board on the recent endeavours at the Welland campus. Jamie-Lynn held a Club Fair this month; there was a total of nine clubs who attended, all of whom recruited new members. Morgan partnered with the International department and co-hosted an International Mixer this month. He was also the Bus Captain for the Halloween Haunt excursion to Canada’s Wonderland on October 9, 2015. Samantha held a ‘Jelly Bean Count’ campaign in the SAC office and in The Core: Students were asked to donate \$1 to guess how many jelly beans were in each jar; all of the proceeds went to the Student Emergency Food Bank. In addition, Samantha went around to various department in the college and dropped off empty tote bags for the Haunt for Hunger campaign. She asked the department to fill up their bag with non-perishable food items and then went around and collected the bags. The Welland campus also hosted the “Pyjama-Rama” Pub Night at The Core, and the ‘Newly Friend’ game which was based on the ‘Newly Wed’ game show. Both events generated great turnouts. For the Yellow Umbrella Campaign a feature was organized called “What makes you happy?” where students given a whiteboard and were asked to write down anything that makes them happy. The Welland team also held a Rise &amp; Shine Rave during the Breakfast Program and Speed Friending later on in the day at The Core in the upper mezzanine. Due to the segregated location there was a low turnout of students. The Welland SAC executive also finalized the preparations for high-five tag. AliceMary attended the College Student Alliance (CSA) Conference with Shane, Matt C, and Nimisha and met up with other Student Associations</p>	

	<p>who were in attendance. Finally, all of the Welland council members will in attendance for the 'Marketing Do's and Don'ts' Presentation by Myra Pisano, Graphic Designer.</p> <p><b>Matt Cowell</b>  Matt C informed the Board of the events and activities the Niagara-on-the-Lake council has been up to for the last month. Matt C attended the College Student Alliance (CSA) Conference along with Shane, AliceMary, Nimisha. Matt C mentioned that the Niagara-on-the-Lake SAC team organized many events in the last few weeks including: Carn-Evil, an Outdoor Movie Night, a Pub Night, Karaoke Night, The Halloween Haunt at Canada's Wonderland and The Haunt for Hunger Food Drive. All of these events were very successful and had a good participation from Niagara College students. During the Yellow Umbrella Project week, the Niagara-on-the-Lake Campus hosted the Friendship Bench unveiling ceremony and had media coverage of ceremony. A Wall of Yellow was also installed outside of the SAC Office at Niagara-on-the-Lake and a ceremony was organized to encourage students to post encouraging notes for others to see. The Rise &amp; Shine Breakfast Program has had an average of 180 students the last few weeks. Other events that were held was the Rise &amp; Shine Rave, Speed Friending, Tai Chi, High-five Tag, a Vendor Fair and a Club Fair introducing five new clubs. Lastly, on October 19, 2015 Nimisha and Matt C set up a info table to inform students about the importance of voting in the Federal Election.</p> <p><i>Shane informed the Board that moving forward Volodymyr Kravchenko will be providing an update for the Niagara Falls campus.</i></p>	
<b>SAC 4.11</b>	<p><b>Action Items</b>  <b>NCSAC Flex Time Policy – Shane Malcolm</b></p> <p>Many employers are committed to providing policies and provisions designed to help employees balance their work. Work-from-home/away from the office (flex time) arrangements will assist in the attainment of organizational goals, while satisfying the growing needs of employees to improve their overall quality of work and life.</p> <p><b>Motion made to approve the NCSAC Flex Time Policy to the Policies and Procedures Manual.</b></p> <p>Motioned by: Shane Malcolm  Motioned by: Matt Burnip</p> <p>All in Favour, Carried.</p>	
<b>SAC 4.12</b>	<p><b>Point of Interest Items</b>  <b>Student Appreciation Day – Shane Malcolm</b></p> <p>Student Appreciation Day will take place on November 26, 2015 at all three campuses. It will be up to each Executive team to decide what event/activity they would like to do to show appreciation to the students. The Executive Vice Presidents will discuss these plans at their next Exec Meeting. Budgets and funding will have to be discussed in preparation for the event and the information will be provided to Jenn and Shane.</p>	
<b>SAC 4.13</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 4.14</b>	<p><b>Point of Interest Items</b>  <b>Healthy@NC – Fred Donkor</b></p> <p>Healthy@NC will be a two-part series this year. The first part will consist of a Vendor Fair on November 9, 2015 at the Niagara-on-the-Lake Campus and on November 10, 2015 at the Welland Campus, the second part will be various activities that promote Healthy Living that will take place in January. Funding for part one will come from the campus specific SAC Awareness/Promotions executive budgets and part two will come from Global Campaigns.</p>	Fred Donkor

