

AGENDA
Board of Directors Meeting
November 13, 2019
Welland Campus
SAC Boardroom, SA208

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 October 16, 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. | U-Pass Costing – Steve Kosh | 7:35 p.m. |
| 9. | Risk Limit Monitoring Reports | |
| 9.1. | Financial Condition - Steve Kosh | 7:50 p.m. |
| 9.2. | Compensation & Benefits – Steve Kosh | 8:00 p.m. |
| 9.3. | Asset Protection – Steve Kosh | 8:05 p.m. |
| 10. | Board Self-Evaluation | |
| 10.1. | Code of Conduct (BP #2b) – Tom Price | 8:10 p.m. |
| 10.2. | In-Camera (BP #2j) – Tom Price | 8:20 p.m. |
| 11. | Board Decisions | |
| 11.1. | Election Dates – Steve Kosh | 8:30 p.m. |
| 11.2. | Community Care Adopt-a-Family – Tom Price | 8:35 p.m. |
| 11.3. | Student Survey – Craig Shanks | 8:40 p.m. |
| 11.4. | Gift of Appreciation – Tom Price | 8:50 p.m. |
| 12. | Meeting Evaluation | 8:55 p.m. |
| 13. | Adjournment | 9:00 p.m. |

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Board of Directors Meeting

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Welland Campus

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Present: Tom Price Steve Kosh Jordan Bingleman Chris Allan
 Craig Shanks Himjot Kaur Jennie Vallangca Landry Wamba Talom
 Emanuelle Atsain

Regrets: Robert Reid Tristen Ritcey Gurpreet Singh Sandhu

Absent: Satwinder Singh

Guests: Anica Haberstock Daniel Gutierrez Rachel Cloud

Scribe: Heather Storey

Action Items

SAC 5.1	<p>Call to Order</p> <p>The meeting is called to order at 7:05 p.m.</p>	
SAC 5.2	<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 5.3	<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. Landry Wamba Talom 5. Himjot Kaur 6. Jennie Vallangca 7. Craig Shanks <p>REGRETS</p> <ol style="list-style-type: none"> 1. Robert Reid 2. Tristen Ritcey 3. Gurpreet Singh Sandhu <p>ABSENT</p> <ol style="list-style-type: none"> 1. Satwinder Singh <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 5.4	<p>Agenda & Motions Approval</p> <p>Motion made to approve the agenda for the November 13, 2019 Board of Directors meeting as submitted.</p> <p>Motion by: Craig Shanks Seconded by: Chris Allan</p> <p>All in Favour, Motion Carried.</p> <p>Motion made to approve the prepared motions for the November 13, 2019 Board of Directors meeting as submitted.</p> <p>Motion by: Chris Allan Seconded by: Himjot Kaur</p> <p>All in Favour, Motion Carried.</p>	
SAC 5.5	<p>Conflicts Declared</p> <p>No conflicts were declared.</p>	
SAC 5.6	<p>Minutes of Last Meeting</p> <p>5.6.1. Minutes from October 16, 2019</p> <p>Motion made to approve the minutes from the October 16, 2019 meeting as submitted.</p> <p>Motion by: Jordan Bingleman Seconded by: Craig Shanks</p> <p>All in Favour, Motion Carried.</p>	
SAC 5.7	<p>Ownership Linkage</p> <p>5.7.1. 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>Tom stated that the November Town Halls were focused on Student Supports & Services on campus. The college representatives that attended were Lianne Gagnon and Karen Csolli, both of whom are great resources for students. From the Niagara-on-the-Lake campus, there was some feedback received in regards to incentivizing opportunities in regards to volunteering and getting involved on campus. The student who offered this feedback is an international student who stated that in her country, students are able to use volunteer hours towards credits. Another suggestion that was received was for the Health and Wellness department to be more active on social media.</p>	
SAC 5.8	<p>Board Education: Internal & External</p> <p>5.8.1. 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>	

