

AGENDA
Board of Directors Meeting
December 11, 2019
Niagara-on-the-Lake Campus
SAC Boardroom, N002a

Board Chair: Jordan Bingleman
Board Vice Chair: Emanuelle Atsain
Board Secretary: Chris Allan
Scribe: Heather Storey

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| 1. | Call to order | 7:00 p.m. |
| 2. | Reconciliation Statement | 7:01 p.m. |
| 3. | Attendance and Quorum Call | 7:03 p.m. |
| 4. | Agenda & Motions Approval | 7:05 p.m. |
| 5. | Conflicts Declared | 7:08 p.m. |
| 6. | Minutes of Last Meeting | |
| 6.1. | Board of Directors Meeting November 13, 2019 – Chris Allan | 7:10 p.m. |
| 7. | Ownership Linkage | |
| 7.1. | Town Hall Report – Tom Price | 7:15 p.m. |
| 8. | Board Education: Internal & External | |
| 8.1. | President's Report – Tom Price | 7:25 p.m. |
| 8.2. | Executive Director's Report – Steve Kosh | 7:30 p.m. |
| 8.3. | January Retreat – Tom Price | 7:35 p.m. |
| 8.4. | AGM Planning – Tom Price | 7:40 p.m. |
| 8.5. | Strategic Planning – Tom Price | 7:45 p.m. |
| 8.6. | Rachel Cloud Donation – Tom Price | 7:50 p.m. |
| 9. | Ends Policy Development & Monitoring | |
| 9.1. | Progress Report: Achievement of Strategic Ends Priorities – Tom Price, Steve Kosh | 7:55 p.m. |
| 10. | Board Self-Evaluation | |
| 10.1. | Governing Style (BP #2a) – Tom Price | 8:00 p.m. |
| 10.2. | Elections (BP #2n) – Tom Price | 8:05 p.m. |
| 11. | Board Decisions | |
| 11.1. | Amendments to By-laws – Craig Shanks | 8:10 p.m. |
| 11.2. | Honourarium Policy – Chris Allan | 8:30 p.m. |
| 11.3. | Niagara-on-the-Lake Office Wrapping – Steve Kosh, Andy Hall | 8:40 p.m. |
| 11.4. | January Orientation Budget – Steve Kosh | 8:50 p.m. |
| 12. | Meeting Evaluation | 8:55 p.m. |
| 13. | Adjournment | 9:00 p.m. |
| 14. | In-Camera | 9:00 p.m. |

Board of Directors Meeting
 December 11, 2019
 Niagara-on-the-Lake Campus
 SAC Boardroom, N002a

Present: Tom Price Steve Kosh Jordan Bingleman Chris Allan
 Tristen Ritcey Craig Shanks Robert Reid Emanuelle Atsain
 Landry Wamba Talom Ryan Huckla

Regrets: Himjot Kaur Jennie Vallangca Satwinder Singh Gurpreet Singh Sandhu

Guests: Andy Hall

Scribe: Heather Storey

		Action Items
SAC 6.1	<p>Call to Order</p> <p>The meeting is called to order at 7:09 p.m.</p>	
SAC 6.2	<p>Reconciliation Statement</p> <p>Niagara College acknowledges the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous peoples.</p>	
SAC 6.3	<p>Attendance and Quorum Call</p> <p>PRESENT</p> <ol style="list-style-type: none"> 1. Jordan Bingleman 2. Emma Atsain 3. Chris Allan 4. Tristen Ritcey 5. Landry Wamba Talom 6. Craig Shanks 7. Robert Reid <p>REGRETS</p> <ol style="list-style-type: none"> 1. Satwinder Singh 2. Himjot Kaur 3. Jennie Vallangca 4. Gurpreet Singh Sandhu <p>According to the NCSAC By-laws Article 6: Meetings of Directors</p> <p>6.4 "Quorum" – A Majority of the Directors constitutes a quorum at any meeting of the Board. For the purpose of determining quorum, a Director may be present in person, or by teleconference and/or by other electronic means. A quorum must be maintained throughout the meeting.</p> <p>Majority = 50% + 1 which is 6/11 Directors must be present.</p> <p>There were 7 Directors present, and therefore quorum was achieved.</p>	
SAC 6.4	<p>Agenda & Motions Approval</p>	

