

STUDENT ADMINISTRATIVE COUNCIL INC.
Annual General Meeting
Niagara-on-the-Lake Campus Student Centre (The Armoury)
Monday, January 25, 2016
7:00 p.m.

AGENDA

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

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1.0 WELCOME

This meeting was called to order at 7:07 p.m. and chaired by Shane Malcolm, Niagara College Student Administrative Council President. Shane explained to the membership the purpose of the Annual General Meeting. He outlined the process of reviewing the organizations financials and operations. He also explained how the meeting and reports 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 Shane Malcolm

This report accounts for the actions of the Niagara College Student Administrative Council Inc. (NCSAC) President for the 2015-16 academic year. All efforts of NCSAC 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 through a global lens as well as the at the campus level. Shane introduced the NCSAC Board of Directors.

The members of the 2014-15 NOTL Executive Committee are:

- Executive Vice President- Matt Cowell
- Director of Social Programming- Brittany Lighthouse
- Director of Student and Community Relations- Fred Donkor
- Director of Goodwill- Marcus Herrod
- Director of Communications- Nimisha Sumathi
- Director of Clubs – Matthew Burnip

The members of the 2015-16 Welland Executive Committee are:

- Executive Vice President- AliceMary Nakiwala
- Director of Social Programming- Ryan Huckla
- Director of Student and Community Relations- Ryan Krafft
- Director of Goodwill – Samantha Cianchino
- Director of Communications- Alex Sobschak
- Director of Clubs - Jamie-Lynn Gillingham

The 2015-16 Board of Governor's Student Representative is Naasson Huyler - Regrets.

Shane 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
- Elections Committee
- Constitution and By-law Committee
- Policy Review Committee
- Finance Standing Committee
- Universal Bus Pass Committee – (U-Pass)
- Strategic Planning Committee
- Leadership Steering Committee
- U-Pass Steering Committee
- Academic Standards and Regulations Committee
- Sustainability Committee
- Smoking Control Committee
- Transform NC Committee
- Orientation Committee
- Sexual Assault Task force
- Transit Strategy Committee
- Town and Gown Committees (Welland and St. Catharines)

Special Initiatives and Projects

Class Representative Program Launch

In September the NCSAC launched the pilot of our Class Rep Program at the Niagara-on-the-Lake and Welland Campuses. In order for the NCSAC to better serve and meet the needs of its members (students at large) the Class Rep Program aims to create a new level of engagement while strengthening the relationship between the NCSAC and the students we serve. To date there are eighty six Class Reps registered. The Executive Vice Presidents at both campuses will continue to meet with Class Reps on a monthly basis.

The Armoury Renovations

The NCSAC Team worked diligently during the summer of 2015 to plan and execute the renovations of the NOTL Student Centre- The Armoury. The project was instigated by a desire to update the look and feel of the student pub. New flooring, furniture, signage, lighting, audio-visual and a permanent stage were among the major changes within the space. We found our niche as one of three (3) foods options at the NOTL campus in a new menu that combines classic pub foods that students know and love with new twists. The Armoury's new menu was designed to be an affordable \$6.99 menu that we believe would complement our efforts in making the Armoury the place of choice for students to eat, play and relax while on campus.

New NCSAC Website

In September NCSAC revealed its revamped ncsac.ca webpage. The new website was one of the many summer projects that we worked on to have in place for the new school year. We worked with Maxwell Ariss of TrueMax Design whose portfolio includes website development for a number of student associations across Ontario. The new website has definitely assisted NCSAC in elevating its branding and web presence.

NCSAC Student Calendars

This year NCSAC produced its first visual Student Calendars that featured the amazing artistic talent of some of our students in the Digital Photography Program. This is the second project NCSAC has worked on with the program and we are looking forward to producing next year's calendar showcasing our students' work. The calendars will continue to be free for students with a plan to sell calendars to faculty member and staff of the college in support of the program.

Niagara's Luckiest Student

On September 1st we ran our first Niagara's Luckiest Student contest across all three campuses. Niagara's Luckiest Student was an online, interactive giveaway that NCSAC used to engage the students of Niagara College by having them participate in tasks to gain entries into a hefty draw. The winner of the contest walked away with a prize that included: \$1000 off tuition, \$500 Seaway Mall gift certificate, \$500 Cash, \$1000 Chartwells Swipe and Save card, 16GB iPad, Free coffee to The Shack for a year, \$250 gift certificate for the campus store, \$500 in groceries from Health Wise.

