



AGENDA
Board of Directors Meeting
September 17 2015; 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. Auditor's Report – Dawn Lagesten, KPMG 20 min
5. Approval of 2015/16 Ex-Officio Members – Shane Malcolm 2 min
6. Approval of Previous Meeting Minutes – August 20, 2015 2 min
7. Approval of Previous In Camera Meeting Minutes – April 9, 2015 2 min
8. Approval of Previous In Camera Meeting Minutes – August 20, 2015 2 min
9. Bills & Income Statements – Karen Marasco 2 min
10. New Business 2 min
11. President Report – Shane Malcolm 10 min
12. Verbal Executive Vice Presidents Update – AliceMary Nakiwala/Matt Cowell 5 min

Action Items

13. NCSAC Flex Time Policy – Shane Malcolm 10 min
14. Capital Vision Update – Shane Malcolm 10 min
15. Columbia Sportswear Student Discount – Marcus Herrod 5 min
16. United Way – Shane Malcolm 10 min

Point of Interest Items

17. Executive Directors Report – Jennifer Howarth 5 min

Items for Decision/Discussion

18. Canada's Wonderland Excursion – Fred Donkor 5 min
19. Yellow Umbrella Project – Shane Malcolm 5 min
20. New Business 2 min
21. Agenda Items for Next Meeting 2 min
22. Next Meeting 2 min

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



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

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

ncsac.ca

Board of Directors Meeting
September 17 2015; 7:00 p.m.
Welland Campus
SAC Boardroom, SA208

Present: Jenn Howarth Karen Marasco Chris Williams Adam Maiolo
Myra Pisano Jennifer Olm Candi Sider Vince Malvaso
Shane Malcolm AliceMary Nakiwala Alex Sobschak Ryan Huckla
Jamie-Lynn Gillingham Samantha Cianchino Morgan Yeates Matt Cowell
Brittany Lightheart Nimisha Sumathi Fred Donkor Marcus Herrod
Matt Burnip Volodymyr Kravchenko

Guests: Dawn Lagesten

Regrets: Morgan Yeates Lesley Calvin

Recording Secretary: Heather Storey

This meeting was called to order at 7:00 p.m. and chaired by Chris Williams.

Action Items

SAC 3.1	<p>Declaration of Conflicts The following conflicts were declared:</p> <p>None.</p>	
SAC 3.2	<p>Items for Approval Approval of Agenda</p> <p>Motion made to approve the agenda for the September 17, 2015 Board of Directors meeting as submitted.</p> <p>Motioned by: Nimisha Sumathi Motioned by: Fred Donkor</p> <p>All in Favour, Carried.</p>	
SAC 3.3	<p>Items for Approval Approval of Motions</p> <p>Motion made to approve the prepared motions distributed at the September 17, 2015 Board of Directors meeting.</p> <p>Motioned by: Jamie-Lynn Gillingham Motioned by: Alex Sobschak</p> <p>All in Favour, Carried.</p>	
SAC 3.4	<p>Items for Approval Auditor’s Report – Dawn Lagesten, KPMG</p> <p>Dawn Lagesten from the NCSAC auditing firm, KPMG, reviewed copies of the Draft financial Statements for NCSAC for the year ending March 31st, 2015. These draft financial statements must be approved by the Board before the final report and Corporate Income Tax Return can be filed. KPMG had no disagreements with management on how to report things in the Financial Statements nor did they find any evidence of fraud, errors or illegal acts.</p> <p>Motion made to approve the 2014/15 Financial Statement Draft as presented by Dawn Lagesten of KPMG.</p> <p>Motioned by: Fred Donkor</p>	

