

STUDENT ADMINISTRATIVE COUNCIL INC.
Annual General Meeting
Niagara –on-the-Lake Student Centre (The Armoury)
Wednesday, January 30, 2014
5:45 p.m.

AGENDA

1. Welcome – NCSAC President, Katryna McKenna
2. President’s Report – NCSAC President, Katryna McKenna
3. Executive Vice President’s Report – NL Campus – Executive Vice President, Shane Malcolm
4. Executive Vice President’s Report – Welland Campus – Executive Vice President, Amber Ziomick
5. U-Pass Report – NCSAC Executive Director, Jennifer Howarth
6. Financial and Operations Report– NCSAC Executive Director, Jennifer Howarth
7. Student Health and Dental Plan Report – NCSAC Business Manager, Karen Marasco
8. Constitution Revisions - NCSAC President, Katryna McKenna
9. Adjournment

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1.0 WELCOME

This meeting was called to order at 5:45 p.m. and chaired by Katryna McKenna, Niagara College Student Administrative Council President. Katryna explained to the membership the purpose of the Annual General Meeting. She outlined the process of reviewing the organizations financials and operations. She also explained how the meetings and report account for the actions of the Niagara College Student Administrative Council Inc. (NCSAC) to aspire to provide healthy and safe activities, facilities and services while promoting an accessible College environment and contributing to the quality of student life. This report covers the activities of the corporation globally as well as at the campus level.

2.0 PRESIDENT'S REPORT

President's Report – presented by Katryna McKenna

Katryna McKenna, President, provided an overview of her duties and accomplishments while serving the student body as President. Katryna introduced the NCSAC Board of Directors. 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 – (U-Pass)
- Strategic Planning Committee
- Leadership Committee
- U-Pass Steering Committee (New 2013/14)
- College Student Alliance (CSA)

Katryna discussed the U-Pass Steering Committee; this committee was struck to bring together critical and relevant information that informs and effects the U-Pass utilization and strategies. Through this committee we have been able to get a clear direction and create expectations when we are going through negotiations. Through great communication we have been able to find solutions to potential problems before they occur.

The NCSAC has been very involved this year with the College Student Alliance (CSA). The CSA are the Provincial advocates for all college students in Ontario. McKenna Has worked closely with the CSA and in May 2013 was elected to the position of Vice President. The CSA is instrumental in Mental

Health Awareness on Campus bringing the Yellow Umbrella Project to college campuses in an effort to remove the stigma of mental illness. The CSA has received National recognition for their contributions in the arena.

Niagara College approached the NCSAC in November with their Capital Vision. The Capital Vision will enhance the recreation and fitness facilities at both campuses to expand and diversify athletics, intramural and fitness services. The Capital Vision will also create comfortable and dynamic spaces to enhance the cultural and social life of students and provide additional individual student and group work areas.

As the NCSAC Board of Directors we provided support to the transformation of recreation, fitness and student commons space at the Niagara-on-the-Lake Campus. We agreed the students would benefit from this major renovation and moving forward it would increase the quality of their experience on-campus.

Another exciting announcement was the re-opening of the Niagara Falls Campus. The address is a great advantage for Niagara College especially with our International students. Niagara College will be moving a few of their graduate programs to the Niagara Falls Campus in the near future.

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 Shane Malcolm, Niagara-on-the-Lake Campus

Shane Malcolm, Executive Vice President for the Niagara-on-the-Lake Campus provided an overview of excursions, events, club support and the food drive program offered by the NL Executive Committee. Shane explained that the Executive Committee's focus this year was to provide the Niagara-on-the-Lake students with quality events that cater to the diversity of student groups on campus. The NL Executive hosted a free barbeque in September setting the tone for the remainder of the year. Pub nights were hosted on a monthly basis and many other successful activities and excursions were organized and implemented to include:

Fall Fling (pumpkin carving, apple bobbing, pie eating contest, barbeque and races)

Minute to Win it game

Cash Cube

Twelve Days of SACMAS

FIFA/Call of Duty video game tournament

Halloween Pub

Freezing Point Pub

Nerdy or Flirty Pub Night

Pub Pong

Toronto Blue Jay's Game

Canada's Wonderland

Toronto Raptor's Game

The NL Executive has advocated for students by partnering with CSA to run the Yellow Umbrella Project in both the fall and winter semesters. A major success this term has been advocating for the provision of increased lockers for the students in the Culinary Programs to store their equipment.

Through their patience and understanding we were able to bring this to the attention of the College to remedy the issue as soon as possible.