Consent Is Sexy Campaign

In September we launched our "Consent is Sexy" and "Consent is Like Tea" campaigns to promote sexual assault awareness among our students. The campaigns were a part of the larger college wide campaign "Consent is Key". The main focus of the campaigns was to educate students on what consent means. Part of the NCSAC week long campaign included a Sexual Assault Awareness Vendor Fair- the NCSAC gave out whistles and materials, resources and supports available on and off campus.

Focus on Mental Health

The Yellow Umbrella Project (#YUP) is a mental health initiative that the NCSAC has been involved with since its inception in January 21st 2013. The mission of the NCSAC mental health week and YUP campaign is to stop the stigma surrounding mental health and identify the resources available to students within their college community. NCSAC worked with the Friendship Bench organization to bring one their signature yellow benches to our NOTL campus. The bench in NOTL was donated by the family members of a former Niagara College student who was silently battling mental health challenges and passed away. Our Student Association (SA) was the first College in Canada to have this symbol of hope installed on its campus grounds. The Friendship Bench was placed in the highly visible courtyard at the NOTL campus. In addition to the bench, NCSAC installed its "Wall of Yellow" outside the NOTL SAC office as dedicated area for year round encouragement and student engagement on the issue.

Rise and Shine Breakfast Program

This year marks the second year of the NCSAC's Rise and Shine free breakfast program. Rise and Shine is offered every Tuesday and Thursday at all 3 campuses from 8 am-9 am. The program continues to offer continental style breakfast for students. Since September the Rise and Shine Program has had approximately 8,376 visits from students. The break down per campus since September 15th is as follows:

- Niagara Falls- 1612
- Niagara-on-the-Lake- 3805

Welland- 2959 Our breakfast program has is now being modeled by many of our peers at other Student Associations in Ontario. NCSAC is committed to the program and we will continue to offer the program for our students. We are constantly looking as ways to improve the program and expand our capacity and variety of menu items. To do so, securing external sponsorships will become an integral part of the next steps for the program.

NCSAC Student Emergency Food Bank

Our campus food banks continue to be a vital support for our students in need. Since we developed the online request form last year, it continues be widely utilized by students as it provides an easy and discreet way access and pick up you food from the food banks. Since September we have had 211 students across all three campuses.

Advocacy Initiatives

Local Advocacy

NCSAC has been on the forefront of local transportation issues over the past 18 months and have remained committed to the push for regional restructuring of the transportation system in Niagara. Through our Ride with Me campaign in fall of 2014, we were able to secure a permanent seat as a key stakeholder on the Region's Transportation Steering Committee (TSC) with our counterparts from the Brock University Students' Union (BUSU).

CSA Update-Provincial Advocacy

NCSAC continues to be a proud member of the College Student Alliance (CSA) The NCSAC alongside our peers in the other member Student Associations of CSA have been focusing on the following students issues:

- Ontario Tuition Grant (OTG): Recommendation to remove the age eligibility criteria of the OTG to allow mature, aboriginal and first generation students' greater access to the grant.
- Target the Ontario Energy and Property Tax Credit (OEPTC): Recommendation to examine and allow students living in on-campus residence to receive equal tax credits to students living off-campus.
- International students
- Aboriginal student affairs

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 Matthew Cowell, Niagara-on-the-Lake Campus

Matthew Cowell, 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 NOTL Executive Committee.

At the September orientation where we had The Monsters of Schlock attend our campus, Nutrition Mission, Speed Friending, Sac Services and Community Fair and finished the week with Bubble SACcer. All events were very well attended by students during their first week of school.

During September we also had the Grand Re-Opening of our student pub the Armoury where we invited students, college faculty and staff to join us in the ceremony and enjoy free samples of some new menu items while lounging in the redesigned space.

CLUBS/VOLUNTEERS

Over the duration of the semester the NOTL Executive has sanctioned nine clubs which include:

- NC SAC Students For Life
- NC SAC Mature Students Club
- NC SAC Nerds and Geeks Club
- NC SAC Office Administration Club
- NC SAC Enactus Club
- NC SAC Human Resources Club
- NC SAC Society for Ecological Restoration Club
- NC SAC Sweets and Treats Club
- NC SAC Katori Shinto Ryu Club

We have made an effort to stay in close contact with all clubs ensuring the club mandate is being followed. We have hosted multiple club fairs where we reached out to students, giving sanctioned clubs an opportunity to recruit members and showcase themselves to other Niagara College students.