	<p>Motioned by: Ryan Huckla</p> <p>All in Favour, Carried.</p>	
SAC 3.5	<p>Items for Approval Approval of 2015-16 Ex-Officio Members – Shane Malcolm</p> <p>Motion made to approve Vince Malvaso and Lesley Calvin as the 2014-15 Ex-officio Members.</p> <p>Motioned by: Shane Malcolm Motioned by: Matt Burnip</p> <p>All in Favour, Carried.</p>	
SAC 3.6	<p>Items for Approval Approval of Previous Meeting Minutes – August 20, 2015</p> <p>Motion made to approve the minutes from the August 20, 2015 meeting as submitted.</p> <p>Motioned by: Jamie-Lynn Gillingham Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
SAC 3.7	<p>Items for Approval Approval of Previous In Camera Meeting Minutes – April 9, 2015</p> <p>Motion made to table the In Camera minutes from the April 9, 2015 meeting until the next Board of Directors meeting on October 19, 2015.</p> <p>Motioned by: Shane Malcolm Seconded by: Brittany Lighthouse</p> <p>All in Favour, Carried.</p>	Jenn Howarth
SAC 3.8	<p>Items for Approval Approval of Previous In Camera Meeting Minutes – August 20, 2015</p> <p>Motion made to approve the In Camera minutes from the August 20, 2015 meeting as submitted.</p> <p>Motioned by: Brittany Lighthouse Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
SAC 3.9	<p>Items for Approval Bills & Income Statements</p> <p>Motion made to accept the Bills and Income Statements as submitted.</p> <p>Motioned by: Shane Malcolm Seconded by: Ryan Huckla</p> <p>Discussion: Karen told the Board that the Bills and Income Statements will be modified now that she has received the updated statements from the Auditor’s Report. She also informed the Board that we have now collected the student fees, and therefore we are showing a significant profit.</p> <p>All in Favour, Carried.</p>	
SAC 3.10	<p>Items for Approval New Business</p> <ul style="list-style-type: none"> • Board Priorities (Update) – Shane Malcolm 	

	<p>Motion made to approve New Business.</p> <p>Motioned by: Nimisha Sumathi Seconded by: Jamie-Lynn Gillingham</p> <p>All in Favour, Carried.</p>	
<p>SAC 3.11</p>	<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 over the past month.</p> <p>Motion made to accept the President’s Report as submitted.</p> <p>Motioned by: Fred Donkor Seconded by: AliceMary Nakiwala</p> <p>All in Favour, Carried.</p>	
<p>SAC 3.12</p>	<p>Items for Approval Verbal Executive Vice Presidents Update – AliceMary Nakiwala/Matt Cowell</p> <p>AliceMary Nakiwala AliceMary updated the Board regarding the activities that the Welland executive hosted this year for Orientation. Several of the Directors attended the Orientation events at the Niagara Falls campus in addition to attending International Orientation and the annual Residence Move event. The Directors were engaged with the students and spoke to them about our events and services. One of the big talking points this year was promoting the NCSAC Student Life App, which many students already had downloaded on their smart phones. The Welland council also hosted a ‘Country BBQ’ at The Core; there was a pub pong tournament with the winner winning tickets for the Comedy & All-You-Can-Eat pasta night, which was a huge success. AliceMary also spoke about the Community Vendor Fair where local business were able to come out and promote their services to students. SAC set up the promo kiosk by the stairs and interacted with students and gave away swag. The Welland council also organized a bubble soccer game that took place at Younge’s Sportsplex in Welland. In addition, NCSAC participated in the Sexual Awareness Week where they set up a table outside of the International department giving out tips on how to keep safe. Another initiative that has started this year is the ‘5 Directors 5 Days’ YouTube videos that focus on one director every day of the work-week. These videos are produced in hopes of letting the students of Niagara College get to know their student council. Several groups have submitted Club Applications, including: Aboriginal Craft Club, Anishinaabe Language Club, Chess Club, Guns n’ Glory Club, IEEE Student Branch, Merge (Light 1’s World), NC Dance Troupe Club, Nerds & Geeks Club, Salsa Dance Club, Students for Life Club and these clubs will be presented and voted on at the first Executive Meeting which will take place on September 28 2015. Jamie-Lynn is planning to hold a Club Fair on September 30, 2015 for all clubs who receive sanctioning.</p> <p>Matt Cowell Matt told the Board about the various activities that the Niagara-on-the-Lake council has participated in for this year’s Orientation, including the Monsters of Schlock stunt show and Speed Friending. Like the Welland campus, the Niagara-on-the-Lake council members participated in the Sexual Assault Awareness campaign by setting up a booth in the cafeteria foyer. As of right now, the Niagara-on-the-Lake campus is gearing up for the first Pub Night, “Nerdy or Flirty?” which will be happening on September 23, 2015 in The Armoury. There will also be an Outdoor Movie Night on September 29, 2015 (rain date: October 6, 2015) in the Courtyard. In addition, there will be a ‘Carn-Evil’ (Halloween-themed carnival) in the Courtyard on October 15, 2015. There have been four groups who have submitted Club Applications: Enactus Niagara College, Nerds & Geeks Club, Students for Life Club, Sweets & Treats Club). These clubs will be discussed at the Niagara-on-the-Lake Executive Meeting which will be on September 25, 2015. Matt also touched on The Armoury Grand Opening which was wildly successful. Students and staff attended the event and everyone had very positive feedback regarding the space and the food.</p>	

