

**STUDENT ADMINISTRATIVE COUNCIL INC.**

**Annual General Meeting**

Welland Student Centre (The Core)

Wednesday, January 30, 2013

4:30 p.m.

**AGENDA**

1. Welcome
2. President's Report
3. Executive Vice President's Report – NL Campus
4. Executive Vice President's Report – Welland Campus
5. U>Pass Report
6. Financial and Operations Report
7. Student Health and Dental Plan Report
8. Constitution Revisions
9. Adjournment

## **STUDENT ADMINISTRATIVE COUNCIL INC.**

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4:30 p.m.

#### **1.0 WELCOME**

This meeting was called to order at 4:30 p.m. and chaired by Glenn Murray, Niagara College Student Administrative Council Event Logistics Manager.

#### **2.0 PRESIDENT'S REPORT**

**President's Report** – presented by Katryna McKenna

Katryna McKenna, President, gave an overview of her duties and accomplishments while serving the student body as President. Katryna introduced the NCSAC Board of Directors and noted there were three vacant positions at this time; Director of Social Programming NL, Director of Campaigns WC and Director of Clubs and Volunteers WC. McKenna outlined the committees the NCSAC Board are involved in both within and external of the Niagara College community. All committee involvement is documented and kept on file in the NCSAC offices. NCSAC Directors represent the students of Niagara College on the following committees:

- Student Centre Management Committee (SCMC)
- Student Technology Enhancement Committee (STEC)
- Fee Protocol Committee
- Advisory College Council (ACC)
- Constitution and By-law Committee
- Policy Committee
- Finance Committee
- Universal Bus Pass Committee – (UPass)
- Strategic Planning Committee
- Leadership Committee
- College Student Alliance (CSA)

Katryna also outlined some of the special initiatives and projects the NCSAC are involved in or have completed in the past few months; Mental Health Innovation Fund, Flex Plan and Mental Health – Feeling Better Now, Armoury Expansion, Organizational Assessment, New NCSAC website and Blue 2013. The NCSAC President is responsible for submitting a monthly Presidential report to the Board of Directors for approval. The full Annual General Meeting report will be available in the Library at both campuses as well as a copy in the NCSAC offices for students to view.

#### **3.0 EXECUTIVE VICE PRESIDENT'S REPORT – NIAGARA-ON-THE-LAKE CAMPUS (NL)**

**Executive Vice President** – presented by Allan Ho, NL Campus

Allan Ho, Executive Vice President for the Niagara-on-the-Lake Campus gave an overview of excursions, events, club support and the food drive program offered by the NL Executive Committee and further explained that the Executive Committee's focus this year was to run successful food

drives to ensure a well stocked food bank for students. NCSAC Awareness Days were also a strong focus for the NL Campus to ensure that students are aware of all services offered. Allan highlighted the importance of marketing and media to raise student engagement. The expansion of the Armoury has allowed for larger events and greater student participation. Allan also the effects of 7-1-7 and how this is impacting the student population. The full Annual General Meeting report will be available in the Library at both campuses as well as a copy in the NCSAC offices for students to view.

#### **4.0 EXECUTIVE VICE PRESIDENT'S REPORT – WELLAND CAMPUS**

**Executive Vice President** – presented by Amber Ziomick, Welland Campus

Amber Ziomick, Executive Vice President for the Welland Campus gave an overview of excursions, and events. Amber discussed the importance of SAC Cares which includes the Emergency Food Bank and bursaries. She also discussed the Children's Tree of Hope, and # Blue 2013. Amber stressed the importance of the Emergency Food Bank which is supported by donations. The Tree of hope assists families in the community, providing Christmas gifts for disadvantaged children. # Blue 2013 is a CSA initiative providing information and activities for students struggling with Mental Health issues. It also promotes strategies for maintaining good mental health for all students. Amber noted that through the use of the NCSAC website, advertising boards, public address announcements and other outlets, NCSAC continues to works diligently to keep students up to date on all activities, events, and services offered by NCSAC. Ziomick stated NCSAC will continue to concentrate on advocacy and being a voice for the students of Niagara College. She stressed that the NCSAC strives to be transparent and accountable to all Niagara College students. The full Annual General Meeting report will be available in the Library at both campuses as well as a copy in the NCSAC offices for students to view.

