

## AGENDA

**Board of Directors Meeting**  
October 17, 2017; 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 – September 19, 2017 | 2 min  |
| 7. Budgets & Income Statements – Aman Arora                  | 2 min  |
| 8. President Report – Ryan Huckla                            | 10 min |
| 9. Executive Vice President Reports – Aman Arora/Ryan Krafft | 5 min  |

### Action Items

### Point of Interest Items

- |   |        |
|---|--------|
| 10. Executive Director Report – Steve Kosh  | 5 min  |
| 11. Feel Good Week Update – Ceren Camoglu   | 5 min  |
| 12. Operating Contingency Fund – Steve Kosh | 10 min |
| 13. Governance Structure – Ryan Huckla      | 15 min |
| 14. CSA Membership Vote – Ryan Huckla       | 5 min  |
| 15. KPI Questions – Ryan Huckla             | 10 min |

### Items for Decision/Discussion

- |  |        |
|--|--------|
| 16. KPI Involvement – Ryan Huckla                        | 5 min  |
| 17. Halloween Costumes – Ryan Huckla                     | 5 min  |
| 18. Financial Statement – Steve Kosh                     | 5 min  |
| 19. Charron Family House Fire Donation – Liam Fitzsimons | 5 min  |
| 20. YWCA Donation – Tom Price                            | 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](http://ncsac.ca)

**Board of Directors Meeting**  
 October 17, 2017; 7:00 p.m.  
 Niagara-on-the-Lake Campus  
 Ventures Training Room, W212

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

Regrets: Vineet Bhatia

Guests: Myra Pisano                      Lianne Gagnon

Scribe: Heather Storey

This meeting was called to order at 7:00 p.m. and chaired by Chris Williams.

Action Items

<b>SAC 2.1</b>	<p><b>Declaration of Conflicts</b>          The following conflicts were declared:</p> <p>None.</p>	
<b>SAC 2.2</b>	<p><b>Reconciliation Statement</b></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>	
<b>SAC 2.3</b>	<p><b>College Update – Lianne Gagnon</b></p> <p>Lianne discussed the work stoppage caused by the OPSEU strike. The picket lines have been very congenial. Members of the Niagara College Management team have been going out to the picket line on an hourly basis to make sure everything is remaining amicable and then reporting back to the Human Resources department. Lianne made special mention that the Nipissing University class is still running, as the instructor is not a member of OPSEU. It was also noted that Residence has reported that most students have vacated their rooms and have returned home due to the strike. There has been an influx of students inquiring whether or not the college will be refunding their tuition if the semester is lost; Lianne explained that Ontario colleges have never lost a semester due to a strike and therefore they do not see the need for refunds. If students are asking about refunds, they should be redirected to the Registrar’s office and the Niagara College website. Lianne stated that the convocation ceremony scheduled for October 27, 2017 is still be held, OPSEU has agreed not to have a picket line at the Welland campus this day as they recognize it is a special day for those students graduating. The College Fair (CIP) scheduled for October 23, 2017 has been cancelled. As of right now, the Niagara College Open House on November 18, 2017 is still happening, however if the strike continues, the College may cancel. All academic areas are looking at course completion plans, and everyone is strategizing to ensure no student loses their semester.</p>	
<b>SAC 2.4</b>	<p><b>Items for Approval</b>  <b>Approval of Agenda</b></p> <p><b>Motion made to approve the agenda for the October 17, 2017 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Ryan Krafft          Seconded by: Liam Fitzsimons</p> <p>All in Favour, Carried.</p>	
<b>SAC</b>	<b>Items for Approval</b>	

