

AGENDA

Board of Directors Meeting
February 22, 2018; 7:00 p.m.
Niagara-on-the-Lake Campus
Ventures Training Room, W212

Chairperson: Chris Williams

- | | |
|-----------------------------------|-------|
| 1. Declaration of Conflicts | 1 min |
| 2. Reconciliation Statement | 1 min |
| 3. College Update – Lianne Gagnon | 5 min |

Items for Approval

- | | |
|---|--------|
| 4. Approval of Agenda | 1 min |
| 5. Approval of Motions | 1 min |
| 6. Approval of Previous Meeting Minutes – January 31, 2018 | 2 min |
| 7. Approval of Presidential Vote of Confidence Meeting Minutes – January 31, 2018 | 2 min |
| 8. Approval of Annual General Meeting (AGM) Minutes – January 19, 2018 | 2 min |
| 9. Budgets & Income Statements – Aman Arora | 2 min |
| 10. President Report – Ryan Huckla | 10 min |
| 11. Executive Vice President Reports – Aman Arora/Ryan Krafft | 5 min |

Action Items

Point of Interest Items

- | | |
|--|-------|
| 12. KPI Update – Ryan Huckla | 5 min |
| 13. Off Campus Housing – Ryan Huckla | 5 min |
| 14. Board of Governors (Selection Committee) – Steve Kosh | 5 min |
| 15. Funding for Board of Governors Candidates – Steve Kosh | 5 min |
| 16. Executive Director Report – Steve Kosh | 5 min |
| 17. 2018-2019 Rise & Shine Breakfast Program Structure – Liam Fitzsimons | 5 min |

Items for Decision/Discussion

- | | |
|--|--------|
| 18. Red Frogs Donation – Liam Fitzsimons | 2 min |
| 19. 2018-2019 Proposed Operating Budget – Steve Kosh | 15 min |
| 20. Niagara College Foundation Event – Ryan Huckla | 5 min |
| 21. Agenda Items for Next Meeting | 2 min |
| 22. Next Meeting | 2 min |
| 23. In Camera | 20 min |

Welland Campus
100 Niagara College Blvd, 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
 February 22, 2018; 7:00 p.m.
 Niagara-on-the-Lake Campus
 Ventures Training Room, W212

Present: Steve Kosh Chris Williams Ryan Huckla Aman Arora
 Vineet Bhatia Tom Price Artem Mekshun Ryan Krafft
 Ceren Camoglu Liam Fitzsimons Chelsea Mizzi
 Marilia Fructuoso Machado Welter

Regrets: Hafsa Shiakh David Obed

Guests: Myra Pisano Lianne Gagnon Vince Malvaso

Scribe: Heather Storey

This meeting was called to order at 7:01 p.m. and chaired by Chris Williams.

Action Items

| | | |
|----------------|--|--|
| SAC 7.1 | <p>Declaration of Conflicts The following conflicts were declared:</p> <p>None.</p> | |
| SAC 7.2 | <p>Reconciliation Statement</p> <p>We would like to begin by acknowledging and honouring the ancestors of those on whose traditional lands we gather today. Niagara College is located on traditional beaver hunting grounds, which was a shared territory of the Anishnaabe, Haudenosaunee, Attawandaron and other nations. Today we acknowledge, the First Nation, Métis, and Inuit peoples, and all Indigenous peoples.</p> | |
| SAC 7.3 | <p>College Update – Lianne Gagnon</p> <p>Lianne began her college update by discussing a meeting that will take place tomorrow with Steve, Ryan, and Shawna Luey from the International department as well as a representative from Rent Smart. This meeting’s purpose is to discuss the Rent Smart program, which is an educational program that aims to teach people how to find suitable housing, as well as education tenant rights and responsibilities, landlord responsibilities and expectations, maintenance, do’s and don’ts, communicating effectively, budgeting, and planning for affordable housing. Off campus housing continues to be a challenge. Lianne discussed the possibility of allowing students to collect an experience for their Co-curricular Record (CCR) for attending the informational program. Lianne also mentioned that the Sexual Violence Climate Survey will be circulated to students on March 5, 2018. There is also a student event about student wellness. The content is based on a book by Dr. Greg Wells (eating better, thinking better, moving better, and sleeping better). There will be a number of different activities for students to engage in on March 20, 2018 from 5:30 – 7:30 p.m. at the Niagara-on-the-Lake campus. Lianne updated the Board on the new integrated student services department at the Welland campus. This integrated department will house Co-op, Career Services, Advising, and Community Engagement. This will allow the student services to be more streamlined and easier for students to navigate since there is so much cross-departmental collaboration to better serve the students. In addition, the Registrar’s office will be moving next door to integrated student services at the Welland campus as well. At the Niagara-on-the-Lake campus, these departments are already co-located. Additionally, Leadership Services announced that the volunteer leadership student awards will be held on March 28, 2018 at Amici’s Banquet Center. Lianne also mentioned that students at Niagara College have logged 88,000 involvement awards since its inception in 2012. Lastly, Lianne reminded the Board of a few upcoming events, including: Indigenous Spring Equinox ceremony to open the Indigenous Garden located near the wetlands area in Niagara-on-the-Lake on March 20, 2018, new Indigenous Garden opening at the Welland campus on June 13, 2018, and finally a hand drum workshop that will take place on March 4, 2018.</p> | |
| SAC 7.4 | <p>Items for Approval Approval of Agenda</p> | |