<p>SAC 3.13</p>	<p>Action Items NCSAC Flex Time Policy – Shane Malcolm</p> <p>Motion made to table the NCSAC Flex Time Policy until the next Board of Directors meeting on October 19, 2015.</p> <p>Motioned by: Shane Malcolm Seconded by: Nimisha Sumathi</p> <p>Discussion: Shane explained that he has been working on crafting the NCSAC Flex Time Policy which then needs to go through the Policy Committee, and then it will be brought to the Board for approval.</p> <p>All in Favour, Carried.</p>	<p>Shane Malcolm</p>
<p>SAC 3.14</p>	<p>Action Items Capital Vision Update – Shane Malcolm</p> <p>Shane presented the Board with updated blueprints to show them the progress that has been made regarding the Capital Vision projects at the Welland and Niagara-on-the-Lake campuses.</p>	
<p>SAC 3.15</p>	<p>Action Items Columbia Sportswear Student Discount – Marcus Herrod</p> <p>Marcus has been working diligently with the Store Manager of Columbia Sportswear located at the Niagara Outlet Collection. Marcus has secured deal that would allow students to receive a 20% discount towards winter jackets and winter accessories. Students are required to sign up with the Receptionist at their respective campus and receive a one-time use 20% discount card (one per student). This offer would be valid from October 1, 2015 – November 30, 2015. Students must be able to provide their student card at check-out in order to receive the 20% discount. Marcus will be meeting with Nimisha and Alex to brainstorm ideas of how to advertise to students.</p>	
<p>SAC 3.16</p>	<p>Action Items United Way – Shane Malcolm</p> <p>Shane informed the Board that Niagara College will be holding another initiative targeting to raise funds for United Way. This will be done through ‘dress down days’. Staff will be asked to donate in exchange for wearing comfortable clothes to work. Shane told the Board that this year the NCSAC will be donating a portion of sales from The Shack to United Way, in addition money raised for a Pancake Breakfast that will be held in The Core at the Welland campus.</p>	
<p>SAC 3.17</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 monthly.</p>	
<p>SAC 3.18</p>	<p>Items for Decision/Discussion Canada’s Wonderland Excursion – Fred Donkor</p> <p>Fred told the Board that SAC does an annual excursion to Canada’s Wonderland for their “Halloween Haunt” season, and every year Niagara College students look forward to going to this event. In the past, NCSAC has purchased 54 tickets and booked one coach bus for this excursion. Fred proposed to purchase 100 tickets and book two coach buses, as the demand from students for this excursion is quite high. Two buses will arrive at the Niagara Falls campus at 4:45pm. Bus 1 will then go to the Niagara-on-the-Lake campus, and Bus 2 will go to the Welland campus. Both buses will arrive at Canada’s Wonderland at approximately 7:00 p.m. for students to enjoy the haunted theme park, and the bus will depart Canada’s Wonderland at midnight. SAC will purchase admission tickets to Candada’s Wonderland on consignment at \$34.75 (100 tickets X \$34.75 = \$3,475.00) as well as book two coach buses for the excursion which will cost approximately \$1,243.00.</p> <p>Motion made to approve \$5,000.00 for the Excursion to “Canada’s Wonderland Halloween Haunt” on October 9th 2015 allocated from the Excursions budget as amended.</p>	

