

AGENDA
Board of Directors Meeting
November 21, 2017; 7:00 p.m.
Welland Campus
SAC Boardroom, SA208

Chairperson: Chris Williams

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

Items for Approval

- | | |
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| 4. Approval of Agenda | 1 min |
| 5. Approval of Motions | 1 min |
| 6. Approval of Previous Meeting Minutes – October 17, 2017 | 2 min |
| 7. Approval of Previous Meeting Minutes – October 19, 2017 (E-mail) | 2 min |
| 8. Budgets & Income Statements – Ryan Krafft | 2 min |
| 9. President Report – Ryan Huckla | 10 min |
| 10. Executive Vice President Reports – Aman Arora/Ryan Krafft | 5 min |

Action Items

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| 11. Governance Structure – Ryan Huckla | 15 min |
| 12. KPI Questions – Ryan Huckla | 10 min |
| 13. Bike Share – Diana Nikanovich | 10 min |

Point of Interest Items

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| 14. Executive Director Report – Steve Kosh | 5 min |
| 15. Ancillary Fee Protocol – Ryan Huckla | 15 min |
| 16. Strike Update – Steve Kosh | 5 min |

Items for Decision/Discussion

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| 17. Events Spending Limits – Ceren Camoglu/Vineet Bhatia | 5 min |
| 18. CSA Membership Vote – Ryan Huckla | 2 min |
| 19. Ancillary Fee Refund – Steve Kosh | 10 min |
| 20. Agenda Items for Next Meeting | 2 min |
| 21. Next Meeting | 2 min |
| 22. In Camera | 20 min |

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Board of Directors Meeting
November 21, 2017; 7:00 p.m.
Welland Campus
SAC Boardroom, SA208

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

Regrets: Chelsea Mizzi Hafsa Shiakh

Guests: Myra Pisano Karen Marasco Lianne Gagnon Dan Patterson

Scribe: Heather Storey

This meeting was called to order at 7:03 p.m. and chaired by Chris Williams.

Action Items

SAC 4.1	<p>Declaration of Conflicts The following conflicts were declared:</p> <p>None.</p>	
SAC 4.2	<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 4.3	<p>College Update – Lianne Gagnon</p> <p>November 21, 2017 was the first day that students returned to class after the College Faculty Strike. Lianne stated that Niagara College Student Services department has been working on ‘Welcome Back’ strategies to ensure that students feel welcome and supported upon their return. Greeters were stationed at the main entrances of the campuses to ensure students could ask questions, as well there was also free hot beverages provided by NCSAC and free cookies and muffins for students. Overall, the feedback from the students on the first day back was positive. In addition, several departments are offering extended hours to ensure that all students are able to access the services in the first weeks back to help with the transition back to class. A tentative date for January Orientation has been set for January 12, 2017.</p>	
SAC 4.4	<p>Items for Approval Approval of Agenda</p> <p>Motion made to approve the agenda for the November 21, 2017 Board of Directors meeting as amended.</p> <p>Motioned by: Vineet Bhatia Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	
SAC 4.5	<p>Items for Approval Approval of Motions</p> <p>Motion made to approve the prepared motions for the November 21, 2017 Board of Directors meeting as amended.</p> <p>Motioned by: Tom Price Seconded by: Liam Fitzsimons</p>	

	All in Favour, Carried.	
SAC 4.6	<p>Items for Approval Approval of Previous Meeting Minutes – October 17, 2017</p> <p>Motion made to approve the minutes from the October 17, 2017 meeting as submitted.</p> <p>Motioned by: Artem Mekshun Seconded by: Diana Nikanovich</p> <p>All in Favour, Carried.</p>	
SAC 4.7	<p>Items for Approval Approval of Previous Meeting Minutes – October 19, 2017 (E-mail)</p> <p>Motion made to approve the minutes from the October 19, 2017 E-mail meeting as submitted.</p> <p>Motioned by: Vineet Bhatia Seconded by: Artem Mekshun</p> <p>In Favour: 8 Opposed: 2</p> <p>Motion Carried.</p>	
SAC 4.8	<p>Items for Approval Budgets & Income Statements Ryan Krafft</p> <p>Motion made to accept the Budgets and Income Statements as presented.</p> <p>Motioned by: Ryan Huckla Seconded by: Artem Mekshun</p> <p>Discussion: It was asked what the implications were to the Student Centres revenues due to the strike. Steve explained that there was not a lot money saved, because the hours of operation remained the same and that both Student Centres were staffed during this time.</p> <p>All in Favour, Carried.</p>	
SAC 4.9	<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: Liam Fitzsimons Seconded by: Diana Nikanovich</p> <p>All in Favour, Carried.</p>	
SAC 4.10	<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 Fructuoso Machado Welter Seconded by: Tom Price</p>	