<p><b>2.5</b></p>	<p><b>Approval of Motions</b></p> <p><b>Motion made to approve the prepared motions for the October 17, 2017 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Chelsea Mizzi Seconded by: Ryan Huckla</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 2.6</b></p>	<p><b>Items for Approval</b></p> <p><b>Approval of Previous Meeting Minutes – September 19, 2017</b></p> <p><b>Motion made to approve the minutes from the September 19, 2017 meeting as submitted.</b></p> <p>Motioned by: Tom Price Seconded by: Artem Mekshun</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 2.7</b></p>	<p><b>Items for Approval</b></p> <p><b>Budgets &amp; Income Statements – Aman Arora</b></p> <p><b>Motion made to accept the Budgets and Income Statements as presented.</b></p> <p>Motioned by: Tom Price Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 2.8</b></p>	<p><b>Items for Approval</b></p> <p><b>President Report – Ryan Huckla</b></p> <p>The President’s Report was sent to the Board at an earlier date for them to review.</p> <p><b>Motion made to accept the President’s Report as submitted.</b></p> <p>Motioned by: Chelsea Mizzi Seconded by: Marilia Fructuoso Machado Welter</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 2.9</b></p>	<p><b>Items for Approval</b></p> <p><b>Executive Vice President Reports – Aman Arora/Ryan Krafft</b></p> <p>The Executive Vice President Reports were sent to the Board at an earlier date for them to review.</p> <p><b>Motion made to accept the Executive Vice Presidents Reports as submitted.</b></p> <p>Motioned by: Chelsea Mizzi Seconded by: Liam Fitzsimons</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 2.10</b></p>	<p><b>Point of Interest Items</b></p> <p><b>Executive Director Report – Steve Kosh</b></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><b>SAC 2.11</b></p>	<p><b>Point of Interest Items</b> <b>Feel Good Week Update – Ceren Camoglu</b></p> <p>‘Feel Good Week’ took place at both the Welland and Niagara-on-the-Lake campuses from October 10 – 13, 2017. Students were able to take part in a free oxygen bar, free massages, and therapy tails were on-site at both campuses as well.</p>	
<p><b>SAC 2.12</b></p>	<p><b>Point of Interest Items</b> <b>Operating Contingency Fund – Steve Kosh</b></p> <p>The budgets that are created are all based on enrolment. This year, NCSAC worked with Vince Malvaso, Niagara College Finance Director, to mirror the process that Niagara College follows, which is building a contingency fund into the operating budget. The contingency fund is 2% of the projected enrolment number. In the 2017-2018 operating budget there is \$30,000 in the contingency fund.</p> <p>The reason behind this budgeting process is to (a) buffer losses; or (b) be able to release half of the money (\$15,000) after tenth day in September if NCSAC was over projections (in terms of enrolment), and repeat this process again in January. The hope was that NCSAC would be able to release that \$15,000 after tenth day in September, however even though the projected enrolment number is over what NCSAC anticipated, Steve is recommending that these funds be left in the contingency fund until January 2018. There are some budget lines that were under projected, and if needed, the contingency fund could act as a buffer against those losses. Steve stated that hopefully after tenth day in January, enrolment numbers are over what was projected and NCSAC can release either the \$15,000 or the full \$30,000 (depending if the contingency fund needs to be used to buffer losses) and the Board of Directors would have the opportunity to decide where they would like to allocate that money to.</p>	
<p><b>SAC 2.13</b></p>	<p><b>Point of Interest Items</b> <b>Governance Structure – Ryan Huckla</b></p> <p>Ryan has been researching how other student associations structure their Board of Directors. Ryan recently developed a Governance Review Committee to discuss possible governance structures for NCSAC. The Governance Review Committee are investigating three different options. Potential structuring options include:</p> <ol style="list-style-type: none"> <li>1. Keeping the Directors positions how they are currently</li> <li>2. Having Directors ‘at large’</li> <li>3. Having Directors for different schools (Ex. School of Business, etc.)</li> </ol> <p>Other topics of discussion include discussing the possibility of rebranding NCSAC, which could include changing the name of the organization.</p> <p>Ryan will continue to work with the Governance Review Committee to finalize the proposed governance structure options to bring to the next Board of Directors meeting in November. Ryan stated that if NCSAC decides to change the governance structure, the Constitution and By-Laws will need to be amended in December/January to reflect these changes.</p>	<p>Ryan Huckla</p>
<p><b>SAC 2.14</b></p>	<p><b>Point of Interest Items</b> <b>CSA Membership Vote – Ryan Huckla</b></p> <p>Ryan informed the Board of Directors that the CSA Membership Vote has been moved from the November 14, 2017 Board of Directors Meeting to January. The reason is that CSA has their Advocacy Summit in Toronto that week. Instead, CSA will be invited to attend the Board of Directors meeting in January to present and have a question and answer period. The NCSAC Board of Directors will then take a vote to determine their membership with CSA. Ryan explained that CSA has agreed that if the membership vote results in NCSAC terminating their membership, CSA will allow the termination date to be effective November 14, 2017, as this was the original scheduled meeting date.</p>	