	<p>Motion made to approve the agenda for the December 11, 2019 Board of Directors meeting as submitted.</p> <p>Motion by: Chris Allan Seconded by: Craig Shanks</p> <p>All in Favour, Motion Approved.</p> <p>Motion made to approve the prepared motions for the December 11, 2019 Board of Directors meeting as submitted.</p> <p>Motion by: Emma Atsain Seconded by: Jordan Bingleman</p> <p>All in Favour, Motion Approved.</p>	
SAC 6.5	<p>Conflicts Declared</p> <p>No conflicts were declared.</p>	
SAC 6.6	<p>Minutes of Last Meeting</p> <p>6.6.1. Minutes from November 13, 2019</p> <p>Motion made to approve the minutes from the November 13, 2019 meeting as submitted.</p> <p>Motion by: Tristen Ritcey Seconded by: Emma Atsain</p> <p>All in Favour, Motion Approved.</p>	
SAC 6.7	<p>Ownership Linkage</p> <p>6.7.1. Town Hall Report – Tom Price</p> <p>The Town Hall Report was sent to the Board at an earlier date for the Board to review.</p> <p>The December Town Halls were open discussion. Tom stated that the two December Town Halls were the most attended Town Halls of the semester. The students were very engaged and there were a broad range of topics discussed, initiated by the students in attendance, such as course feedback surveys, events on campus, and social media, to name a few. Some technology students stated that they would like the opportunity to have more networking events in order to make connections to people in the industry. It was also mentioned that there was high attendance from the Board members at each December Town Hall.</p>	
SAC 6.8	<p>Board Education: Internal & External</p> <p>6.8.1. President's Report – Tom Price</p> <p>The President's Report was sent to the Board at an earlier date for the Board to review.</p> <p>Since the last Board meeting Tom has attended several meetings with students, NCSAC staff, the college community, as well as community partnerships. One meeting in particular that deserves special mention is the meeting that Tom had with Steve and Dr. David Veres to discuss the NCSAC Strategic Plan. In addition, Tom attended many events and celebrations, including Dan Patterson's Night of Celebration honouring Dan's tenure as President of Niagara College.</p>	

6.8.2. Executive Director Report – Steve Kosh

The Executive Director's Report was sent to the Board at an earlier date for the Board to review.

The Student Choice Initiative has been deemed 'unlawful' in Divisional Court. However, shortly after the government launched an appeal. As of right now, student associations in Ontario will need to comply with the Student Choice Initiative framework. It is unclear when this will be resolved and what the outcome will be.

In regards to Transit, Steve presented 'U-Pass Costing' at the November 13, 2019 Board of Directors meeting and explained to the Board that the Region stated that the cost of the U-Pass needs to substantially increase. At the Board meeting there was a consensus made by the Board to agree that on behalf of students, NCSAC recommends a balanced increase in investment for the U-Pass (split between students and Niagara College). Unfortunately, the recommendation made at the November meeting is no longer valid and the increase will need to be addressed either through Ancillary Fee Protocol, or a Referendum. Steve and Tom will keep the Board updated as more details become available.

The operating budget process has begun for the 2020-2021 fiscal year. The Financial Standing Committee met on December 3, 2019 to review the process with the committee members. Steve explained that the budgeting template was circulated to the department Managers this past week. Steve also addressed the process and associated timelines.

6.8.3. January Retreat – Tom Price

The January Retreat will take place from Friday January 3, 2020 – Sunday January 5, 2020. NCSAC has rented a house in Stoney Creek for accommodations. It was mentioned that all of the details for Retreat will be uploaded on the Aprio portal.

6.8.4. AGM Planning – Tom Price

Catherine Raso hosted a board development workshop focusing on Annual General Meetings. There was great attendance and lots of interaction. The AGM typically takes place near the end of January, however a specific date will be scheduled once the Directors receive their timetables. The AGM is a time to reflect on the year in review, audited financial statements for the previous year, as well as approve by-laws. More details to follow.

6.8.5. Strategic Planning – Tom Price

Through the direction of the Strategic Planning Ad Hoc committee, Steve and Tom met with Dr. David Veres to discuss the process of creating a Strategic Plan for NCSAC. David has many years of experience at Niagara College in several capacities, as well as has been involved in creating multiple Strategic Plans. David has the institutional knowledge and familiarity of student associations. It was mentioned that throughout the Strategic Planning process, there will be an opportunity for input from the Board, staff, and student staff to ensure a well-rounded plan. There will be a Strategic Planning session at January Retreat to further discuss the process.