<p><b>SAC 4.15</b></p>	<p><b>Items for Decision/Discussion</b> <b>Health Plan Request for Proposal (RFP) – Karen Marasco</b></p> <p>The Health Plan RFP went out for tender in early October. A review committee needs to be formed to assess all of the bids. Next week the committee will meet and review the proposals that have been received and determine who will be interviewed. Any Directors interested in being part of the committee will need to email Jenn and Karen. Vince Malvaso offered to sit with Jenn to go over process that Niagara College uses for vetting RFP's. The deadline for submitting a proposal is Monday, October 26, 2015 at 4:00 p.m.</p>	
<p><b>SAC 4.16</b></p>	<p><b>Items for Decision/Discussion</b> <b>Blue and White Home Opener – Shane Malcolm</b></p> <p>The Blue and White Home Opener is being held on October 22, 2015. Niagara College Knights will be battling the Fanshawe Falcons; the women's volleyball game will be at 6:00 p.m. and men's game will be after at 8:00 p.m. the Athletics department have been promoting the 'Knights' brand so that the Knights become more well-known. The goal is to have 1,000 attendees at the event. The Athletics department has reached out to NCSAC to help promote the event.</p> <p><b>Motion made to approve \$1,200.00 for the Blue and White Niagara College Home Opener (as part of the Knight's Life Campaign) allocated from the Global Campaigns budget.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Brittany Lightheart</p> <p>Discussion: Volunteers will be promoting this event throughout the week. Sam has volunteers to give out bagged popcorn to students at the games. SAC will also be providing prizes for the event. All volunteers are to be at the Welland Campus at 4:30 p.m.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 4.17</b></p>	<p><b>Items for Decision/Discussion</b> <b>Button Maker – AliceMary Nakiwala</b></p> <p>AliceMary presented on purchasing a FLEX1000 Multi-size Button Maker Kit. This model would allow NCSAC to make custom buttons to promote various events and activities, instead of outsourcing. It was stated that other departments could rent out the machine to use for their own events/activities and the money would go to benefit the Food Bank.</p> <p><b>Motion made to approve \$1,000.00 for a Button Making Kit allocated from the Global Office Supplies budget.</b></p> <p>Motioned by: AliceMary Nakiwala Seconded by: Matt Cowell</p> <p>Discussion: All campuses would have access to the button maker.</p> <p>In Favour: 10 Opposed: 1</p> <p>Motion Carried.</p>	
<p><b>SAC 4.18</b></p>	<p><b>Items for Decision/Discussion</b> <b>Presidential Election Dates – Jenn Howarth</b></p> <p>Jenn reminded the Board of Directors that the process for electing the SAC President has changed this year, each nominee must receive a vote of confidence (50% + 1 vote) from the Board. Only nominees receiving a vote of confidence will then move forward to the general election process as a Presidential candidate. Jenn presented the timeline for Elections for 2016-2017. Jenn urged the Directors to begin thinking now if they are interested in running for the President position.</p>	

	<p><b>Motion made to approve the Presidential Election Dates as presented.</b></p> <p>Motioned by: Samantha Cianchino          Seconded by: Shane Malcolm</p> <p>Discussion: Presidential Nomination Kits will be available on January 11, 2016 and must be returned by January 22, 2016. General Election starts February 1, 2016.</p> <p>All in Favour, Carried.</p> <p>Jenn explained to the Board that she is the Chief Returning Officer (CRO) for the Elections. She stated that she would like to be able to appoint a Deputy Returning Officer (DRO) to assist with the process, as she will be away from the office for a week in January.</p> <p><b>Motion made to approve Jenn Howarth to designate a Deputy Returning Officer (DRO).</b></p> <p>Motioned: Fred Donker          Seconded: Alex Sobschak</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 4.19</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Travel and Training Policy – Jenn Howarth</b></p> <p>The Travel and Training Policy was passed through the Policy committee and some amendments were made. Moving forward, all staff will use a credit card for meal expenses while at conferences and they will be responsible for paying any difference according to what they are allotted in the Travel and Training Policy. Students will be required to keep receipts, and if students have more than 10% of their per diem left over, they must return the money to NCSAC.</p> <p><b>Motion made to approve the amendments to the Travel and Training Policy to the Policies and Procedures Manual.</b></p> <p>Motioned by: Matt Cowell          Seconded by: Shane Malcolm</p> <p>Discussion: Students should keep in mind that vending machines do not provide you with receipts.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 4.20</b></p>	<p><b>Items for Decision/Discussion</b>  <b>New Business</b></p> <p><b>Student Leadership Credit – Lesley Calvin</b>          Students who serve on NCSAC as a Director have the opportunity to obtain a Student Leadership credit through Prior Learning Assessment and Recognition (PLAR) operated by the Centre for Student Engagement and Leadership department. Currently, this credit is recognized as a General Arts and Science credit. Lesley informed the Board that they are now exploring how to offer the credit as a Liberal Arts and Science credit, as some students require a specific credit as required by their program.</p> <p><b>Ride With Me 2.0 – Shane Malcolm</b>          The Ride With Me 2.0 Campaign is being organized with Brock University Student Union (BUSU) with BUSU taking the lead. The focus will be on a three aspects of transit: (1) Safety, including public transit safety, taxi safety and bicycle safety; (2) Opportunity, including seamless transit, GO and retention; (3) Awareness, for advocacy to Regional level. This campaign will be geared towards politicians with the intent to invite counsellors to ride a bus/car/taxi/bike from a “Point A” to a designated “Point B” to see how difficult it is to navigate in Niagara. BUSU will be running campaign in the first week of November. Shane will be gathering more information and will provide an update to everyone via e-mail.</p>	

	<p><b>Prepared Motions – Shane Malcolm</b></p> <p>Individuals will be required to send a copy of their motions with agenda materials in order to have the motions sent out ahead of time. Shane also reminded the Board that if they are motioning to purchase an item/service over \$500.00, three quotes are required.</p>	
<p><b>SAC 4.21</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>• Athletics Presentation – Matthew Davies</li> <li>• Healthy@NC Week – Fred Donker</li> <li>• Student CarShare – Fred Donker</li> <li>• Class Rep Update – Matt Cowell</li> <li>• Christmas Tree - Sam Cianchino</li> <li>• Ancillary Fees – Shane Malcolm</li> </ul>	
<p><b>SAC 4.22</b></p>	<p><b>Items for Decision/Discussion</b></p> <p><b>Next Meeting</b></p> <p>The next meeting is to be held on November 16, 2015 at the Welland campus at 7:00 p.m. Room: SA208.</p>	

There being no other business, the meeting was adjourned at 9:21 p.m.

Approved:

Shane Malcolm  
President