The NL Executive has provided student outreach. There has been tremendous focus by the entire team to raise the awareness of students regarding who NCSAC is, what it does for them and the support services that NCSAC provides. Crucial to these efforts have been SAC Awareness Days and the commitment by the entire team to do walkabouts on campus. Both the face-to-face and SAC Awareness Days have helped to increase our presence on campus and the student's familiarity with NCSAC. The NL Executive have been successful in cross-promotion with the Co-curricular record (Student Engagement Department) encouraging to participate in activities and volunteer.

The NL Executive continues to provide for students in need through the SAC Cares Emergency Food Bank. Several clubs on campus have championed this cause and have made large amounts of food to the Emergency Food Bank. The NL Executive will continue to strive to increase awareness of this service in the coming months.

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, provided an overview of Student Activities, Events, Excursions and Fundraisers offered by the Welland Executive Committee.

The Welland Executives had five main objectives this year.

The first objective: The focus this year was to work in conjunction with the Niagara-on-the-Lake Executive to develop a Strategic Plan. This planning document was created to guide NCSAC with various goals and objectives. The Welland Executive focused on ensuring the students of Niagara College are the priority and have committed to be the voice for them. As a team the WC Executive chose to focus on two advocacies this year; The Yellow Umbrella Project and the promotion of the Universal Bus Pass (U-Pass).

The second objective: To enhance student awareness and engagement of NCSAC events and services. These objectives were achieved by hosting interactive club fairs, internal and external food drives, updated Residence Newsletters, utilizing Residence boards, meeting with Residence Life coordinators, hosting SAC Awareness Days, meeting face to face with students, raising awareness of U-Pass, Student Benefits and providing informational flyers.

The third objective: To enhance communication amongst NCSAC and the overall Niagara College community. This objective was achieved through SAC Cares, volunteers, face to face conversations and currently promoting the NCSAC elections with a focus on greater voter turnout. The WC Executive are marketing their initiatives through social media, videos and newsletters.

The fourth objective: To develop and surmount internal objectives within NCSAC. For the past year the focus has been on effective training through interactive transition retreats. These retreats have provided a forum for Executives to gain a clearer understanding of their roles and responsibilities.

The fifth objective: To explore new opportunities within and outside of Niagara College.

A new opportunity the NCSAC is exploring is to create a Breakfast Club. This initiative will begin in September 2014. NCSAC continues to work with Red Frog at events to ensure student safety.

Some of the events and excursions hosted by the WC Executive are:

- Pub Pong
- Movie Night (Food Bank fundraiser)
- Various SAC Awareness Days
- Jazz Night
- Scavenger Hunt
- Halloween Pub Night
- Pumpkin Carving Contest
- Ugly Sweater Pub Night
- The Yellow Umbrella Project
- Seasonal Spending Nooner
- We Got Game
- Orientation Mixer
- Toronto Blue Jays Baseball Game
- Haunt Manor
- Halloween Haunt at Canada's Wonderland
- Toronto Raptor's Game

Student outreach to include:

- Student Emergency Food Bank
- Student Academic Assistance Bursary
- Student Health Assistance Bursary
- Students Awards Program

This year the WC Executive realized the Student Emergency Food Bank is the program most sought out by students. NCSAC continued to follow last year's implementation of the new food bank system. The new system includes pre-bagged food and dietary needs. NCSAC has received over 1500 pounds from food drives held throughout the year. Education amongst the students about the emergency food bank was easier this year. Executing a limit of one bag per month assisted in keeping the food bank stocked and allowed NCSAC to service a greater number of students.

5.0 U-PASS REPORT

U-Pass Report – presented by Jennifer Howarth, Executive Director

Jennifer Howarth, Executive Director presented the U-Pass distribution report. This year NCSAC has spent 1.3 million dollars on transit to date we have a budgeted loss of approximately \$187,000.00. 67% of the Niagara College student population are using the U-Pass service up 3% from last year. A U-Pass Steering Committee was formed in June 2013 to bring forward transit challenges and opportunities and streamline communication regarding U-Pass service. The Committee is comprised of the following members:

- Katryna McKenna, President, NCSAC
- Karen Marasco, Business Manager, NCSAC
- Jennifer Howarth, Executive Director, NCSAC
- Sean Kennedy, Vice President, Student and External Relations, Niagara College
- Vince Malvaso, Director, Financial Services, Niagara College

Rick Anderson, Director, Student Services, Niagara College
Sean Coote, Director, International Department, Niagara College
Adam Dusome, Registrar, Niagara College
Michelle Carile, Executive Assistant, Student and External Relations, Niagara College

Recommendations

It was recommended that NCSAC renegotiate our terms with Fort Erie, Port Colborne and Niagara-on-the-Lake to pay for a flat fee service (instead of a per-ride-basis); this would standardize contract terms with all providers. Additionally, it is imperative that we stick with our basic scheduling for transit to accommodate the needs of the majority of users and deal with one-off situations as they occur as proactively as possible. This can only be done with effective communication within the U-Pass Steering Committee, students and departments throughout the college.