<p><b>SAC 2.15</b></p>	<p><b>Point of Interest Items</b> <b>KPI Questions – Ryan Huckla</b></p> <p>Ryan has been working to restructure the questions that will appear on the KPI Surveys related to NCSAC. Ryan asked the Board to contribute different ideas and topics that they would like to see possibly covered in the KPI questions. Potential topics to measure students satisfaction at Niagara College that were brought up for discussion included student centre services, NCSAC student services, transit, and NCSAC’s involvement, to name a few. Ryan will prepare possible KPI questions and will bring them to the November Board of Directors meeting for approval.</p>	<p>Ryan Huckla</p>
<p><b>SAC 2.16</b></p>	<p><b>Items for Decision/Discussion</b> <b>KPI Involvement – Ryan Huckla</b></p> <p>Ryan stated that he would like to see the NCSAC have a stronger presence in the role of KPI Survey distribution. This would be a great opportunity for NCSAC to go into the classrooms, engage with students, and to explain the importance of the KPI Surveys. There is a two week timeline for completing the KPI surveys.</p> <p><b>Motion to approve NCSAC’s involvement in the 2017-2018 KPI Survey distribution.</b></p> <p>Motioned by: Ryan Krafft Seconded by: Chelsea Mizzi</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 2.17</b></p>	<p><b>Items for Decision/Discussion</b> <b>Halloween Costumes – Ryan Huckla</b></p> <p>With Halloween fast approaching, Ryan discussed the need for a policy pertaining to costumes and cultural appropriation for NCSAC-run events in the student centres. Ryan stated that as the college is working towards truth and reconciliation with the indigenous communities, and with a growing international population, it is vital that we ensure that all students are respectful of the other cultures represented at the college. Ryan, Steve, Lianne, Ryan Krafft, and Hafsah have been working on creating an educational campaign promoting the importance of respect, and educate students on why certain costumes may be deemed as offensive. Ryan, Steve, Lianne, Ryan Krafft, and Hafsah have also been working together on creating a Costume Policy for the Halloween Pub Night which stated that if a student’s costume is deemed as offensive, they will not be permitted to enter the student centres or allowed to win any contests. Ryan presented the policy to the Board. The Board had an in-depth conversation regarding if students with culturally insensitive costumes should be allowed entry, however everyone agreed that students with offensive costumes will not be allowed to win contests.</p> <p><b>Motion to approve the policy change for the Student Centres regarding costumes as presented.</b></p> <p>Motioned by: Ryan Huckla Seconded by: Ceren Camoglu</p> <p>Discussion: It was discussed whether or not NCSAC has the authority to tell students what they are/are not allowed to wear. It was suggested that perhaps the policy should be revised to only discuss that students wearing costumes that are deemed offensive not be able to win contests at NCSAC events. It was stated that there is some language in the Student Handbook under ‘Student Rights and Responsibilities’ that discuss students having the right to express themselves as long as it is in good faith, however it does not mention a specific process of how a costume would be deemed offensive or in good faith. The language is too vague and is not strong enough to be able to refuse someone entry or the ability to win a contest, which is the reason for needing a specific policy. Steve explained that NCSAC has reached out to Brock University Student Union (BUSU) to discuss this topic and gained insight to how they are handling this issue.</p> <p>In Favour: 3 Opposed: 5</p>	<p>Ryan Huckla</p>