#### **5.0 U-PASS REPORT**

**U-Pass Report** – presented by Katryna McKenna, President

Katryna McKenna, President, presented the U>Pass distribution report. This year NCSAC has spent 1.3 million dollars on transit and 64% of the Niagara College student population are using the service. After a pilot last year with Regional Transit it was found that it provides a valuable service to students and NCSAC has partnered with Brock University Student Union (BUSU) to negotiate with transit companies for more cost effective service for both institutions. Niagara Classic Transportation will provide bus service for the upcoming summer.

#### **6.0 FINANCIAL REPORT**

**Financial Report** – Jennifer Howarth, Executive Director

Audited statements for the NCSAC for year ended March 31, 2012 shows an excess of revenue over expenditure of \$379,606 which includes the food and beverage operations. The surplus was used for The Armoury renovations at our Niagara-on-the-Lake Campus. In the future, surplus will be partially earmarked for the renovations of the Niagara-on-the-Lake office scheduled for the summer of 2014. Additionally, this money is set aside in the reserve fund to maintain the operations of the Student Centres and capital expenditures for NCSAC.

NCSAC has developed a five year organizational plan to help set goals and standards for the operations and financial stability of the organization. This plan includes the following major projects:

- Full-time and Part-time staff
- Governance
- Legal
- Niagara-on-the-Lake Office
- Orientation
- Policies and Procedures
- Security and Risk Management
- Student Centres and SAC Shack
- Transit
- Welland Office

The organizational plan has been approved by the Board of Directors to act as guideline for the above stated initiatives.

Income Statement to date; currently revenues for NCSAC are just over 3.41 million dollars which include student activity fees, UPass fees, health plan fees, SAC Cares donations and handbook revenue.

Our expenses are currently at just over 2.76 million dollars which include the SAC Cares Program, Campus Advertising, UPass, health plan, special events, membership fees, training and travel, renovations, web expenses and professional development.

*Of note: \$1,336,403.60 has been collected in UPass fees from the membership and paid \$1,308,477.23 to transit companies in the Niagara Region. These expenses do not include the upcoming summer service. NCSAC will be meeting with key players at Niagara College to help negotiate the best rates for students to ensure we are constantly working toward better routes and scheduling.*

## **7.0 STUDENT HEALTH AND DENTAL PLAN REPORT**

**Student Health and Dental Plan Report** – presented by Karen Marasco, NCSAC Business Manager & Student Health Plan Administrator

1,759 of the 7,523 students, who were charged the Health Care Fee, successfully opted out between August 27<sup>th</sup> and September 28<sup>th</sup>, 2012. An additional 845 students were added to the benefits as of January 24<sup>th</sup>, 2013. The Winter Opt Out session does not expire until Friday, February 1<sup>st</sup>; therefore final opt out numbers are not yet available.

To date, 16 September start students have chosen to cancel their automatic opt out as they now have now find themselves without benefits.

No Health Care Appeals have been filed to date this year.

The direct deposit of opt out refunds to students' accounts continues to run successfully. The majority of refunds were processed on October 10, 2012. This new system continues to prove to be a very pleasing arrangement.

All students on the benefits will be given an option to change their benefits package by choosing one of three "Flex Plans" which will be offered starting in the 2013-2014 Academic year. For example, students may choose to increase their dental benefits while decreasing their prescription drug benefits.