SOCIAL PROGRAMMING

From an events perspective our organization set guiding principles to follow throughout the year one of which being “Quality over Quantity.” Thus far we are achieving our goal by hosting the majority of our large pub nights and orientation events at the Welland campus. That being said we have hosted or participated in many events and activities at the NOTL campus including:

- Pub Pong
- Halloween Showcase
- Karaoke Night’s
- Carnevil
- Flirty or Nerdy Pub Night

- Outdoor Movie Night
- ABC Pub Night
- Singer/Songwriter Circle
- Niagara-on-the-Lake Terry Fox Run
- Pool Tournament
- Christmas Trivia
- Selfies with Santa
- SACmas initiatives

We also participated in the Halloween Haunt Excursion to Canada's Wonderland and had several members of our Exec team attend the COCA Conference as well as the October CSA Conference. NOTL started the 2016 year by hosting Deal or no Deal and a Karaoke Night in the Armoury and have more planned for the remainder of the semester.

This year we have successfully recruited and utilized an abundance of volunteers to help with events, campaigns and other initiatives. We have awarded a volunteer of the month award to 3 students since the start of the year.

CAMPAIGNS & FOOD BANK

As one of our main services and main focus of the Director of Goodwill, we offer the SAC Cares Emergency Food Bank to students. Each month we run a different campaign targeting students and staff in an effort to raise money or generate donations. Thus far one of the most successful campaigns has been our Haunt for Hunger, which took place at the end of October. This campaign required almost no cost while generating approximately fifty bags of food donations. With the increased promotion and engaging campaigns being run we have seen a large increase in the usage of the Emergency Food Bank this year. We also ran a very successful toy drive where we generated \$600 in donations and 2 bins full of toys for Community Cares St Catharine's and were featured on CKTB News Talk 610.

STUDENT OUTREACH

A main initiative this year has been raising awareness amongst students relating to who we are, what we do and the services we provide. We have done this by attempting to increase face to face time with students and hosting events and activities. Another major contributor to this has been our SAC Awareness Days where we have partnered with departments throughout the college showcasing our services and increasing our presence on campus.

ADVOCACY

As in years past we partnered with the College Student Alliance (CSA) to advocate on behalf of Mental Health Awareness. We filled a week with engaging activities in hopes to reduce the stigma of mental health and display realities of it by educating students. We started the week by unveiling the Friendship bench in the NOTL Courtyard where the Santing and Fiorella family spoke while students and staff attended the media covered ceremony, this day we also introduced the Wall of Yellow outside the SAC office. This year we have again partnered with Big Brothers Big Sisters St. Catharine's, Thorold and District to host another NC Bowls fundraiser event taking place February 2016

PROMOTION

The NOTL Executive have been in close contact with the departments within the college and have partnered with many for promotional purposes. Throughout the semester we have focused on creating new and innovative ways to market ourselves and reach out to students. We have also partnered with the Centre of Student Engagement and Leadership to utilize their Get Involved Co-Curricular portal for student utilization.

4.0 EXECUTIVE VICE PRESIDENT'S REPORT – WELLAND CAMPUS

Executive Vice President – presented by Alice Mary Nakiwala, Welland Campus

Alice Mary Nakiwala, 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 have Ten Guiding Principles that enabled them to deliver services to the Niagara College student body;

1. Be professional in all we do

Our first goal as a team is to remain as professional as possible. This approach is reflected and shown by the way we carry ourselves in and out of the office, attending Executive Meetings, and sitting on various committees.

2. Ensure inclusivity and student voices are heard through active engagement

This year we have worked as a collective unit towards bringing and creatively engaging the students, by welcoming and embracing diversity.

Our Director of Clubs Jamie-Lynn has brought forward nine clubs for sanctioning by the executive team

These clubs are:

- NCSAC Nerds & Geeks Club
- NCSAC Merge Club
- NCSAC Anishanaabe language Club
- NCSAC IEEE Student Branch Club
- NCSAC Salsa Dancing Club
- NCSAC Aboriginal Craft Club
- NCSAC Media Design Club
- NCSAC Dance Troup
- And the NCSAC Gun Safety Club

In addition, she has hosted a Club Fair and a Club Showcase on the Another club fair will be held at the end of January 2016. She is also going host a food bank challenge through the clubs which will be a week- long event. The clubs will compete to get the most food donated to our food bank.