	<p>Abstain: 2</p> <p>Motion Defeated.</p> <p><b>Motion to create a policy for the Student Centres regarding costumes to be approved by the Board of Directors via an e-mail vote.</b></p> <p>Motioned by: Ryan Huckla Seconded by: Liam Fitzsimons</p> <p>In Favour: 9 Abstain: 1</p> <p>Motion Carried.</p>	
<b>SAC 2.18</b>	<p><b>Items for Decision/Discussion</b> <b>Financial Statement – Steve Kosh</b></p> <p>At the September Board of Directors meeting, the Board approved the 2016-2017 Audited Financials that was presented by Scott Plugers of KPMG. There were some edits and amendments that were addressed in the Board meeting. One change included the ‘Commitments’ section that discusses the agreement that NCSAC and the College have in place in regards to the campus redevelopment agreement; this section needed to be updated to include the current agreement that shows the extension of the campus redevelopment fee to 2033. In addition, on page 14-15, there were some edits made to liquor sales in regards to what student centre the sales were allocated to.</p> <p><b>Motion to approve the amended 2016-2017 NCSAC Financial Statements Draft as submitted by Scott Plugers of KPMG.</b></p> <p>Motioned by: Ryan Krafft Seconded by: Ryan Huckla</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.19</b>	<p><b>Items for Decision/Discussion</b> <b>Charron Family House Fire Donation – Liam Fitzsimons</b></p> <p>The house of a Niagara College student who lives in residence caught on fire on the night of September 24, 2017. The student’s family were bringing her back to campus after a weekend at home. The fire started at the back of the house and made its way through the kitchen, office, and attic. There was extreme smoke and water damage to the entire second floor of the home. Sadly, the family’s two pets were lost in the fire.</p> <p><b>Motion to approve \$250.00 from the Sponsorship/Partnership budget to the Charron Family House Fire Fund.</b></p> <p>Motioned by: Liam Fitzsimons Seconded by: Ceren Camoglu</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.20</b>	<p><b>Items for Decision/Discussion</b> <b>YWCA Donation – Tom Price</b></p> <p>The YWCA Niagara Region is the largest provider of emergency shelter in Niagara and the only provider of both emergency shelter and transitional housing in Niagara. The YWCA operate two 20-bed emergency shelters for women (one in St. Catharines and one in Niagara Falls); one 15-bed emergency shelter for single men and single dads in Niagara Falls; six emergency family shelter units; four on-site supported transitional housing units; a 17-unit supported transitional housing building for women; and nearly 70 off-site transitional housing units across the Niagara region. In addition to all of the housing</p>	

	<p>programs they operate, YWCA also run a wide slate of skills development programming to assist women and men in working their way back to independence, as well as numerous school programs for girls and boys at the elementary and secondary school levels. Lastly, they serve upwards of 100 meals per day to the women, children, and men in the emergency shelters, some of the individuals in the transitional housing units, and individuals who may walk in hungry.</p> <p><b>Motion to approve \$250.00 from the Sponsorship/Partnership budget to the YWCA.</b></p> <p>Motioned by: Tom Price          Seconded by: Marilia Fructuoso Machado Welter</p> <p>All in Favour, Carried.</p>	
<b>SAC 2.22</b>	<p><b>Items for Decision/Discussion</b>  <b>Agenda Items for Next Meeting</b></p> <p>None.</p>	
<b>SAC 2.23</b>	<p><b>Items for Decision/Discussion</b>  <b>Next Meeting</b></p> <p>The next meeting is to be held on November 14, 2017 at the Welland campus at 7:00 p.m. Room: SA208.</p>	
<b>SAC 2.24</b>	<p><b>Items for Decision/Discussion</b>  <b>In Camera</b></p> <p><b>Motion to go In Camera.</b></p> <p>Motioned by: Artem Mekshun          Seconded by: Marilia Fructuoso Machado Welter</p> <p>All in Favour, Motion Carried.</p> <p><b>Motion to go Out of Camera.</b></p> <p>Motioned by: Chelsea Mizzi          Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	

There being no other business, the meeting was adjourned at 8:25 p.m.

Approved:

Ryan Huckla  
 President