6.8.6. Rachel Cloud Donation – Tom Price

Rachel Cloud, NC students and NCSAC Indigenous Ambassador is part of a time formed at Niagara and has been accepted to present at a prestigious national conference (Educational Developers Caucus – Feb 2020) in Halifax to host a

	<p>session on Indigenous Learning Circles; these circles bring together staff, faculty and indigenous alumni and students serving as ska-bes (elder's helpers) to enter into community and encourage dialogue about indigenous issues, and the strengths and needs of indigenous students. Tom has decided to donate funds from the President's Expense account to help with costs.</p>	
<p>SAC 6.9</p>	<p>Ends Policy Development & Monitoring</p> <p>6.9.1. Progress Report: Achievement of Strategic Ends Priorities – Tom Price, Steve Kosh</p> <p>Tom reviewed the Strategic Ends Priorities Policy with the Board and provided examples on how NCSAC is achieving these priorities:</p> <p>POLICY TYPE: STRATEGIC PRIORITIES POLICY TITLE: LEVELS 1 and 2 Date Adopted by Board: April 17, 2019</p> <p>Ends Policy – Level #1</p> <p style="text-align: center;">Because the Niagara College SAC exists: <i>Students enjoy an improved quality of life</i></p> <p>Level #2 Students will enjoy:</p> <p>2.1. Good Health (health services, affordable products, nutrition, etc.)</p> <ul style="list-style-type: none"> • Student health plan • Affordable food options in our student centres • Nourishing Minds initiatives (ex: grocery gift cards) • Rise & Shine Breakfast Program • Free legal clinic <p>2.2. Social Interaction (involvement, travel, access, etc.)</p> <ul style="list-style-type: none"> • Events (karaoke, trivia, bingo, Halloween haunt, illusionist shows) • Clubs • Orientation • Free massages, oxygen bars • Christmas parties • Studentlicious • Reuknighted • NC cash bingo • Parades • Student appreciation days • Drop-in social engagement sessions <p>2.3. Skills Development (employment, leadership, etc.)</p> <ul style="list-style-type: none"> • Employment • Leadership • Workshops <p>2.4. Are heard/have a voice (with the College and other external bodies)</p> <ul style="list-style-type: none"> • Director positions from each 'school of' • Directors meet with Associate Deans to voice concerns • Town Halls • Student focus groups • Town and Gown representation • Committees 	

	<p>This report has highlighted the continued efforts by NCSAC to achieve the overall Strategic Ends goals found in the NCSAC Policies. From the dozens of on off campus engagement opportunities, training opportunities, employment opportunities, volunteering opportunities, social opportunities, workshops, social interaction, mental and physical health supports, roundtables, focus groups, and daily conversations it is abundant the effort NCSAC has taken to realize the Strategic Ends goals.</p>	
<p>SAC 6.10</p>	<p>Board Self-Evaluation</p> <p>6.10.1. Governing Style (BP #2a) – Tom Price</p> <p>Tom reviewed the Governing Style Policy with the Board.</p> <p>6.10.2. Elections (BP #2n) – Tom Price</p> <p>Tom reviewed the Elections Policy with the Board.</p>	
<p>SAC 6.11</p>	<p>Board Decisions</p> <p>6.11.1. Amendments to By-laws – Craig Shanks</p> <p>Craig provided an overview of the changes that the By-law and Policy Committee proposed.</p> <p>Article 2: General</p> <p>2.4 Execution of Documents and Purchasing Requirements – <i>(a) Added a sixth signing officer to include the Board Vice Chair (c) In order to expedite the authorization of EFT's, the restriction of the Board Chair and one additional signing officer was removed and replaced with "Two signing officers". It also states that "When possible, it is recommended that one staff and one student signing officer authorize the payment".</i></p> <p>2.8 Agreements – <i>This section is was a new addition from the previous By-laws. Agreements used to be listed in the NCSAC Constitution, and was not added to the By-laws last year.</i></p> <p>Article 3: Members</p> <p>3.1 Entitlement – <i>With the Student Choice Initiative, there was some wording changed from 'student activity fee' to 'membership fee'. Honorary and temporary membership was also removed.</i></p> <p>3.2 Membership Conditions – <i>(c) 'Officer position' switched to 'Director position'. (d) 'Vote in student Referendums' was added. (e) 'Eligible for employment within the corporation' was added.</i></p> <p>3.5 Resignation – <i>In order to be compliant with the Student Choice Initiative, it is now stated in the By-laws 'Any Member may resign as a Member by opting out of the Membership Fee, in which case such resignation shall be effective for the applicable semester'.</i></p> <p>Article 4: Meetings of Members</p> <p>4.7 Chair of the Meeting –</p>	

It was added that in the event that the Board Chair is absent, the Vice Chair will chair the meeting.

4.14 Minutes –

It was added that minutes will be submitted to the corporate library.

4.15 Annual Report –

It was added that the final Annual Report will be submitted to the corporate library.

Article 6: Meetings of Directors

6.7 Chair of the Meeting –

It was added that in the event that the Board Chair is absent, the Vice Chair will chair the meeting.

6.9 Minutes –

It was added that minutes will be submitted to the corporate library.

Article 7: Officers

7.1 Appointment –

Board Vice Chair was added.

7.3 Responsibilities –

(a) It was added that the Chair shall have such other duties and powers as the Board may specific as outlined in Board Policy.