## **8.0 CONSTITUTION REVISIONS**

### **Constitution Revisions**

#### **Motion made to accept the following revisions to Article 4.02 of the Constitution.**

Motioned by: Kenny Hilaire

Seconded by: Samantha Kippen

#### **4.02 Removal from Office**

Any Board of Director member will be automatically removed from office when they:

- a. Do not meet membership requirements described in Article 3.01, or
- b. Fail to keep a G.P.A. per term of 65% or higher.
  - I. ~~The NCSAC appointed Manager, The Executive Director, Executive Vice President (Office Administrator Business Manager if Executive Vice President is to be placed on Academic Contract) and President will have the option to place an Executive Committee member on Academic Contract by a unanimous decision based on past performance in office or extenuating circumstances, or :~~
  - II. ~~Any Board of Director member will be placed on probation with the approved academic contract, when issued any U (unsatisfactory) or N (not attending) notation on mid-term reports.~~
- c. Are convicted of a criminal offence related to or involving the affairs of the Corporation, or
- ~~d. —Reach corrective measure in By Law 1.01 d., or Reach three (3) corrective measures including:~~
  - i. ~~Violating the college's academic and behavioural policies, or~~
  - ii. ~~Violating the Corporation's Letters Patent, Constitution, By-Laws, Policies and Procedures and any other manual or agreements approved by the Board of Directors, or~~
  - iii. ~~Neglecting their duties as described in By-Law 2.02, 2.03 or 2.04 or~~
  - iv. ~~Missing more than two (2) Board of Directors and/or Executive Committee Meetings per term of office without submitting written notice to the President at their respective campus 24 hours prior to scheduled meeting, or~~

- v. Failing to complete any discretion or decision made by respective Executive Committee or Board of Directors, or
  - vi. Violating the goodwill of the corporation, or
  - vii. Being non-bondable
- e. ~~Have received a total of two written or verbal reprimands. Verbal reprimands must be stated and recorded during an Executive Committee or Board of Directors meeting.~~

Any removed member will be prohibited from running or being appointed to any position on NCSAC for a maximum period of three years. Within the three year period, the Board of Directors shall permit previously removed NCSAC members to request a review of their circumstances for removal. The Board of Directors will determine if the ban should be upheld or lifted.

~~Any Board of Director member will be placed on probation with the approved academic contract, when issued any U (unsatisfactory) or N (not attending) notation on mid-term reports.~~ (Moved to b II)

Automatic removal does not require any special meeting called to affirm removal. The President and Executive Vice President of the respective campus will notify the removed member in writing which will state reasons for automatic removal and signed by the President, Executive Vice President of the respective campus and NCSAC appointed Manager. In the case of an Executive Vice President's automatic removal, the Office Administrator of the respective campus will sign documentation in their place.

All records and files relating to the removed Board of Directors member's position must be forwarded to the Executive Director.

**Discussion: none**

In Favour: 12  
 Opposed: 0  
 Abstained: 0  
 Motion carried

**Motion made to accept the following revisions to Article 5.01 of the Constitution.**

Motioned by: Garrett Zimmer  
 Seconded by: Chelsea Cheevers

**5.01 Board of Directors**

The Board of Directors will consist of the following voting members:

- President
- ~~Executive Vice President at each campus~~
- ~~Directors at each campus~~
- Executive Vice President (Welland)
- Executive Vice President (Niagara-on-the-Lake)

Director of Social Programming (Niagara-on-the-Lake)  
Director of Social Programming (Welland)  
Director of Campaigns (Niagara-on-the-Lake)  
Director of Campaigns (Welland)  
Director of Student and Community Relations (Niagara-on-the-Lake)  
Director of Student and Community Relations (Welland)  
Director of Clubs and Volunteers (Niagara-on-the-Lake)  
Director of Clubs and Volunteers (Welland)  
Director of Media (Niagara-on-the-Lake)  
Director of Media (Welland)

As well as the following non-voting members approved by the voting members:

~~Two Ex-officio Niagara College appointed non-voting members staff~~  
~~Ex-Officio NCSAC appointed Manager (non-voting member)~~  
NCSAC Executive Director

The Chair will be appointed by the Board of Directors.  
In the event of a tie vote, the motion will be defeated.