	<p>Motioned by: Matt Cowell Seconded by: Alex Sobschak</p> <p>Discussion: It was discussed that all of the logistics will have to be worked through in regards to dividing up the tickets amongst the three campuses as well as transportation.</p> <p>All in Favour, Carried.</p> <p>Motion made to approve tickets be sold for \$25.00 to students only for the “Canada’s Wonderland Halloween Haunt” excursion as well as coach bus transportation to and from the venue.</p> <p>Motioned by: Fred Donkor Seconded by: Jamie-Lynn Gillingham</p> <p>All in Favour, Carried.</p>	
<p>SAC 3.19</p>	<p>Items for Decision/Discussion Yellow Umbrella Project – Shane Malcolm</p> <p>NCSAC is getting ready for another year of promoting the CSA Mental Health Campaign – Yellow Umbrella Project. This campaign’s goal is to reduce the stigma of Mental Illness and to introduce students to different services in the area that they can access. This campaign is a weeklong event offering events and activities to raise awareness for Mental Health. Niagara College will be installing a yellow ‘Friendship Bench’; the mission of the ‘Friendship Bench’ is to educate students about the stressors inherent to student life and to promote ways to cope or manage that stress before it further develops into anxiety or depression. In addition NCSAC will be hosting several activities throughout the week including: Early morning dance party in The Armoury, White Board Confessionals, Speed Friending, Day of Yellow, High Five Tag, Tai Chi, Meditation Zone (in Welland), Therapy Tails, and a Mental Health Vendor Fair.</p> <p>Motion made to approve \$3,500.00 for the Yellow Umbrella Project campaign allocated from the Global Campaigns budget as amended.</p> <p>Motioned by: Shane Malcolm Seconded by: Ryan Huckla</p> <p>Discussion: This year CSA is providing yellow t-shirts for the campaign. Shane would like to purchase wristbands to hand out to students.</p> <p>All in Favour, Carried.</p>	
<p>SAC 3.20</p>	<p>Items for Decision/Discussion New Business</p> <p>Board Priorities (Update) – Shane Malcolm Shane provided an update revolving around certain projects the Board set as part of their priority planning for 2015-2016.</p> <p><i>Sexual Assault Awareness Week:</i> The Sexual Assault Awareness Week was very successful and the Board interacted with a lot of students. There was one situation however where a distressed student left the event upset. Shane explained that when dealing with sensitive subject matter, it is likely for someone to get upset. In addition, Shane called attention to the whistles that SAC ordered for swag, and informed the Board that the red light on the whistles were considered to be a laser and therefore are a health and safety concern. In the future, Shane told the Board that lasers will not be purchased.</p> <p><i>Yellow Umbrella Project:</i> The planning for Yellow Umbrella Project is underway. Firm details will be provided at the each council’s Executive meeting.</p>	

	<p><i>Class Rep Program:</i> Shane is creating an eHandbook for the Class Rep's to be able to view on-line; this handbook will act as a resource for the students to explain their role. This information will be sent out to the Deans, Associate Deans, and teachers next week. Shane has had a database created of every program offered at Niagara College to track each Class Rep. Shane informed the Board that Class Rep's can be nominated, or they can self-nominate. In addition, every program is entitled to have at least one Class Rep, and in the case that there are multiple students seeking the opportunity to be Class Rep, some programs could have several Class Rep's for their program. This learning opportunity can be added to a student's Co-Curricular Record (CCR).</p> <p><i>Federal Election:</i> The Federal Elections are coming up on October 19, 2015. Shane encouraged the Board to begin to promote voting to students and stress the importance. Shane urged all of the Board to visit the website www.itsyourvote.ca to research all of the different political party's platforms.</p> <p><i>Niagara's Luckiest Student:</i> So far there have been 300 students who have entered the Niagara's Luckiest Student contest. We have gained a lot of Facebook 'likes', traffic on Instagram and Twitter, as well as NCSAC Student Life App downloads. Registration for the contest is September 22, 2015. The winner will be announced on September 30, 2015; Adam Maiolo, Marketing Communications Manager, is working on the logistics.</p>	
SAC 3.21	<p>Items for Decision/Discussion</p> <p>Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • LGBT Campaign – Alex Sobschak • Health Plan Request for Proposal (RFP) – Jenn Howarth/Karen Marasco • Student Appreciation Day – Shane Malcolm • Healthy@NC – Fred Donkor 	
SAC 3.22	<p>Items for Decision/Discussion</p> <p>Next Meeting</p> <p>The next meeting is to be held on October 19, 2015 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 8:25 p.m.

Approved:

Shane Malcolm
President