3. Assist Niagara College in returning and remaining in top spot for student satisfaction

Every Tuesday and Thursday morning from 8:00am – 9:00am we have our Rise and Shine breakfast program.

In September the NCSAC launched the pilot of our Class Rep Program at the Niagara-on-the-Lake and Welland Campuses. This is a team of student volunteers that act as liaisons between the NCSAC and the students. We have important information that needs to be conveyed to the students, and the students in turn, have essential feedback that we require to ensure that we effectively represent the students. Class Reps actively participate in meetings that are held once a month. To date the Welland NCSAC has held three of these meetings.

4. Always focus on quality over quantity

Our Executive team has been focusing on creating and providing our students with quality events that cater to the different audiences and student dynamics on campus.

Ryan Huckla, our Director of Social Programming has hosted a number events, some of these events include:

- Country Backyard BBQ
- Pasta Comedy Night
- Deal or No deal (which was a week- long event)
- Pyjama-Rama Pub Night
- Halloween Pub Night and Fashion Showcase
- Healthy @ NC Week
- Children’s Christmas Party
- Selfies with Santa
- The Hungry Games (which was a week- long event)
- Tony Lee the triple X rated Hypnotist
- Pride and Pasta Night

5. Increase awareness of all services we offer to students through innovative approach

To enhance student awareness and engagement, the Director of Student and Community Relations Ryan Krafft has met with the Residence Life coordinators and is in the process of planning an NCSAC Awareness Day. During Orientation we setup a table where we had free coffee for the students. We interacted with students providing handbooks, calendars and flyers with information about upcoming events and the services we offer.

Our Director of Communications, Alex Sobschak set up the NCSAC kiosk and had face to face interactions with students informing them about the services we provide as well as some events we had coming up. He utilized social media outlets such as

Facebook, Instagram, and Twitter, and updated our YouTube Channel. This year, we added a new social media platform by opening a snapchat account. These channels enable us to inform students of our events and activities in an innovative and current way.

6. Represent the interests of the NCSAC in an efficient and transparent manner

We sit on various committees where we get to speak on behalf of the student body and voice all the students' concerns and requests.

7. Be effective advocates for the students

NCSAC is proudly affiliated with the College Student Alliance (CSA). Members of the NCSAC attended a conference where they had the opportunity to advocate for student issues to MPP Wayne Gates – Niagara Falls, as well as MPP Monique Taylor – Hamilton to voice our concerns on college student issues. We have had Mental health awareness initiatives and events at our campus. Our main goal was to reduce the stigma associated with mental health issues. During the campaign students were treated to numerous events including:

- Therapy tails
- Warm Breakfast
- Speed Friending
- A meditation room
- Whiteboards (for students and staff to write down what made them happy)
- And High 5 tag

We have had a number of food bank initiatives, led and run by our Director of Goodwill Samantha Cianchino, which include:

- The Haunt for Hunger
- Guessing the Jelly Beans
- Candy bag sale
- And the Balloon pop

Samantha also held a pizza party which she used as an opportunity to recruit some volunteers. These volunteers help with setup and tear down of events as well as set up and execution of the rise and shine breakfast program. She has also taken the lead on planning and organizing the Niagara's Got Art food bank initiative.

8. Be transformational leaders that are willing to learn and looking to inspire

The Directors of the NCSAC seek to develop and better ourselves in order to inspire others. We were effectively trained and mentored through interactive retreats that have contributed to our professional growth. These retreats have provided a forum for our team of directors to gain a clearer understanding of their roles and responsibilities.

9. No matter what we do, we do it as one united body

This principle has not only helped us to understand the fundamentals of teamwork, but also learn the benefits of working as one united front. This was mostly done and exercised through some of the events that were mirrored at both campuses.

10. Have fun in all we do

In the words of Dereck Jatar, “you’ve gotta have fun. Regardless of how you look at it; whether it’s playing a game, running a business, or working a job, I don’t think you can do well unless you are having fun.”