Collectively, the Steering Committee needs to brainstorm alternative solutions for summer transit. The current process is not financially sustainable and poses serious risks to the health of our organization's fiscal situation.

It is recommended that we move to a tri-campus shuttle service to include more transit solutions for our students at the Niagara Falls campus. This service will be discussed with our transit partners during negotiations in February.

6.0 FINANCIAL REPORT

Financial Report – Jennifer Howarth, Executive Director

Audited statements for the NCSAC for year ended March 31, 2013 shows an excess of revenue over expenditure of \$562,784.00 which includes the food and beverage operations. These funds will be earmarked for future capital projects that will be decided by the Board of Directors at the March Board of Directors meeting. These projects may include: changes to the Armoury, Niagara-on-the-Lake SAC office, Welland office renovation, furniture for hallway outside of Welland SAC office. Additionally, this money is set aside in the reserve fund to maintain the operations of the Student Centres and capital expenditures for NCSAC.

Suggestion from the Auditor

At the September Board of Directors meeting, KPMG LLP, Chartered Accountants, Licensed Public Accountants had only one major concern regarding our statements; Summer U-Pass Service. The U-Pass Steering Committee has provided recommendations on how to decrease Fall/Winter expenses to accommodate the decrease of revenues for the Summer U-Pass Service. The audited financial statements presented at the September Board of Directors meeting should be the last statements where we see a loss in our U-Pass accounts.

Student Centre Operations

Over the past year, the NCSAC has been working diligently to ensure that the Student Centre Operations are at the minimum break-even businesses with the ultimate goal of limited profitability. We work towards limited profitability as we are a not-for-profit business and the revenues generated must be earmarked for capital reserve of future projects.

Our audits for 2012/13 show minor losses in The Core, Alexander Davidson's and the Armoury. The main reason they show a loss in the audited statements is depreciation. Discussions are taking place about the future of the Armoury and a competitive strategy surrounding this operation.

Special Projects and Initiatives

- Summer 2013 the Club Room, Welland Campus had a makeover. The purpose was to make this a more student friendly space.
- Bar height tables and stools were added to The Core and more individual seating for students.
- Long tables were added to the mezzanine of The Core for groups and a more effective space for rentals.
- Lounge furniture and large moveable white boards were added to the Niagara-on-the-Lake SAC office.
- Rebranding of the SAC Shack, target date September 2014. Allowing for a greater customer draw and more cohesive with NCSAC's other operations.

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

1,876 of the 7,776 students, who were charged the Health Care Fee, successfully opted out between September 1st and October 4th, 2013. An additional 810 students were added to the benefits as of January 6th, 2014. The Winter Opt Out session does not expire until January 31st; therefore final opt out numbers are not yet available.

To date, 26 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.

All students charged the Health Plan Fee will have access to the AD&D (Accidental Death & Dismemberment) benefits as well as the Mental Health Wellbeing program offered by Ceridian. The fees for these benefits are not refunded to those opting out as they will retain access.

Recommendations

After a review of the claims history as of August 31st, 2013, it was agreed to raise the cost of the benefits to students by 5% for the 2014-2015 academic year. The three year agreement, currently in its first year, states that SSQ Financial Group has the option to increase the rate by a maximum of 5% in the second year of the agreement if claims shows a high percentage of usage. The 2014-2015 rate will be \$213.25 if approved by the Niagara College Board of Governors.

8.0 CONSTITUTION REVISIONS

Constitution Revisions

Title Page

This official copy of the Niagara College Student Administrative Council Inc. Constitution was approved and adopted by the Board of Directors and by the General Membership on January 30, 2013. This Constitution supersedes all previous Niagara College Student Administrative Council Inc. Constitutions.

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3.03 Membership Privileges

All members of the corporation have the right to:

- a. Vote in the Corporation elections and referenda, Annual General Meeting, and
- b. Nominate or second a candidate for Corporation elections, and
- c. Run for an Executive position if they meet the qualifications for candidacy described in By Law ~~4.05~~ 3.05,

Article 4: Office

4.01 Term of Office

The term of office for the Board of Directors members begins on May 1 and is completed on April 30 of the following year.