| | | |
|-----------------|---|--|
| | <p>Motion made to approve the agenda for the February 22, 2018 Board of Directors meeting as submitted.</p> <p>Motioned by: Chelsea Mizzi Seconded by: Tom Price</p> <p>All in Favour, Carried.</p> | |
| SAC 7.5 | <p>Items for Approval Approval of Motions</p> <p>Motion made to approve the prepared motions for the February 22, 2018 Board of Directors meeting as amended.</p> <p>Motioned by: Liam Fitzsimons Seconded by: Marilia Fructuoso Machado Welter</p> <p>All in Favour, Carried.</p> | |
| SAC 7.6 | <p>Items for Approval Approval of Previous Meeting Minutes – January 31, 2018</p> <p>Motion made to approve the minutes from the January 31, 2018 meeting as amended.</p> <p>Motioned by: Tom Price Seconded by: Artem Mekshun</p> <p>All in Favour, Carried.</p> | |
| SAC 7.7 | <p>Items for Approval Approval of Presidential Vote of Confidence Meeting Minutes – January 31, 2018</p> <p>Motion made to approve the minutes from the Presidential Vote of Confidence meeting held on January 31, 2018 as submitted.</p> <p>Motioned by: Vineet Bhatia Seconded by: Tom Price</p> <p>All in Favour, Carried.</p> | |
| SAC 7.8 | <p>Items for Approval Approval of Annual General Meeting (AGM) Minutes – January 19, 2018</p> <p>Motion made to approve the minutes from the Annual General Meeting (AGM) held on January 19, 2018 as submitted.</p> <p>Motioned by: Tom Price Seconded by: Aman Arora</p> <p>All in Favour, Carried.</p> | |
| SAC 7.9 | <p>Items for Approval Budgets & Income Statements – Aman Arora</p> <p>Motion made to accept the Budgets and Income Statements as presented.</p> <p>Motioned by: Vineet Bhatia Seconded by: Ceren Camoglu</p> <p>All in Favour, Carried.</p> | |
| SAC 7.10 | <p>Items for Approval President Report – Ryan Huckla</p> | |