Tom mentioned that the Peer-to-Peer Mental Health Support Program has been renamed Wellness Support Peer Wellness Program with a Wellness Coordinator to oversee the program as well as Wellness Peers to help facilitate. Hiring for the Wellness Peers is anticipated to be completed by mid-December. Steve Kosh, as well as Tom will sit on the interview panel for these positions. Training for the Wellness Peers will take place by the end of January. In addition, Tom met with Jay Burdon as well as Karen Csolli, each holding the position of Associate Directors for Health, Wellness, and Accessibility at their respective campus, to discuss the future of the Student Activity Room and converting that space into a Wellness Lounge to house the Support Peer Wellness Program. Tom mentioned that he doesn't believe that any major construction will need to take place. In addition, Tom made special mention of Dan Patterson's last convocation ceremony that took place. Together with Landry Wamba Talom, Tom attended the Marilyn I. Walker Centre for Digital, Visual Arts and Technology. Tom also reported NCSAC's collaboration with Niagara College to complete the Rainbow Crosswalks at the Niagara-on-the-Lake campus. Lastly, Tom stated that Dan Patterson has complimented NCSAC on the dedication to the students of Niagara College and NCSAC's ongoing support of all students.

5.8.2. Executive Director Report – Steve Kosh

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

Steve made special mention that he had the privilege of being asked to go out East to attend the AMICCUS-C East Regional conference to lead a session about the Student Choice Initiative and to educate the group about what they can do now to prepare, in the case that the Student Choice Initiative comes out East. Steve's travel expenses were sponsored from AMICCUS-C so there was no cost to NCSAC for Steve to attend.

5.8.3. U-Pass Costing – Steve Kosh

Steve led a conversation regarding U-Pass costing and updated the Board on the different conversations that NCSAC has had with Niagara College as well as the Niagara Region. Essentially the Niagara Region has stated that the cost of the U-Pass needs to substantially increase. Each student pays \$180 for the U-Pass, and Niagara College subsidizes each student's U-Pass in the amount of \$60, meaning that each U-Pass actually costs \$240 which is paid to the Region (students also pay an additional \$12.50 administrative fee for the U-Pass in order to facilitate the service). It is important to note that students do not see the \$60/student that the college is paying towards their U-Pass. This means that the college is a partner, paying approximately \$1.4 million a year to the transit portfolio.

In September 2020 the Region has stated that they require \$275/student for the U-Pass in order to facilitate the program (admin fee to NCSAC would be in addition to this fee). That means that NCSAC needs to make this decision, as well as have our Ancillary Fees committed to the college before Christmas. In March or April, the Board of Governors approves the new fees to take place for that following September.

With the Region stating that the U-Pass fee needs to increase, Steve explained to the Board that there are two options to accomplish this:

1. Referendum (students vote on fee approval)
2. Increase U-Pass fee through Ancillary Fee Protocol (the ministry's framework dictates that an institution can elevate ancillary fees by a total of 20% overall without student input)

