

**AGENDA**  
**Board of Directors Meeting**  
September 19, 2017; 7:00 p.m.  
Welland Campus  
SAC Boardroom, SA208

**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. Auditor’s Report – Scott Plugers, KPMG                               | 20 min |
| 7. Approval of Previous Meeting Minutes – April 13, 2017                | 2 min  |
| 8. Bills & Income Statements – Karen Marasco                            | 2 min  |
| 9. President Report – Ryan Huckla                                       | 10 min |
| 10. Executive Vice President Reports – Aman Arora/Ryan Krafft           | 5 min  |
| 11. Approval of 2017-2018 Niagara College Appointed Staff – Ryan Huckla | 2 min  |

**Action Items**

**Point of Interest Items**

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|--|--------|
| 12. Executive Director Report – Steve Kosh                       | 5 min  |
| 13. Orientation Update – Ceren Camoglu/Vineet Bhatia             | 5 min  |
| 14. Potential Faculty Strike Update – Ryan Huckla                | 5 min  |
| 15. CSA Update – Ryan Huckla                                     | 10 min |
| 16. Workplace Violence and Harassment Policy Update – Steve Kosh | 10 min |

**Items for Decision/Discussion**

- |   |        |
|---|--------|
| 17. Sexual Violence & Harassment Survey – Ryan Huckla       | 10 min |
| 18. Zip Car/Bike Rental Programs – Diana Nikanovich         | 10 min |
| 19. Wellspring Niagara Donation – Liam Fitzsimons           | 5 min  |
| 20. Transit and Transit Referendum – Steve Kosh/Ryan Huckla | 15 min |
| 21. KPI Questions – Ryan Huckla                             | 5 min  |
| 22. Agenda Items for Next Meeting                           | 2 min  |
| 23. Next Meeting  | 2 min  |
| 24. In Camera   | 20 min |

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**Board of Directors Meeting**  
September 19, 2017; 7:00 p.m.  
Welland Campus  
SAC Boardroom, SA208

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

Guests: Scott Plugers                      Karen Marasco                      Jennifer Olm                      Lianne Gagnon

Scribe: Heather Storey

This meeting was called to order at 7:04 p.m. and chaired by Chris Williams.

		Action Items
<b>SAC 1.1</b>	<p><b>Declaration of Conflicts</b>  The following conflicts were declared:</p> <p>Ryan Krafft and Diana Nikanovich declared a conflict with Agenda Item #11 “Approval of 2017-2018 Niagara College Appointed Staff” as they both are employed by the Athletics department and Matthew Davies is their manager.</p>	
<b>SAC 1.2</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 1.3</b>	<p><b>College Update – Lianne Gagnon</b></p> <p>Lianne began the college update by telling the students that Niagara College visited the Niagara-on-the-Green subdivision, located beside the Niagara-on-the-Lake campus, to distribute Good Neighbour guides and educated students about recycling, as well as introducing them to the neighbourhood. Lianne also talked about the potential strike vote involving the Faculty Union (Ontario Public Service Employees Union – OPSEU) and the College Employer Council. As of right now the current collective agreement is in place until the end of September. The institution will ensure that NCSAC stays up-to-date with this development. Lianne is working with Hafsa in regards to the ‘Consent is Key’ campaign in order to educate students on consent, its importance, and what it means. There is a Sexual Violence Reporting Climate Survey that is Ministry mandated that will work hand-in-hand with the ‘Consent is Key’ campaign. In addition, there is a working group who is developing a Sexual Assault Climate Survey, which will be going out to all students, which the government would like student feedback on. NCSAC will work with the college to promote the survey and the ‘Consent is Key’ video. Niagara College has also launched a new ‘Consent is Key’ website that is more user friendly, especially for those impacted by sexual violence. Lianne also talked about the Indigenous Gardens located at the Welland campus and Indigenous Awareness Month in October. This event and initiative will depend on the outcome of the potential strike. Lianne was approached by a professor on campus in regards to starting a LGBTQ+ safe place and club on campus; she has reached out to the professor and it waiting to hear back. In regards to construction on campus, the new Prayer Room at the Welland campus will not be available until October 1, 2017, right now students are encouraged to use the temporary Prayer Room. Lianne also shared exciting news with Niagara College launching Canada’s first Postsecondary Credential in Commercial Cannabis Production which will have the first intake in September 2018. Lastly, Lianne mentioned the construction that will take place to create a new Integrated Services Model for Student Services, which will become a ‘one stop shop’ for Niagara College students. Research shows that students benefit from an integrated services model as there is a central location as it is more efficient and students are able to easily access services in a timely manner. The integrated services model will be completed in December 2017/ January 2018.</p>	
<b>SAC</b>	<p><b>Items for Approval</b></p>	