| | | |
|-----------------|---|--|
| | <p>The President’s Report was sent to the Board at an earlier date for them to review.</p> <p>Motion made to accept the President’s Report as submitted.</p> <p>Motioned by: Tom Price Seconded by: Chelsea Mizzi</p> <p>All in Favour, Carried.</p> | |
| SAC 7.11 | <p>Items for Approval Executive Vice President Reports – Aman Arora/Ryan Krafft</p> <p>The Executive Vice President Reports were sent to the Board at an earlier date for them to review.</p> <p>Motion made to accept the Executive Vice Presidents Reports as submitted.</p> <p>Motioned by: Marilia Frutuoso Machado Welter Seconded by: Tom Price</p> <p>All in Favour, Carried.</p> | |
| SAC 7.12 | <p>Point of Interest Items KPI Update – Ryan Huckla</p> <p>Maria Vandelaar is the person responsible for handling all of the logistics for the distribution and collection of the Key Performance Indicator (KPI) Surveys to Niagara College students. The dates for the KPI’s have been pushed back until March, due to the strike. Maria did a presentation for the Board and outlined how NCSAC will be involved. The Board of Directors will go into classrooms and explain the importance of filling out the surveys. The KPI’s will take place in the third week of March and run for 2 weeks. Ryan will reach out to the Board via e-mail regarding availability. Ryan also noted that these classroom talks will count towards office hours, as this is an initiative that NCSAC has taken on.</p> | |
| SAC 7.13 | <p>Point of Interest Items Off Campus Housing – Ryan Huckla</p> <p>Ryan explained to the Board that NCSAC needs to decide what direction for the future NCSAC wants to take in regards to off campus housing. Currently, NCSAC works with a third party company called “Places4Students” who advertise housing vacancies to students. The issue at Niagara College is that there are multiple off campus housing options. NCSAC works with Places4Students, International run the Homestay program, and Niagara College work with Niagara Housing (operated out of Brock University). This can be difficult and confusing for students to navigate trying to find a place. It is important that this process is made easier for students. It was noted that NCSAC used to run off campus housing in house for a number of years, there was a lot of work that went along with the portfolio, and the revenue generated was minimal, which resulted with NCSAC getting out of off campus housing and moving to a third party. It was also mentioned that liability and student safety are big focuses when discussing off campus housing platforms. Steve and Ryan have a meeting with Lianne to discuss possibly looking at ‘Rent Smart’ which is a program available to post-secondary institutions that educates tenants and landlords about renting.</p> | |
| SAC 7.14 | <p>Point of Interest Items Board of Governors (Selection Committee) – Steve Kosh</p> <p>Steve informed the Board that the Board of Governors have in their By-laws that in the event that the Student Representative steps down from the Board of Governors, that a member of NCSAC would assume that position.</p> <p><i>By-law 4.5: Co-ordination and Conduct of Elections</i></p> <p><i>[...]The position of Student Governor will be incorporated into the SAC elections and the position of Replacement Student Governor is incorporated in the duties of one of the duly elected SAC executive</i></p> | |

| | | |
|-----------------|--|------------|
| | <p><i>members.</i></p> <p>Steve mentioned that discussions will begin with the Policy Committee to go over how a policy should be developed to outline a process of a NCSAC member replacing the Board of Governors Student Representative, in the case that the Student Representative resigns.</p> | |
| SAC 7.15 | <p>Point of Interest Items Funding for Board of Governors Candidates – Steve Kosh</p> <p>The budget for this year’s Election were approved last year. The candidates running in the NCSAC Board of Director Elections are allowed to spend a maximum of \$500 on their election, and will be reimbursed for \$100 of their expenses. Students running in the Board of Governor Elections do not receive any funding from the college. Steve told the Board that there is enough budget to cover the same reimbursement of \$100 for the Board of Governor candidates, and asked the Board if they would like to cover the costs for these candidates, since they are the student voice at the table at the Board of Governors.</p> <p>By consensus, the NCSAC Board of Directors decided that they would like to reimburse the Board of Governor candidates for \$100 of their election expenses.</p> | |
| SAC 7.16 | <p>Point of Interest Items Executive Director Report – Steve Kosh</p> <p>The Executive Director’s Report was sent to the Board at an earlier date for them to review. Steve Kosh explained to the Board that he will be submitting an Executive Director’s Report on a monthly basis that will include the Manager’s Reports.</p> | |
| SAC 7.17 | <p>Point of Interest Items 2018-2019 Rise & Shine Breakfast Program Structure – Liam Fitzsimons</p> <p>Since NCSAC is under budget for running the Rise & Shine Breakfast Program, Liam and Tom have decided to implement a hot breakfast every Thursday for the remainder of the academic term. Liam stated that currently, he exclusively uses volunteers to run the breakfast program in Welland, whereas Tom utilizes both street team members and volunteers. In regards to next year, Liam asked the Board if they believe volunteers and/or street members should be scheduled to work the breakfast program. It was stated that by having designated street team members, who are getting paid, ensures that there are dedicated people there to work. Volunteers, since they are not getting paid, may not be as reliable. It was stated that providing students with the opportunity to volunteer is important, and therefore we should continue to offer this opportunity to students. In regards to next year, Liam discussed the possibility of extending the program from 8:00 a.m. – 9:00 a.m. to 8:00 a.m. to 9:30 a.m. each day, another idea was to employ a hot breakfast once a week on either Tuesday or Thursday. There were several questions asked in regards to extending the Rise & Shine Breakfast Program to 9:30 a.m., including:</p> <ul style="list-style-type: none"> - Will the program be first come/first serve? - Will there be additional money added to the budget? - Will more food be ordered? - Will the program require more staff to run the program? <p>Steve stated that he would bring the operational expense information to the March meeting.</p> | Steve Kosh |
| SAC 7.18 | <p>Items for Decision/Discussion Red Frogs Donation – Liam Fitzsimons</p> <p>Red Frogs is a support program for young people from the ages of 15 – 30. Red Frogs recognize that the culture of young people is dominated by alcohol and that excessive consumption of alcohol and other substances can lead to dangerous and life altering behaviours. Red Frogs make it their mission to provide a positive peer presence in alcohol-fuelled environments where young people gather, educate young people on safe partying behaviours, and promote and provide non-alcoholic and/or diversionary activities that engage young people in these environments. Red Frogs provides grocery shuttle runs, pancake breakfasts, and move-in help to Niagara College students living in residence at both campuses. They've run hydration stations at every NCSAC pub night during the fall and winter term as well. Also, at</p> | |