**Discussion: none**

In Favour: 9  
Opposed: 0  
Abstained: 3  
Motion carried

**Motion made to accept the following revisions to Article 6.02 of the Constitution.**

Motioned by: Chelsea VanHoffen  
Seconded by: Shrikant Arora

**6.02 Special Meetings**

Special general meetings for members of the Corporation may be called by the Board of Directors or by written request of at least ~~5%~~ 10% of the corporation.

**Discussion:**

Student at large, Garret Zimmer stated 10% is not a valid number. He disputed the 10% is unattainable and would be impossible to achieve. He stated that because most students carry a large class load it would be very difficult to get that many students together, he further stated it is difficult enough to rally five hundred students together let alone one thousand. Garrett was thanked for his input.

In Favour: 11  
Abstained: 0  
Opposed: 2  
Motion carried

**Motion made to accept the following revisions to Article 6.03 of the Constitution.**

Motioned by: Shane Malcolm

Seconded by: Shrikant Arora

**6.03 Notices of Corporation Meetings**

Notices of annual or special general meetings must be published at least ~~ten (10)~~ five (5) calendar days before the meeting.

**Discussion:** Student at large, Garrett Zimmer stated five days' notice is not sufficient.

In Favour: 8

Abstained: 0

Opposed: 4

Motion carried.

**Motion made to accept the following revisions to Article 6.4 of the Constitution.**

Motioned by: Amber Ziomick

Seconded by: Allan Ho

**6.04 Voting at Corporation Meetings**

~~The status of a person as a member of the Corporation will be established by presentation of a valid Niagara College student identity card and current timetable.~~

Each member of the Corporation has the right to one vote at all general meetings

At all general meetings, every question will be decided by a majority of the votes of the members present. Every question will be decided by use of a ballot or show of hands. If ballots are used then the results of the vote will be tallied by the Chair at the meeting and will represent the decision of the Corporation.

In case of a tie vote, the motion will be defeated.

Discussion: None

In Favour: 12

Abstained: 0

Opposed: 0

Motion carried

**Motion made to add Article 8.05 of the Constitution.**

Motioned by: Chelsea VanHoffen

Seconded by: Chelsea Cheevers

## 8.05 Agreements

NCSAC will ensure that all contractual agreements signed with the College or external partners will abide by the following:

- a. Contractual agreements will be no more than three (3) years in length, and
- b. Within each contract, there must be a specific end date, and
- c. At the expiry of contractual agreements, a Request for Proposal (RFP), standard solicitation strategy, will be used by the NCSAC to compete for contract opportunities, and
- d. All contracts must be signed by the President, one full-time staff (signing officer), and one (1) Executive Vice President, and
- e. If the contractual agreement exceeds \$30,000.00, NCSAC will ensure the contract is assessed by legal counsel prior to signing.

Discussion: None

*Of note: several voting members have left the meeting.*

In Favour: 11

Abstained: 0

Opposed: 0

Motion carried

### **Motion made to accept the following revisions to Article 9.01 of the Constitution**

Motioned by: Shane Malcolm

Seconded by: Amber Ziomick

## 9.01 Amendments of the Constitution

The Board of Directors may enact, amend or rescind any part of the Constitution and these changes will only be valid after they are confirmed by the Board of Directors and motioned and approved at an Annual General Meeting called for that purpose.

All Constitution changes must be posted on the Student Administrative Council Inc. website **five (5) business** days prior to the Annual General Meeting.

Discussion: None

In Favour: 10

Abstained: 0

Opposed: 0

Motion carried

## **9.0 ADJOURNMENT**

### **Adjournment**

**Glenn** Murray, Event Logistics Manager, thanked the students that attended. The Annual General Meeting adjourned at 5:30 p.m.

### **Motion made to adjourn the NCSAC Annual General Meeting at 5:30 p.m.**

Motioned by: Shrikant Arora

Seconded by: Chelsea Cheevers

In Favour: 10

Abstained: 0

Opposed: 0

Motion carried

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Katryna McKenna  
President

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Allan Ho  
Executive Vice President  
NL Campus

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Amber Ziomick  
Executive Vice President  
Welland Campus