	All in Favour, Carried.	
SAC 4.11	<p>Action Items</p> <p>Governance Structure – Ryan Huckla</p> <p>As previously discussed, the current structure of the NCSAC Board of Directors encompass both governance and operational aspects to each role. The proposed new structure would allow the Director position to focus solely on governance and allow student staff and full-time staff to handle operational tasks. Ryan presented the new proposed structure that includes Directors for ‘School of’, NCSAC Ambassadors, and newly created student staff positions.</p> <p>New Proposed Structure:</p> <ul style="list-style-type: none"> • President (voting member) <p><u>Niagara-on-the-Lake</u></p> <ul style="list-style-type: none"> • Executive Vice President (voting member) <p><i>Directors</i></p> <ul style="list-style-type: none"> • Director, School of Food & Wine Sciences (voting member) • Director, School of Hospitality & Tourism (voting member) • Director, School of Environmental & Horticulture Studies (voting member) • Director, School of Business & Management Studies (voting member) <p><u>Welland</u></p> <ul style="list-style-type: none"> • Executive Vice President (voting member) <p><i>Directors</i></p> <ul style="list-style-type: none"> • Director, School of Trades (voting member) • Director, School of Media Studies (voting member) • Director, School of Technology Studies (voting member) • Director, School of Nursing & Personal Support Worker Studies (voting member) • Director, School of Justice & Fitness Studies (voting member) • Director, School of Allied Health Studies (voting member) • Director, School of Community Services (voting member) <p><u>Ambassadors</u></p> <p>International (ex-officio, non-voting) Athletics (ex-officio, non-voting) Indigenous (ex-officio, non-voting)</p> <p><u>Newly Created Student Staff Positions</u></p> <p><i>NOTL</i> Student Communications Coordinator Student Clubs Coordinator Student Events Coordinator</p> <p><i>Welland</i> Student Communications Coordinator Student Clubs Coordinator Student Events Coordinator</p> <p>Ryan explained that the Executive Vice President would be responsible for being the representative for smaller groups who do not necessarily have a Director for their particular ‘school’. In addition, in order to make up for some of the operational job duties, each campus would have student staff positions to handle planning events, communications, and running clubs – this is important to ensure that there is</p>	Ryan Huckla

	<p>still the student voice heard, as opposed to redirecting these job functions to the full-time staff. The Ambassador panel will be students as well who will represent various departments in the college.</p> <p>Dan Patterson, Niagara College President, stated that by structuring the Board so that each school has a designated Director, this will allow various voices representing students to discuss a range of topics to best represent the diverse population of students at Niagara College. He also mentioned that the new governance structure would allow Directors to be more involved with governance issue and their time would be spent more in meetings discussing various topics such as retention, processes, etc. It was suggested that the Board should go out and look to different organizations in the community to see how their Board of Directors are structured and look to see how they operate.</p> <p>There were some concerns expressed regarding the job descriptions and the allotment of 10 hours bi-weekly for Directors, as currently, they work 25 hours bi-weekly. Ryan explained that with the job descriptions changing and removing the operational job duties from each position, Directors hours would be cut down. Another concern was ensuring that all operational job duties that are being removed from the Directors positions are covered (i.e. Rise & Shine Breakfast Program, etc.). There was also discussion regarding the flexibility of office hours for the campus Coordinator roles. The issue of no one running for a particular school was also brought up. Ryan explained that in that case, NCSAC would move toward an interview process for the particular school, similar to the process NCSAC employs now if there is a vacant Director position. It was also stated that only students from the particular school are eligible to vote for their particular Director (i.e. A student in a culinary course would only be eligible to vote for the President, Executive Vice President – NOTL, and the Director of Food & Wine Sciences) in the NCSAC elections.</p> <p>Another idea that was brought up was to designate either the President, an Executive Vice President, or a past Board member as the Chair of the Board. It was also discussed that a past member of the Board could be an ex-officio member who would be able to provide historical context to discussions. Additionally, the idea of having a NCSAC Board member sit on the College’s Board of Governors was also discussed; Ryan and Dan will further discuss.</p> <p>Ryan will set up additional Governance Review Committee meetings to further discuss the proposed structure of the Board and to work through the finer details.</p> <p>Ryan addressed that the Constitution, By-laws, and the Policies and Procedures Manual will all need to be revised to reflect the changes to the Governance Structure, if it is approved. Ryan will be bringing the final proposal of the new NCSAC Governance Structure to the December Board of Directors meeting.</p> <p>By consensus the Board agreed that they support the governance review and the new direction of the proposed structure and would like the committee to continue to move forward with the proposal.</p>	
<p>SAC 4.12</p>	<p>Action Items KPI Questions – Ryan Huckla</p> <p>Ryan presented two new proposed SAC-specific questions for the Key Performance Indicator (KPI) Survey. One question aims to collect data on how students get to school, and the second question asks student what type of cuisine would they like to see at the NCSAC Student Centres:</p> <ol style="list-style-type: none"> 1. During the current term, how do you usually travel to Niagara College? <ul style="list-style-type: none"> • Drive alone • Get dropped off • Carpool/Rideshare (drive with at least one other person) • Ride the bus • Bicycle • Motorcycle/scooter • Walk 	<p>Ryan Huckla</p>