| | | |
|------------------------|--|-------------------|
| | <p>every Niagara College Tailgate sporting event they've run a cotton candy booth. Red Frogs is an extremely beneficial support program to Niagara College students overall and have been immensely helpful through servicing events NCSAC runs at no charge.</p> <p>Motion to approve a donation of \$500.00 to Red Frogs allocated from the Sponsorship/Partnership budget.</p> <p>Motioned by: Liam Fitzsimons Seconded by: Vineet Bhatia</p> <p>All in Favour, Carried.</p> | |
| <p>SAC 7.19</p> | <p>Items for Decision/Discussion 2018-2019 Proposed Operating Budget – Steve Kosh</p> <p>Steve went over the 2018-2019 Proposed Operating Budget in detail for the Board of Directors:</p> <p>GLOBAL <u>Revenue/Income</u> Student Activity Fees: Enrolment numbers are from the Registrar, the College goes by the same number *Services Revenue: \$5,000; New budget line Ancillary Revenue: Grad photos, O-Week tables, sponsors; Excludes Nourishing Minds Handbook Revenue: In/out Interest Income: Depleting capital reserve with 2018-2019 capital budget expenditures Part-time/CE Student Fees: Every year in March SAC gets money from Part-time/CE students *CSA Fees: Collect for all 3 semester (owe for Fall 2018); New budget line</p> <p><u>Expenses</u> Student Handbooks: In/out Sponsorship/Partnerships: Seafood Gala, Athletics Awards, SAC Cares, Community donations *Services: \$25,000; New budget line Administrative Fees (Brinks, CC, ADP, BambooHR, AMICCUS-C, COCA, CHMA): Increase; Amalgamated Membership Fees and Administrative Fees Professional Fees (Auditors & Legal): Increase Insurance Expenses: As per agreement Postage/Freight: Decrease Bank Service Charges: Normal operations Moneris Fees: Normal operations</p> <p>Office Supplies: Normal operations Photocopiers: Printing Office Equipment: Normal operations Office Cleaning: Increase; Professional cleaning service in both offices Telephone Expenses: Increase; Cost of College phone lines – new offices in NOTL Maintenance & Repairs: Can be used to improve SAC spaces Utilities: Fee structure; budget is used to pay for utilities or if prices go up SAC Miscellaneous Expense: (Previously SAC Fees) Decrease; flowers, gifts. Health & Safety: Training, onboarding modules Promotional Items: Increase</p> <p>Wages: Increase; Bill 148, six new student staff positions, new governance structure, increased street team presence. Board Travel and Conferences: Increase; no CSA conferences, but other leadership opportunities Staff Travel and Conferences: Increase; Budget for Staff members to use when travelling and conferences Government Remittances (EHT, CPP, EI, WSIB): Increase; 8% approximately of Wages Benefits (RRSP, HC Premiums, Parking Allowance): Increase; 10% approximately of Wages Staff Professional Development: Decrease</p> | <p>Steve Kosh</p> |