<p><b>1.4</b></p>	<p><b>Approval of Agenda</b></p> <p>It was suggested that Agenda Item #12 “College Update” be moved to Agenda Item #3. The Presenter for Agenda Item #5 “Auditor’s Report” changed from “Dawn Lagestan” to “Scott Plugers”.</p> <p><b>Motion made to approve the agenda for the September 19, 2017 Board of Directors meeting as amended.</b></p> <p>Motioned by: Ryan Krafft Seconded by: Aman Arora</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 1.5</b></p>	<p><b>Items for Approval Approval of Motions</b></p> <p><b>Motion made to approve the prepared motions for the September 19, 2017 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Chelsea Mizzi Seconded by: Vineet Bhatia</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 1.6</b></p>	<p><b>Items for Approval Auditor’s Report – Scott Plugers, KPMG</b></p> <p>Scott Plugers from the NCSAC auditing firm, KPMG, reviewed copies of the Draft financial Statements for NCSAC for the year ending March 31st, 2017. These draft financial statements must be approved by the Board before the final report and Corporate Income Tax Return can be filed. KPMG had no disagreements with management on how to report things in the Financial Statements nor did they find any evidence of fraud, errors or illegal acts. Some revisions which were information based, were required but did in no way affect the final 2016-2017 Financial Statements of the Corporation.</p> <p><b>Motion made to approve the 2016/17 NCSAC Financial Statements Draft as amended by Scott Plugers of KPMG.</b></p> <p>Motioned by: Ryan Huckla Seconded by: Liam Fitzsimons</p> <p>Discussion: The information noted in the ‘Commitments’ on page 10 was out of date. Karen will provide Scott will the updated information and he will revise the paragraph before the final copy is sent to the Board.; the rental rate of \$141 noted on page 12 will be changed to the correct rate of \$114 per student; a decimal will be replaced by a comma on page one for the 2016 Capital Assets.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 1.7</b></p>	<p><b>Items for Approval Approval of Previous Meeting Minutes – April 13, 2017</b></p> <p><b>Motion made to approve the minutes from the April 13, 2017 meeting as submitted.</b></p> <p>Motioned by: Ryan Krafft Seconded by: Chelsea Mizzi</p> <p>In Favour: 10 Opposed: 0 Abstain: 1</p> <p>Motion Carried.</p>	

<p><b>SAC 1.8</b></p>	<p><b>Items for Approval</b> <b>Bills &amp; Income Statements – Karen Marasco</b></p> <p><b>Motion made to accept the Bills and Income Statements as submitted.</b></p> <p>Motioned by: Vineet Bhatia Seconded by: Ryan Huckla</p> <p>Discussion: In the past Karen submitted Bills and Income Statements to be reviewed by the Board at each Board Meeting. This year instead of submitting the Bills and Income Statements, Karen will be providing Comparative Income Statements (year-over-year) on a monthly basis for the Board packages. The purpose of putting together these Comparative Income Statements is so that the Board can see how the organization is spending their funds each year-over-year. Bills paid will no longer be sent out monthly. Moving forward the Comparative Income Statements and updated budgets will be included in the Board package every month.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 1.9</b></p>	<p><b>Items for Approval</b> <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: Aman Arora Seconded by: Ryan Krafft</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 1.10</b></p>	<p><b>Items for Approval</b> <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: Liam Fitzsimons Seconded by: Tom Price</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 1.11</b></p>	<p><b>Items for Approval</b> <b>Approval of 2017-2018 Niagara College Appointed Staff – Ryan Huckla</b></p> <p><b>Motion made to approve Matthew Davies and Hafsah Shaikh as the 2017-2018 Ex-officio members of the Niagara College Student Administrative Council Board of Directors appointed by Niagara College.</b></p> <p>Motioned by: Ryan Huckla Seconded by: Chelsea Mizzi</p> <p>Discussion: Ryan Krafft and Diana Nikanovich declared a conflict and abstained.</p> <p>In Favour: 9 Opposed: 0 Conflicts: 2</p> <p>Motion Carried.</p>	