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 semester of 65% or higher.
 - i. The Executive Director, Executive Vice President (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:
 - 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. **If the student does not improve the specific course(s) grade to over 50% at and of the term – they will be automatically removed from office.**
- c. **Violating the goodwill of the corporation, or**
- d. **Being non-bondable, or**
- e. **Violating the college's academic and behavioural policies, or**

- f. Missing more than (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
- g. Are convicted of a criminal offence related to or involving the affairs of the Corporation. ~~or~~

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 will be signed by the President, Executive Vice President of the respective campus and the Executive Director. In the case of an Executive Vice President's automatic removal, the Business Manager 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.

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.

4.03 Reprimands

Any Board of Director member will be subject to a written reprimand for the following reasons, which are not covered in Article 4.02:

- a. 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
- b. Consistently missing scheduled offices hours, or
- c. Neglecting their duties as describe in By-law ~~2.02, 2.03 or 2.04, or~~ 1.02, 1.03 or 1.04 or
- d. Failing to complete any discretion or decision made by respective Executive Committee or Board of Directors .

A written reprimand will state the reasons for reprimand and any corrective measures to be taken. The reprimand will be signed by a 2/3 of the Executive Committee at the respective campus. In the case of the President, written reprimands will be signed by 2/3 of the voting members of the Board of Directors.

The Executive Vice President at each campus will bring their concerns regarding written reprimands to the President and Executive committee at each respective campus, The Executive will decide appropriate corrective measures.

If the Executive member in question is the Executive Vice President, then the President and Executive Committee at each respective campus will discuss reprimands at a special meeting called by the President. The Executive and President will decided appropriate corrective measures.

~~e. _____~~

~~d. _____ Reach three (3) corrective measures including:~~

~~i. _____ Violating the college's academic and behavioural policies, or~~

~~ii.i. _____ 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 describe in By-law 2.02, 2.03 or 2.04, or~~

- ~~iv. Missing more than (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.ii. Violating the goodwill of the corporation, or~~
- ~~vii.iii. Being non-bondable~~

~~Corrective measures will be documented by:~~

- ~~ii. A written reprimand stating the reasons for corrective measure, approved and signed by 2/3 of the Executive Committee at respective campus, and/or~~
- ~~iii. In the case of an Executive Vice President, a written reprimand stating the reasons for the corrective measure, may be approved and signed by the President, Executive Director and a Director from the respective campus, and/or~~
- ~~iv. Verbal reprimands that must be stated and recorded during an Executive Committee or Board of Directors meeting.~~
- ~~v. In the case of the President, written and verbal reprimands will be decided upon by the Executive Vice Presidents and the Executive Director.~~
- ~~e. 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.~~

~~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 the Executive Director. In the case of an Executive Vice President's automatic removal, the Business Manager 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.~~

4.04 03 Resignation from Office

Any Board of Director member who resigns from their position must submit a formal letter, dated and signed and addressed to their respective Executive Committee. A resignation will not be considered as a 'removal from office'.

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

Article 5: Organizational Structures

Every person or position cited in this Article will abide by the Letters Patent, Constitution, By-laws, Policies and Procedures, and any other manual or agreements approved by the Board of Directors that relate to themselves or their positions.

5.01 Board of Directors

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

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

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

Two Niagara College appointed staff
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.

Article 6: Corporation Meetings

6.01 Annual General Meeting (AGM)

The Annual General Meeting will be held during the winter term at a time and place determined by the Board of Directors, and

The President will act as chair, and

The meeting minutes will be submitted to the library within ten (10) business days of the Annual General Meeting by the Office Manager, and

The final Annual ~~General~~ Report will be submitted to each campus library by the President by April 30 of each year.

Katryna McKenna
President

Allan Ho-Shane Malcolm
Executive Vice President
Niagara-on-the Lake Campus

Amber Ziomick
Executive Vice President
Welland Campus

Motion made to accept the revisions to the constitution as presented.

Motioned by: Stephanie Wouthuis
Seconded by: Gemma Peters
In Favour: 12
Opposed: 0
Motion Carried

9.0 ADJOURNMENT

Adjournment

The Annual General Meeting adjourned at 6:30 p.m.

Katryna McKenna
President

Shane Malcolm
Executive Vice President
NL Campus

Amber Ziomick
Executive Vice President
Welland Campus