| | | |
|----------------------------|--|--|
| | <p>Retreats: Increase; new governance structure and loss of Kempenfelt Conference Centre Board Meetings: Increase; New governance structure, added professionalism to Board meetings Board Development: Teambuilding for Board CSA Expense: Now reported; Expense is less than the CSA Revenue line as we only have to remit half of the fee to CSA based on NCSAC leaving CSA in November 2018. Staff Wear: Increase; include 6 additional part-time student staff Board Wear: Increase; new governance structure President Expense Account: As per contract</p> <p>*Nourishing Minds: (Previously separate 'Breakfast Program' and 'Food Bank' budgets) \$44,000; The intent is to amalgamate the 'breakfast program' and 'food bank' lines and create a synergy with an account that Niagara College holds on our behalf called "Nourishing Minds" (a donations lines that the college holds in trust and NCSAC accesses when needed); Therefore \$44,000 would be included in the student operating budget, and the remaining funds needed (approximately \$5,000) could come from the NC Nourishing Minds Fund</p> <p>Awareness Campaigns: (Previously Global Campaigns) Increase Global Events: Increase; Major increase to budget will be used to support cooperative activities on campus with other departments, as well as holding larger events to become a bigger part of campus Orientation Events: Increase; \$50,000 reallocated from STEC funding adjustments Election Expenses: Increase Advertising/Marketing: Increase Sanctioning Clubs: Budget to cover expenses incurred by NCSAC sanctioned clubs</p> <p>Capital Reserve Fund: This is a mandatory aspect of our Student Centre Agreement with Niagara College Operations: This budget will buffer the losses that the Student Centre takes in operations Contingency: Student Activity Fees are the majority of NCSAC revenue and this budget will buffers against the Registrar's numbers being incorrect. Once Day 10 in September (or January) ends, if Niagara College is over the enrolment number that the Registrar reported, then 50% of the contingency will be released. This is the same practice that Niagara College employs.</p> <p>NOTL Class Reps; New line Clubs (Meetings, Clubsfest) Events</p> <p>WELLAND Class Reps; New line Clubs (Meetings, Clubsfest) Events</p> <p style="text-align: right;">*New budget line</p> <p>A few of the major changes that Steve made special note of included:</p> <ul style="list-style-type: none"> • Implementing Services lines – Revenue/Expense • Increase to Global Events • Increase to Orientation Events • Amalgamating the Food Bank/Breakfast Program lines to new line Nourishing Minds • Amalgamating Administrative Fees and Membership Fees • Increase to Wages to accommodate Bill 148, six new student staff positions, new governance structure, increased street team presence. • Capital Projects are no longer a part of the Operating Budget as projects are being paid for from NCSAC Capital Reserves for the 2018-2019 fiscal year • Class Reps is a new budget line • Removal of several campus specific budgets due to governance restructuring. | |
| <p>SAC 7.20</p> | <p>Items for Decision/Discussion Niagara College Foundation Event – Ryan Huckla</p> <p>Wendy Dueck, Director, Development, Foundation, & Alumni Relations, came in earlier in the evening</p> | |

| | | |
|-----------------|---|--|
| | and did a presentation to the Board about an event that her office is putting on for all of the donors who have contributed to the Campus Redevelopment fund. There will be an event held on March 26, 2018 at 6:00 p.m. at the Welland campus to thank all of the donors. NCSAC's role will be to represent the students of Niagara College. | |
| SAC 7.21 | Items for Decision/Discussion Agenda Items for Next Meeting <ul style="list-style-type: none"> Budgets – Steve Kosh | |
| SAC 7.22 | Items for Decision/Discussion Next Meeting <p>The next meeting is to be held on March 22, 2018 at the Niagara-on-the-Lake campus at 7:00 p.m. Room: W212.</p> | |
| SAC 7.23 | Items for Decision/Discussion In Camera <p>Motion to go In Camera.</p> <p>Motioned by: Vineet Bhatia Seconded by: Aman Arora</p> <p>All in Favour, Motion Carried.</p> <p>Motion to go Out of Camera.</p> <p>Motioned by: Tom Price Seconded by: Marilia Fructuoso Machado Welter</p> <p>All in Favour, Carried.</p> | |

There being no other business, the meeting was adjourned at 8:56 p.m.

Approved:

Ryan Huckla
President