	<ul style="list-style-type: none"> • Other <p><i>It was stated that this question will provide useable information for NCSAC when making transportation decisions for the students. It will also provide data when NCSAC is trying to gauge new transportation and sustainability programs. Year over year, NCSAC will be able to identify trends on how the students of Niagara College get to school.</i></p> <p>2. Which of the following food items would you most like to see at the Student Centres (The Armoury, The Core, and The Shack)?</p> <ul style="list-style-type: none"> • Juice/Smoothie bar • Salad bar • Variety of breads/flatbreads • Vegan or vegetarian • Local cuisine • International cuisine • All of the above appeal to me • None of the above appeal to me <p><i>It was stated that the ‘All of the above appeal to me’ option should be removed as it does not allow for a focused answer. It was also stated that some of the options are too broad (i.e. International cuisine). One last suggestion was to remove the ‘None of the above appeal to me’ and replace it with ‘Other’ with a section for students to fill in.</i></p> <p>Ryan will bring the finalized questions to the December Board meeting for approval.</p>	
<p>SAC 4.13</p>	<p>Action Items Bike Share – Diana Nikanovich</p> <p>Diana led a presentation about different models to implement a Bike Share program. Diana also discussed the benefits of having a Bike Share program on campus which includes faster transportation, less overloaded buses, less parking problems, college life spirit, health and sustainability and NCSAC branding. The three different models that Diana presented to the Board included:</p> <ol style="list-style-type: none"> (1) Managed Fleet – Bikes are equipped with locks. The keys for the locks are managed by a person at a centralized location (i.e. NCSAC Offices) (2) Automated Key Boxes – Uses electronic key boxes that secure bicycle keys and log bike usage. (3) Kiosk-based – Bike stations or kiosks installed at designated locations that secure and release the bikes. <p>Diana discussed the goals, capabilities, and budgets, pros and cons for each of the models. Issues of insurance and liability were brought up in case student incurred an injury while using the Bike Share program. Diana was directed to research other like-size post-secondary institutions to see how these programs are received.</p>	
<p>SAC 4.14</p>	<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>	
<p>SAC 4.15</p>	<p>Point of Interest Items Ancillary Fee Protocol – Ryan Huckla</p> <p>Ryan explained that NCSAC is in a unique situation this year. NCSAC has a fee of \$20 in the Student Technology Enhancement Committee fund that has been there for over 15 years. This portion of the fee has been allocated to capital projects for the past 15 years and we now have the ability to decide where this money gets allocated while working within the Ontario Ministry’s Fee Protocol Guidelines.</p>	<p>Ryan Huckla</p>