5.0 U-PASS REPORT

U-Pass Report – Executive Director, Jennifer Howarth

2015-2016 U-Pass Report

Service Providers

Over the past year, NCSAC has worked with multiple transit providers to offer U-Pass services to the students of Niagara College. These transit companies include:

1. DanNel Bus Line
2. Fort Erie Transit
3. Niagara Falls Transit
4. Niagara-on-the-Lake Transit
5. Niagara Region Transit
6. Port Colborne Transit
7. St. Catharines Transit
8. Welland Transit

Distribution (Numbers as of January 12, 2016)

Spring 2015 – 1587 U-Pass sticker pick-ups

Fall 2015 – 6061 U-Pass sticker pick-ups

Winter 2016 – 777 U-Pass sticker pick-ups

In comparison from last year (numbers as of January 12, 2016)

Spring 2014 – 1489 U-Pass sticker pick-ups

Fall 2014 – 6392 U-Pass sticker pick-ups

Winter 2015 – 1587 U-Pass sticker pick-ups

The numbers above for 15-16 show that approximately 75% of students are utilizing the U-Pass service (based on Niagara College projected enrolment figures from September 2015).

The chart below shows the year-over-year growth of the U-Pass by each Academic term.



| Semester | # U-Passes | Year-over-year increase |
|----------|------------|-------------------------|
| S2014 | 1489 | 6.58% |
| S2015 | 1587 | |
| F2014 | 6392 | -5.18% |
| F2015 | 6061 | |
| W2015 | 1587 | -51.04% |
| W2016 | 777 | |

Demographics

Beginning in Fall 2014, we created a field in our system to obtain demographics on where students are living in the Niagara Region (and elsewhere) to help us better understand needs for scheduling and routes.

This information is vitally important for us. Below are charts obtaining demographics for Fall 2015. This information guides our ability to determine routes and trends for the U-Pass at Niagara College.

| Fall 2015 | | |
|---------------------|--------------------|----------------|
| City | Number of Students | Percentage |
| Beamsville | 15 | 0.25% |
| Fort Erie | 56 | 0.92% |
| Grimsby | 14 | 0.23% |
| Jordan | 7 | 0.12% |
| Niagara Falls | 1304 | 21.51% |
| Niagara-on-the-Lake | 441 | 7.28% |
| Other | 160 | 2.64% |
| Port Colborne | 77 | 1.27% |
| St Catharines | 1859 | 30.67% |
| Thorold | 273 | 4.50% |
| Vineland | 15 | 0.25% |
| Virgil | 0 | 0.00% |
| Wainfleet | 9 | 0.15% |
| Welland | 1831 | 30.21% |
| Total | 6061 | 100.00% |

Service Schedules

The NCSAC is working towards creating campus shuttle routes that encompass a holistic approach in accommodating the needs of majority of students. Service routes were expanded in January 2015 to ensure that early morning and later evening classes were serviced. We continued this trend for September 2015 as NCSAC realizes that many students stay late on campus to access computer labs and study space.

Shuttle service at the Niagara Falls campus continues to be operated by a private provider. In September 2015, the bus ran twice daily from the Niagara-on-the-Lake campus. In January 2016, a midday run was added with a stop in St. Catharines.

Spring 2015 schedules were made far more accommodating for students in classes from May to August. NCSAC worked with Niagara College to ensure class times were between 9:30 a.m. – 5:30 p.m. at the Niagara Falls Campus and 8:30 a.m. – 6:30 p.m. at the Welland and Niagara-on-the-Lake campus. For the first time in U-Pass history, students could access Regional Transit with their U-Pass during the spring term.

Holiday Schedules

NCSAC continues to run decreased service during Reading Weeks and Winter Break to save cost on service. Information is communicated to students through our website and digital signs. It is also shared through the posting on BlackBoard to all students in cooperation with Niagara College's Marketing Department.

U-Pass Steering Committee

The U-Pass Steering Committee continues to meet quarterly to bring forward transit challenges & opportunities and streamline communication regarding the U-Pass service. The Chair of the Committee, Rick Anderson, helped develop a new committee structure, which began in November 2015. Members of the committee include:

Shane Malcolm, President, SAC

Heather Storey, Office Manager, Niagara-on-the-Lake, SAC

Jennifer Howarth, Executive Director, SAC

Shawna Luey, Manager of International Student Services, Niagara College

Vince Malvaso, Director, Financial Services, Niagara College

Rick Anderson, Director, Student Services, Niagara College

Natalee Tokar, Manager, Niagara Falls Campus, Niagara College

Adam Dusome, Registrar, Niagara College

Each member of the committee serves a very important purpose and can bring forward any changes coming down the pipeline that may affect transit services for students. The committee meets to develop action items and delegate responsibilities to committee members.

A staff member from Academic scheduling is asked to sit on the committee when needed.

Additionally, a Transit Strategy Committee was developed to discuss longer term initiatives and political advocacy.