<p><b>SAC 1.12</b></p>	<p><b>Point of Interest Items</b> <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 1.13</b></p>	<p><b>Point of Interest Items</b> <b>Orientation Update – Ceren Camoglu/Vineet Bhatia</b></p> <p>Overall, Orientation for 2017 was very successful. The two main events included the Glow Party and the Carnival, both of which had extremely high attendance from students and NCSAC received an influx of positive feedback. One of NCSAC’s roles is to add to student life outside of the classroom, and Orientation was a great example of that. Hopefully NCSAC can grow these events each year to become essential to O-Week at Niagara College for years to come. Ceren and Vineet thanked board, staff, and the college for support.</p>	
<p><b>SAC 1.14</b></p>	<p><b>Point of Interest Items</b> <b>Potential Faculty Strike Update – Ryan Huckla</b></p> <p>Ryan provided the Board with a brief update in regards to the potential faculty strike. On September 14, 2017, 69% of the college faculty who voted, voted ‘yes’ in favour of a strike. As of right now the current collective agreement is in place until the end of September. In addition, in the event of a strike the Faculty Union (Ontario Public Service Employees Union – OPSEU) must give 5 days’ notice of their intent to strike. NCSAC will continue to monitor this situation closely and will keep students educated and up to date. To assist students, NCSAC is working on creating a microsite that will be available later this week with FAQ’s regarding the strike vote, as well as links to the Faculty Union and the College Employer Council websites. NCSAC has made contingency planning in the case if there is a strike with regards to routing (transit/deliveries) as they will not cross picket lines.</p>	
<p><b>SAC 1.15</b></p>	<p><b>Point of Interest Items</b> <b>CSA Update – Ryan Huckla</b></p> <p>Ryan sent an e-mail to CSA in regards to a membership vote that will be happening on November 14, 2017. On this day, CSA will be invited to come and have a 30 minute presentation and then will be allowed 15 minutes for a question and answer period. Following CSA’s presentation and Q&amp;A a vote will take place in regards to whether or not NCSAC would like to continue or terminate their membership with CSA. Any questions in regards to CSA membership should be directed to Ryan.</p>	
<p><b>SAC 1.16</b></p>	<p><b>Point of Interest Items</b> <b>Workplace Violence and Harassment Policy Update – Steve Kosh</b></p> <p>In early August the Ministry of Labour came to the NCSAC office in Welland in regards to the Workplace Violence and Harassment Policy. The NCSAC Workplace Violence and Harassment Policy was found to be non-compliant with new government legislation. The Ministry of Labour imposed two orders onto the NCSAC: (1) Confidentiality (language surrounding confidentiality was not strong enough); (2) Reporting (there was no reporting structure listed in the policy). Steve explained that the new Workplace Violence and Harassment Policy was approved in August, and approved and signed by Ryan and himself. Steve explained the reasoning why this policy did not have to go to the Board for approval - NCSAC has a “Hierarchy of Legislation” that dictates that any Federal, Provincial, or Municipal laws that need to be enacted in order to be in compliance with government regulated standards do not need to be approved by the Board of Directors. The new Workplace Violence and Harassment Policy was enacted on September 1, 2017. Steve explained that moving forward, training on the Workplace Violence and Harassment Policy will be provided to all employees of NCSAC at corporate retreats to ensure that all employed are educated on the current policy at least once annually.</p>	
<p><b>SAC 1.17</b></p>	<p><b>Items for Decision/Discussion</b> <b>Sexual Violence and Harassment Survey – Ryan Huckla</b></p> <p>Hafsah provided Ryan with a draft copy of the Sexual Violence and Harassment Survey. Hafsah has asked for NCSAC to provide feedback in regards to the Survey. The official survey will be available in February 2018.</p>	