	<p>The STEC intentionally did not raise the fee by the requested \$2 for the 2017-18 academic year. This year, the proposal is to raise the STEC fee by \$5 for the 2018-19 academic year which is the equivalent of \$2.50 for 2017-18 and \$2.50 for 2018-19. This leaves NCSAC with \$15 to re-allocate to other ancillary fee initiatives.</p> <p>Ryan presented different options on where the money could be allocated to:</p> <ul style="list-style-type: none"> (1) Sustainability Fee - newly developed ancillary fee for on-campus sustainability initiatives (2) Orientation Fee - this could be to ensure that the NCSAC controlled portion of the O-Week budget is used for the “social side of O-Week” <p>Here is a new idea:</p> <ul style="list-style-type: none"> (3) Health Plan Fee (addition) – explore the possibility of a mental health “add-on” to our current Health Plan compliment. (4) New College Furniture – replace the old outdated furniture on campus with new furniture for students. <p>It was noted that the Ministry Guidelines provide direction regarding allocation allowances and dictates where the money is able to go. The four options listed above are based on conversations that have taken place over the past year.</p>	
<p>SAC 4.16</p>	<p>Point of Interest Items Strike Update – Steve Kosh</p> <p>College faculty returned to their classrooms on Monday November 20, 2017 and students returned to class on November 21, 2017. During the 5-week strike, students relied heavily on NCSAC when looking for answers. The Marketing Team did an outstanding job replying to student’s questions, comments, and concerns, and providing accurate information in a timely manner. Steve discussed the upcoming transit implications due to the Fall semester being extended into Christmas break, as well as the students coming back a week early from break. Typically during these weeks, transit runs on a ‘reduced schedule’; Steve has been in contact with the transit authorities to ensure that ‘full schedules’ are possible in order for students to be able to get to and from class. Steve also talked about the financial losses incurred by the Student Centres due to the strike and explained that these losses will be identified in the Audited Financials at year end. Steve stated that NCSAC can compare September – November 2016 to September – November 2017 to identify the loss from last year. Steve also stated that the College has updated the FAQ page on their website. During the strike, the message that the College was communicating to students was that there would be no tests or assignments due the first week back, however now that the strike is over, the language of the message has changed and just states that students will be given ‘sufficient notice’ of any tests or assignments. It is expected that there will be several academic appeals filed by the end of the Fall term.</p>	
<p>SAC 4.17</p>	<p>Items for Decision/Discussion Events Spending Limits – Ceren Camoglu/Vineet Bhatia</p> <p>Ceren and Vineet explained that due to the length of the strike, no one could anticipate when students would be back in classes, as well as if the Fall and Winter semesters would be extended. In addition, due to the Winter semester start-date being pushed back, January Orientation has also been rescheduled to January 12, 2017. Now that the strike is over, there is little time to book various events for the students. Ceren and Vineet stated that it would be helpful if they were allowed to spend up to \$5,000 without needing approval at an Executive or Board level, as they are running out of time to book various events for the students now that they are on campus and that the January Orientation day has been set.</p> <p>Motion to allow the Directors of Social Programming and the Events Programmer authorization to book events of a value of up to \$5,000 per event, with the booking date taking place in November and December and the event date taking place November to January 31, 2018.</p> <p>Motioned by: Ceren Camoglu Seconded by: Vineet Bhatia</p> <p>Discussion: Ceren and Vineet will communicate with the respective Executive teams and ask for ideas</p>	

	<p>and feedback.</p> <p>All in Favour, Carried.</p>	
SAC 4.18	<p>Items for Decision/Discussion CSA Membership Vote – Ryan Huckla</p> <p>Motion to table the CSA Membership Vote to the January Board of Directors meeting.</p> <p>Motioned by: Ryan Huckla Seconded by: Vineet Bhatia</p> <p>Discussion: Steve informed the Board that the lawyer has looked over the Memorandum of Understanding (MOU) drafted by the College Student Alliance (CSA) and said that the language stating the termination date (in the event NCSAC votes to leave CSA) is binding.</p> <p>All in Favour, Carried.</p>	
SAC 4.19	<p>Items for Decision/Discussion Ancillary Fee Refund</p> <p>Niagara College is one of four schools out of 24 Ontario Colleges who have decided to refund student’s ancillary fees in addition to tuition reimbursements. Steve asked the Board if NCSAC would like to follow the same path as the College and refund the Student Activity Fee (which is an ancillary fee governed by NCSAC) to any student who withdraws from their program. Steve explained that the Health Plan fee would be non-refundable as each student would retain their medical coverage until August 31, 2018, Steve further explained that the U-Pass fee would be non-refundable as well, as students paid for the Fall term and will continue to have transit privileges until the end of December.</p> <p>Motion to approve the refund of the NCSAC Student Activity Fee of \$62.00 to any Fall 2017 student who withdraws from their program due to the strike until Friday, December 8th, 2017.</p> <p>Motioned by: Ryan Huckla Seconded by: Marilia Fructuoso Machado Welter</p> <p>Discussion: It is difficult to estimate the total number of students who will withdraw from their courses, and therefore NCSAC cannot estimate how much money will be refunded to students. Karen stated that enrolment was higher than the projections for September 2017 and therefore NCSAC collected more Student Activity Fee money than we were expecting. It was stated that NCSAC can afford to refund the Student Activity Fee of \$62 for any student who decides they would like to withdraw until December 8, 2017.</p> <p>In Favour: 9 Abstain: 1</p> <p>Motion Carried.</p>	
SAC 4.20	<p>Items for Decision/Discussion Agenda Items for Next Meeting</p> <p>None.</p>	
SAC 4.21	<p>Items for Decision/Discussion Next Meeting</p> <p>The next meeting is to be held on December 12, 2017 at the Niagara-on-the-Lake campus at 7:00 p.m. Room: W212.</p>	
SAC 4.22	<p>Items for Decision/Discussion In Camera</p> <p>Motion to go In Camera.</p>	

<p>Motioned by: Ryan Huckla Seconded by: Artem Mekshun</p> <p>All in Favour, Motion Carried.</p> <p>Motion to go Out of Camera.</p> <p>Motioned by: Vineet Bhatia Seconded by: Tom Price</p> <p>All in Favour, Carried.</p>	
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There being no other business, the meeting was adjourned at 9:37 p.m.

Approved:

Ryan Huckla
President