Financials

To date, we have a budgeted loss of just over \$15,000 from our U-Pass account, which can be mainly attributed to facilitating a summer service for the students of Niagara College. This number will be reconciled with the Niagara College Finance Department. Niagara College has agreed to cover the costs of a Saturday service from the Niagara-on-the-Lake campus to the Pen Centre and the Niagara Falls Campus shuttle.

We have improved on our deficit from last year and we continue to work on efficiencies in this area.

Advocacy Initiatives

NCSAC developed the campaign “Transit Riders of Niagara”, which is a spin off from “Humans of New York”. We are encouraging students and community members to share their transit stories on social media using #GetNiagaraMoving. The goal is to engage transit stakeholders to push towards a seamless transit system for all transit users in Niagara. A meeting was held with the Mayor and CAO of St. Catharines to discuss the initiative and encourage participation.

Additionally, a Transit Coalition was developed, which stemmed from the transit working group for Niagara Prosperity Initiative. The Transit Coalition includes representatives from all sectors including, but not limited to: transit local unions, Chamber of Commerce, health, sustainability and post-secondary. We hope to create a streamlined communication message and policy paper.

Recommendations

It is imperative that we create a model of transit that fits the needs of majority of students. Our service extensions have brought us to the point where we have buses running from 7 a.m. – 10:30 p.m. bringing students to almost all areas of the Region. We are working with the Sustainability Department on alternative transportation (Car Pooling, Student CarShare).

Collectively, we need to brainstorm alternative solutions for summer transit. Our current process is not financially sustainable and poses serious risks to the health of our organization’s fiscal situation.

We recommend that we continue to work with College Administration on multiple issues within our transit service and continue to advocate to municipalities on the importance of a seamless transit system in the Region.

We, at SAC, firmly believe that transit is no longer a fringe benefit as a student. It is an essential service for students at Niagara College and must take a priority for the College.

6.0 FINANCIAL REPORT

Financial and Operations Report - Executive Director, Jennifer Howarth

Highlights from Audited Financial Statements (Year ended March 31, 2015)

As of March 31, 2015, NCSAC has \$221,788 in short-term investments. The investment held by the Student Council is made up of Bank of Montreal Guaranteed Investment Certificates bearing interest rates between 1.2% and 1.8% maturing between 1 and 2 years.

NCSAC received just over \$1.2 million in student fees – these makeup the global budget and campus specific budgets for events, programming, cleaning, wages, insurance, repairs, office supplies and more. Health plan revenue was nearly \$1.4 million and expenses for health plan were just over \$1.35 million. All excess revenue for health plan moves to a reserve fund. If the fund exceeds \$500,000 the NCSAC Board of Directors in consultation with the Business Manager & Executive Director will reallocate the excess funds to wellness initiatives. The Health Plan Reserve Policy was approved by the Board of Directors in February 2015.

U-Pass expenses continue to exceed U-Pass revenues. The mandatory U-Pass fee collected just over \$1.8 million in revenue, but expenses for transit were nearly \$1.86 million. The U-Pass Committee and U-Pass Strategy Committee continue to work on solutions to ensure there is holistic service to students while ensuring we are fiscally responsible with budgets.

The NCSAC continues to collect College Student Alliance membership fees. This year, the CSA fees collected were just over \$59,000. The membership fee is to ensure students' voices are heard on municipal, provincial and federal levels for post-secondary advocacy.

The Statement of Cash Flows shows \$684,252. Last years' cash, end of year, was \$799,817. The decrease in cash flow is in large part the purchase of capital assets.

Annually, \$25,000 is allocated to an internally restricted net asset account for the Student Centres for future capital expenditures from the global operating budget.

The net change in investment in capital assets increased just over \$100,000.

There was no significant change to liquidity, credit or other risks in the audited financial statement.

At year-end, the capital reserve building fund stands at just under \$2.56 million. This fund is developed through excess of student fees and operations at year-end.

Student Centre Operations

Student Centre Operations were not as profitable as the year prior, which is why changes were made to all operations including: menu items, human resources, hours of operation and staffing models (explained further in special projects and initiatives).

Without depreciation The Core (Welland Bar) saw a loss of \$8,425, Alexander Davidson's (NOTL Bar) saw a loss of \$4,628, Knight's Quarter (Welland Kitchen) saw a loss of \$11,951, The Armoury (NOTL Kitchen) saw a loss of \$28,817.

The Shack Student Café (Welland) was profitable at \$18,051 and in the first year of operations at The Shack Student Café (NOTL) had an expected loss of \$13,723.