<p><b>SAC 1.18</b></p>	<p><b>Items for Decision/Discussion Zip Car/Bike Rental Programs – Diana Nikanovich</b></p> <p>Diana expressed her interest in bringing some alternative modes of transportation on campus at Niagara College. Diana stated that she believes that having Zip Car and a Bike Rental program on campus would benefit students and would provide them with alternate ways to get around the region. Chris explained that during an in-depth Services Review that took place in the summer, these programs were assessed and researched; it was discussed that these programs would indeed benefit student life on campus. Chris explained that these services would likely be added in the future. Diana stated that she would like to conduct research among Niagara College students, as these programs have been very successful at other colleges and universities. Ryan stated that a committee made up of Board of Director members and staff would be created to discuss bringing Zip Car and Bike Rentals to Niagara College.</p>	
<p><b>SAC 1.19</b></p>	<p><b>Items for Decision/Discussion Wellspring Niagara Donation – Liam Fitzsimons</b></p> <p>The Cancer support centre, Wellspring Niagara, has requested a donation from NCSAC. Wellspring Niagara relies entirely on donations to support their programs and daily operations as they don't receive any government funding. They are Niagara's only cancer support centre in the region. Donating \$500 out of the Sponsorship/Partnership budget would be required to meet their request.</p> <p><b>Motion to approve \$500.00 from the Sponsorship/Partnership budget to Wellspring Niagara.</b></p> <p>Motioned by: Liam Fitzsimons Seconded by: Ryan Krafft</p> <p>Discussion: Liam explained that Wellspring Niagara is the only cancer support centre in Niagara. They do not deal with cancer treatment, but instead offer support services of patients and their families going through the illness.</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 1.20</b></p>	<p><b>Items for Decision/Discussion Transit and Transit Referendum – Steve Kosh/Ryan Huckla</b></p> <p>Steve updated the Board on the current state of the Transit portfolio. This year NCSAC is looking at a \$450,000 deficit. In addition to this loss, an additional challenge is that Enrolment Services has moved to term billing in September, and therefore September start students are being charged for a 4 month pass instead of an 8 month pass. The implications of this is that NCSAC is going into further deficit, bringing the loss closer to \$530,000. Greg Medulun, Vice President External Relations, and Steve Hudson, Vice President Academic and Learner Services, have been diligently working with NCSAC to discuss the transit portfolio. This year the institution will be splitting the transit losses with NCSAC. NCSAC is looking at putting out a Referendum to the students of Niagara College regarding a new fee to reflect and support the service that is currently provided, which would allow NCSAC to facilitate transit without having a deficit. Steve mentioned that NCSAC has to work within the timing for the Ancillary Fee Protocol Committee, who assesses fees that are over and above tuition. Steve stated that coupling the Referendum with the NCSAC Elections in February would be wise. In regards to timing, until NCSAC knows what students would be buying into (i.e. Amalgamated Transit system), it is difficult to go to Referendum because NCSAC would be unable to inform students on what they are voting for. Steve also stated the importance of educating students on what the implications are for both outcomes of the Referendum: Yes – what they will be paying, what service levels they can expect; No – what service levels will be cut.</p>	
<p><b>SAC 1.21</b></p>	<p><b>Items for Decision/Discussion KPI Questions – Ryan Huckla</b></p> <p>Key Performance Indicators (KPI) Survey is a measurable value that demonstrates how effectively a company is achieving key business objectives. Organizations use KPIs to evaluate their success at reaching targets. KPI Surveys are distributed in February to all Colleges in Ontario to assess student</p>	

	<p>satisfaction throughout the province, this is mandated by Colleges Ontario. Students are asked to assess the college they attend by answering five questions. At Niagara College there are three questions related to the institution, and two questions are NCSAC specific. This year, Ryan would like the Board to look at revising the NCSAC questions to become more specific that will generate more useable data and that can help NCSAC as an organization. Ryan would like to develop a working group to brainstorm new questions so that they can be submitted early to appear on the KPI Survey. In regards to facilitation for this year, Ryan would like NCSAC to play an integral part by going into the classrooms and giving a quick presentation to the students explaining the purpose and importance of students completing their KPI Survey. Ryan and Dan Patterson, Niagara College President, will film a 'KPI' video that will be a part of the presentation.</p>	
<b>SAC 1.22</b>	<p><b>Items for Decision/Discussion</b>  <b>Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Feel Good Week Update – Vineet Bhatia</li> </ul>	
<b>SAC 1.23</b>	<p><b>Items for Decision/Discussion</b>  <b>Next Meeting</b></p> <p>The next meeting is to be held on October 17, 2017 at the Niagara-on-the-Lake campus at 7:00 p.m.  Room: W212.</p>	
<b>SAC 1.24</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: Ryan Huckla  Secoded by: Ceren Camoglu</p> <p>All in Favour, Motion Carried.</p> <p><b>Motion to go Out of Camera.</b></p> <p>Motioned by: Aman Arora  Secoded by: Liam Fitzsimons</p> <p>All in Favour, Carried.</p>	

There being no other business, the meeting was adjourned at 9:05 p.m.

Approved:

Ryan Huckla  
President