	<p>Each option was discussed in length and different pros/cons were brought up. In a Referendum, there is the likelihood of the Referendum failing, which would mean that there would be no more U-Pass for Niagara College students and students would need to pay for a monthly bus pass from the Region (\$160/month). Increasing the fee through Ancillary Fee Protocol means that the students would not have any input in regards to this decision.</p> <p>By consensus the Board recommended that the method of increase of the U-Pass should be through Ancillary Fee Protocol.</p> <p>In order to go to \$275 from \$240, there needs to be a \$35 increase to make up the difference.</p> <p>Steve brought up the discussion regarding how the increased cost of the U-Pass should be covered.</p> <ol style="list-style-type: none"> 1. Increase student investment (\$35 to students) 2. Increase Niagara College investment (\$35 to Niagara College) 3. Balanced increase in investment (\$17.50 to students; \$17.50 to Niagara College) <p>It was discussed that the percentage increase would be too high for the students to solely take on, especially since the U-Pass has seen a large increase over the past couple of years. It was explained that in the past, students were not being charged a fair market value for the U-Pass which was causing NCSAC to hold a deficit each year. Notably in the last few years, the institution has stepped up and has shared the transit deficit with NCSAC. This was the reason of the 2017 Referendum which caused the U-Pass to increase from \$93.16 to \$140 per semester.</p> <p>The concern of additional future increases was also raised. Steve mentioned that after the increase of \$275, there will be an agreement put in place with Niagara Region that states that the student U-Pass will not increase, unless the monthly \$160 Regional adult bus pass (non-student) fee is also increased.</p> <p>By consensus, it was agreed that on behalf of students, NCSAC recommends a balanced increase in investment for the U-Pass.</p>	
<p>SAC 5.9</p>	<p>Risk Limit Monitoring Reports</p> <p>5.9.1. Financial Condition – Steve Kosh</p> <p>Steve presented the Board with the General Ledger (GL) Report from April 1st – October 25, 2019.</p> <p>He outlined the portion of the GL that shows the revenue collected during the summer term of 2019 (prior to the fee structure changing in September due to the Student Choice Initiative) totalling approximately \$275,000 in student activity fees.</p> <p>Beginning September 1, the way that student activity fees were collected was broken down. The Student Activity Fee was \$72 but the Student Choice Initiative forced institutions and student unions alike to break down their fees to show students what each fee was going towards. Instead of having one Student Activity Fee is has now been broken down into:</p> <ul style="list-style-type: none"> • Student Admin Fee – Building • Student Admin Fee – Health Plan 	

- Student Admin Fee – Transit Pass
- Student Admin Fee – Academic Support
- Student Admin Fee – Membership/Governance
- Student Admin Fee – Services
- Student Admin Fee – Clubs
- Student Admin Fee – Social Engagement
- Student Admin Fee – Sustainability

During the budgeting process back in February and March, NCSAC created the budgets based on a 30% opt out rate. Using that theory, NCSAC expected approximately \$1.4 million in revenue for the entire year. Steve then presented the Board with what has actually been collected year to date. Steve mentioned that most fees are right on target for the Fall Semester (most reaching about 50% of the yearly target). Steve also mentioned that the \$275,000 that was collected through the Student Activity Fee in the summer has not been allocated yet. Steve stated that NCSAC is in a healthy financial condition so far this year.

5.9.2. Compensation & Benefits – Steve Kosh

Steve explained to the Board that although the operational staff falls under his portfolio as the Executive Director, the Board approves the pay ranges for all existing and any new job positions at NCSAC. All reviews are based on a compensation philosophy that aligns with CPI (consumer price index) as well as employee performance evaluations. Steve made mention that before the end of the year, he will create a proposal to the Board to create a Junior Finance position to assist with operational finances and to work with the Finance Manager.

5.9.3. Asset Protection – Steve Kosh

Steve presented the Board with NCSAC's Commercial Insurance Summary through NCSAC's insurance company: Hub International. Steve stated that NCSAC has four different types of coverage:

1. Director Liability
2. Umbrella Policy
3. Student Centre Operations (Liquor license)
4. Media Coverage (website, social media)

Steve urged the Directors to ask him any questions they may have in regards to NCSAC's insurance.

It was mentioned that NCSAC works with Jim Henry of Hub International, who specializes in insurance for student associations.

Each year, NCSAC spends approximately \$40,000/year on insurance.

Steve stated that NCSAC will need to purchase an insurance policy in the new year to cover peer-to-peer in order to launch the Support Peer Wellness Program. It is estimated that this insurance will cost approximately \$2,000.

**SAC
5.10**

Board Self-Evaluation

5.10.1. Code of Conduct (BP #2d) – Tom Price

Tom reviewed the Code of Conduct Policy with the Board.