Special Projects and Initiatives

Welland SAC Office Changes

The Welland SAC office needed minor renovations to accommodate new staffing compliments. The area created acts as an additional space for the Executive to meet with Clubs, Volunteers and Staff to plan events and activities.

The Brain Bar was built at the back of the Welland SAC office with three (3) six foot long bar top tables, three (3) new data/electrical outlets, six (6) stools and two (2) iPads for brainstorming and researching (focus groups, surveys, awareness days, etc.).

Additionally, a refurbished laptop computer was purchased to accommodate the needs of a permanent part-time staff member.

The computers for the Marketing team were very slow and run down. An iMac was purchased to accommodate the needs of the Graphic Designer. Additionally, the Communications Manager was provided with a new laptop computer.

Niagara-on-the-Lake SAC Office Changes

The Niagara-on-the-Lake SAC office also needed minor renovations to accommodate new staffing compliments. The Brain Bar area created also acts as an additional space for the Executive to meet with Clubs, Volunteers and Staff to plan events and activities.

The Brain Bar has two (2) six foot long bar top tables, two (2) new data/electrical outlets, four (4) stools and two (2) iPads for brainstorming and researching (focus groups, surveys, awareness days, etc.).

Additionally, two laptop computers (one new and one refurbished) were purchased to accommodate the needs of a new full-time permanent staff member and permanent part-time staff member.

Armoury Renovations

The NCSAC approved renovations to The Armoury at the Niagara-on-the-Lake campus through the Capital Reserve Fund at a cost not to exceed \$149,000 including: furniture, equipment, electrical and construction costs.

The renovations were completed in August 2015 through a collaborative team effort and a grand re-opening of the space in September. We continue to see increased profits in the The Armoury and at the Student Café because of the space and new menu offerings.

Liability Insurance

The liability insurance premium for 2015-2016 is \$8,788. The policy covers \$5 million in general insurance and \$5 million in umbrella coverage totaling \$10 million in coverage. The NCSAC insures nearly \$700,000 of property contents and computers. Additionally, the policy covers liquor liability, property insurance, media coverage, officers and directors and injuries.

7.0 STUDENT HEALTH AND DENTAL PLAN REPORT

Student Benefits Summary – Business Manager, Karen Marasco

7,261 students were charged the Health Care Fee in the Fall of 2015. 1,565 of those students successfully opted out between September 1st and September 30th, 2015 leaving 78% of those students charged on the benefits. The majority of the Fall opt out refunds were processed on October 22nd.

An additional 816 January start students were added to the benefits as of January 1st, 2016. The Winter Opt Out session does not expire until Friday, January 29th, 2016; therefore final opt out numbers are not yet available.

To date, 26 September start students and ? January start students have chosen to cancel their automatic opt out as they now find themselves without benefits.

To date 350 students took advantage of the 'Flex Plans' and changed their benefit package at no additional cost to them.

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

Special Projects & Initiatives

A 'True Life' benefits was added to all students benefits which is a life insurance policy of \$10,000.00 in the event of non-accidental or non-suicidal death. All students, even those opting out, maintain this benefit as well as the AD&D (Accidental Death & Dismemberment) benefits. The services of a Registered Social Worker (RSW) and/or a Master of Social Work (MSW) were added to the Paramedical Practitioners list.

The Mental Health Wellbeing program offered by Ceridian was cancelled this year due to little use however access to their website is still available and materials can still be purchased for a fee.

With our current contract expiring on August 31, 2016, a Request for Proposal (RFP) was put out to student insurance providers requesting submissions for proposals for benefits from September 2016 to August 2019. Four submissions were received and the RFP review committee will be making a final decision by January 31st as to who the future provider will be.

Student Benefits Reports

As of January 22nd, 2016

| Regular Student Benefits | 2014-2015 Enrolment | Individual Opt Ins | Opt Outs | Total on Plan | % of Enrolment Remaining on Plan |
|--------------------------|---------------------|--------------------|----------|---------------|----------------------------------|
| September** 2015 | 7261 | 13 | 1565 | 5,709 | 78% |
| January 2015* | 816 | N/A | N/A | N/A | N/A |
| Total to Date | 8090 | N/A | N/A | N/A | N/A |

** The September enrolment numbers do not include International students nor those students on full time non-academic coop placements during the Fall 2015 term.