(b) Board Vice Chair section was added and states 'The Board Vice Chair, who shall be referred to with such title or as the "Vice Chair" shall, when the Board Chair is absent, preside at meetings of the Board, of the executive committee, and of the Members.'

(d) It was added that the Secretary shall have such other duties and powers as the Board may specific as outlined in Board Policy.

Motion to accept the amendments to the By-laws and recommend these changes to go to the Annual General Meeting for final approval by the membership.

Motion by: Craig Shanks

Seconded by: Tristen Ritcey

All in Favour, Motion Approved.

6.11.2. Honourarium Policy – Chris Allan

Chris presented the newly drafted Honourarium Policy that was written by the By-law and Policy Committee. The policy puts in place criteria in order for each Director to receive their bi-weekly honourarium in order to instill accountability amongst the Board. The policy addresses Director attendance and involvement at Board meetings, committee meetings, retreats, town halls, and board development opportunities. The policy also states that regrets must be given at least 48 hours in advance. It is proposed that a sub-committee be created

consisting of the Board Chair, Vice Chair, and Secretary who will decide whether or not someone will receive their honourarium.

It was also stated that this policy is not meant to police this year's current Board, but instead it is to promote accountability, for this year's Board as well as future Boards to come.

Motion to approve the revised Honourarium Policy as submitted.

Motion by: Jordan Bingleman

Seconded by: Emma Atsain

Discussion: There was some confusion about what 'board development' entails. It was clarified that opportunities that expand Director's knowledge about governance, leadership, the organization, and their role would be considered board development. It was also discussed that providing annotations on the Aprio governance portal and sharing them with the group is a way of virtually engaging, even if a Director is unable to attend the meeting. Also, it was stated that regardless if a Director attends a specific meeting, they are still liable as a Director of the organization and responsible for any decisions made by the Board.

All in Favour, Motion Approved.

6.11.3. Niagara-on-the-Lake Office Wrapping – Steve Kosh, Andy Hall

Andy presented the design idea to be installed in the front office space at the Niagara-on-the-Lake office. It was stated that the design reflect a similar look and feel of the NCSAC website, which is great for brand recognition. It was stated that the lower level of the campus is now all student-focused departments including: International, NCSAC, Indigenous, and Athletics. The hope is that once the front office space gets wrapped in the proposed design, this will help show proof of concept and will allow NCSAC to expand similar branding to our other spaces. There was a question about if there are any future plans for the Welland SAC office; Steve explained that due to the Student Choice Initiative, some plans had to be postponed.

Motion to approve \$5,000 from the NOTL Renovation budget line #1750 to install vinyl graphics to the reception area.

Motion by: Craig Shanks

Seconded by: Emma Atsain

All in Favour, Motion Approved.

6.11.4. January Orientation Budget – Steve Kosh

Jaclyn has put together a proposed budget for January Orientation. In the 2019-2020 Orientation budget, there was \$65,000 allocated for both September and January orientations. The actual cost for September was \$70,344.37 (with contributions of \$9,000 from other college departments, meaning NCSAC paid \$61,344.37 for September). Therefore, there is only \$3,655.63 remaining in the orientation budget for January. The reason for this, Steve explained, is that last year, there were funds shared between NCSAC and the college for social engagement activities. NCSAC was given \$20,000 last year, and we were expecting this funding to continue, however this year, that money is not available. Steve explained that NCSAC collected more money in Social Engagement than projected, and he is proposing that the \$32,000 comes from the surplus in the Social Programming ancillary fee revenue and not from NCSAC's capital reserve.

	<p>Motion to approve an increase in the 2019-2020 NCSAC operating budget Orientation line (line #5070) by \$32,000 to cover January Orientation.</p> <p>Motion by: Landry Wamba Talom Seconded by: Robert Reid</p> <p>All in Favour, Motion Approved.</p>	
SAC 6.12	<p>Meeting Evaluation</p> <p>It is important for the Directors to evaluate each Board of Directors meeting. Each Director received the Meeting Evaluation on their governance portal and were asked to complete it.</p>	
SAC 6.13	<p>Adjournment</p> <p>Motion to adjourn the meeting at 8:41 p.m.</p> <p>Motion by: Chris Allan Seconded by: Tristen Ritcey</p> <p>All in Favour, Motion Approved.</p>	
SAC 6.14	<p>In-Camera</p> <p>Motion to go In-Camera.</p> <p>Motion by: Chris Allan Seconded by: Tristen Ritcey</p> <p>All in Favour, Motion Approved.</p> <p>Motion to go Out-of-Camera.</p> <p>Motion by: Emma Atsain Seconded by: Craig Shanks</p> <p>All in Favour, Motion Approved.</p>	

Approved:

Board Chair

Board Secretary