*Complete January 2016 numbers are not available as the deadline date to opt out or purchase benefits is Friday, January 29th, 2016.

| Individual & Family Applications | As of October 4 th , 2014 | As of January 30 th , 2015 | Online Applications | Total Family | Total Individual |
|----------------------------------|--------------------------------------|---------------------------------------|---------------------|--------------|------------------|
| Fall Family | 15 | | 15 | 30 | |
| Fall Individual | 13 | | | | 15 |

| | | | | | |
|--------------------------|--|---|-----|----|----|
| Winter Family | | 1 | N/A | 1 | |
| Winter Individual | | 4 | | | 4 |
| Total | | | | 31 | 19 |

The total family applications processed in the fall of 2014 was 44 as opposed to only 30 applications processed in the fall of 2015. Some applications have been received for family benefits starting in the winter term; however final numbers are not available as applications are still being accepted until the deadline of January 29th, 2016.

Recommendations

With the RFP process not complete as of this report, it is uncertain if the Health Care fee will increase for 2016-2017. However; it is confirmed that travel and tuition insurance will be added to all plans as of September 2016 and will be maintained as are the AD&D and Life insurance benefits even for those opting out.

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 ~~29~~²⁵, 201~~5~~⁶.

This Constitution supersedes all previous Niagara College Student Administrative Council Inc. Constitutions.

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 Goodwill (Welland)
- Director of Goodwill (Niagara-on-the-Lake)
- ~~Director of Student and Community Relations (Welland)~~
- ~~Director of Student and Community Relations (Niagara-on-the-Lake)~~
- Director of Clubs (Welland)
- Director of Clubs (Niagara-on-the-Lake)

Director of ~~Communications~~ Student & Community Relations (Welland)
Director of ~~Communications~~ Student & Community Relations (Niagara-on-the-Lake)
Director of Student Affairs (Niagara Falls)

As well as the following non- voting members: ~~approved by the voting members at the September meeting each year:~~

Two (2) 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 8 Finances and Legal Matters

8.01 Finances of the Corporation

- a. The fiscal year of the Corporation finishes on March 31st of each year.
- b. The finances of the Corporation consist of all monies accruing to the Corporation.
- c. Updated income statements and bills paid must be approved by the Board of Directors at monthly Board meetings.
- d. ~~The President and an Executive Vice President must submit and sign purchase orders, cheque requisitions, and receipts for payment and recording.~~ There will be six signing officers of the corporation including the: President, Executive Vice Presidents, Business Manager, Executive Director and Marketing Communications Manager.
- e. ~~All cheques, bill of exchange or other orders for payment of money require two signatures from any two (2) signing officers authorized by the Board of Directors to sign such documents.~~ Any purchase orders, cheque requisitions, and receipts for payment and recording may be signed by any two (2) authorized officers of the corporation.
- f. The President and one (1) Vice President must sign off on all completed Electronic Fund Transfers (EFT).
- g. All cheques, bills of exchange or other orders for payment of money require two signatures from any two (2) signing officers.
- h. In the case of purchases where there are goods and/or services of comparative value that exceed \$500.00, three (3) proven attempts for quotes are required.
- i. All purchases must be made from Ontario suppliers unless otherwise unavailable.
- j. All intended purchases totalling over \$250 to be paid for out of the Student Activity Fund must be presented to and approved by the Executive Committee of the respective campus, or to the Board of Directors when dealing with a global expenditure.
- k. The funds from the Trust Fund of the Corporation will be deposited for safekeeping with one or more banks, trust companies or other financial institutions selected by the college on behalf of the corporation.

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~~ Information (RFI) will be completed, and
- d. All contracts will include a ninety (90) day notice period for termination, and
- e. If the review committee deems it necessary after receiving the RFI, a Request for Proposal (RFP) standard solicitation strategy, will be taken into consideration by the NCSAC to compete for contract opportunities, and
- f. All contracts over \$1,000 must be signed by the President, one full-time staff (signing officer), and one (1) Executive Vice President, and
- g. Only official signing officers of the corporation may sign contracts, and
- h. If the contractual agreement exceeds \$30,000, NCSAC will ensure the contract is assessed by legal counsel prior to signing.

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

Motioned by: Brittany Verlint

Seconded by: Fred Donkor

Motion Carried

9.0 ADJOURNMENT

Adjournment

The Annual General Meeting adjourned at 8:11 p.m.

Shane Malcolm
President

Matthew Cowell
Executive Vice President
NL Campus

Alice Mary Nakiwala
Executive Vice President
Welland Campus