	<p>The Code of Conduct Policy addresses the rules, principles, values, and Director expectations, behavior, and relationships that NCSAC considers significant and believes are fundamental to their success as a Director of NCSAC.</p> <p>5.10.2. In-Camera BP #2j) – Tom Price</p> <p>Tom reviewed the In-Camera Policy with the Board.</p> <p>An in-camera meeting takes place when a delicate situation needs to be discussed amongst the Board of Directors. In-camera session may deal with: security of the property of NCSAC, human resources, negotiations with employees, or any legal matters.</p>	
<p>SAC 5.11</p>	<p>Board Decisions</p> <p>5.11.1. Election Dates – Steve Kosh</p> <p>In the Election Policy, it states: “Election dates will be set annually by the Board of Directors.” Steve mentioned that there are three different phases during the Election process: (1) Nomination, (2) Campaigning, (3) Voting.</p> <p>According to the NCSAC By-laws and Board Policies, there are some dates that are written into our corporate documents that dictate when they will take place (i.e. the Presidential Nomination Package will be available the first day of classes in the Winter semester).</p> <ul style="list-style-type: none"> • Monday January 6, 2020 – Presidential Kits available for pick-up at SAC offices • Friday January 17, 2020 – Presidential Kits due by 4:00 p.m. • Week of January 20, 2020 – Presidential Vote of Confidence • Friday February 3, 2020 – Election Kits available for pick-up at SAC offices at 9:00 a.m. • Friday February 14, 2020 – Election Kits due by 4:00 p.m. • Tuesday February 18, 2020 – All Candidate's Meeting at 5:30 p.m. (Welland – S174) • Wednesday February 19, 2020 – All Candidate's Meeting at 5:30 p.m. (NOTL – N002) • Monday March 2, 2019 – Campaigning begins at 8:01 a.m. • Monday March 9, 2020 – Online voting begins at 12:00 a.m. • Thursday March 12, 2020 – Campaigning and On-line voting ends at 4:00 p.m. • Friday March 13, 2020 – All Election results announced at 12:00 p.m. • March 16 – 20, 2020 – Candidates may file an appeal • March 23 – 27, 2020 – CRO reviews appeal(s) <p>Motion to approve the proposed 2020 Election Dates as presented.</p> <p>Motion by: Landry Wamba Talom Seconded by: Emma Atsain</p> <p>All in Favour, Motion Carried.</p> <p>5.11.2. Community Care Adopt-a-Family – Tom Price</p> <p>In past years, NCSAC set up a Christmas tree in the Library with different ornaments on the tree that had different age ranges and genders of children. Students and staff were encouraged to take an ornament, purchase a gift for that child, and bring the gift back to the Library and place it under the tree.</p>	

This year, NCSAC donated a Christmas tree to the Library so they will be able to facilitate their own Christmas fundraiser.

The idea of NCSAC adopting two families in the Niagara Region through Community Care's Adopt-a-Family holiday fundraiser was discussed.

Motion to adopt two families in the Niagara Region through Community Care's 'Adopt-a-family' holiday initiative in the amount of \$1,000 (\$500 each family) allocated from the Sponsorship/Donation budget line.

Motion by: Jordan Bingleman
Seconded by: Jennie Vallangca

All in Favour, Motion Carried.

5.11.3. Student Survey – Craig Shanks

Craig was approached by his Associate Dean, Damian Goulbourne, in regards to NCSAC's involvement with a satisfaction survey to be circulated to students. It was mentioned that it's possible that there are other Associate Deans who may be interested in this type of survey as well.

The question of whether or not this type of survey would fall within NCSAC's scope was posed, since it would focus on the students' academics inside the classroom.

Tom mentioned that the Key Performance Indicator (KPI) Survey is around the corner and that it is a college-wide survey that gathers information from students all over Ontario. Tom also stated that he believes that Katerina Gonzalez – Director, Planning and Institutional Research, is already working on a survey with the Registrar's office and may be a good resource for Craig to connect with.

Steve, Andy, and Tom have met with a Public Relations student-group and discussed creating a survey that is NCSAC-focused and revolves around the Student Choice Initiative. This survey would collect data on student's perception of the non-essential fees and why they've decided to opt out or stay opted in.

In closing, the Board decided that the satisfaction survey would fall outside of NCSAC's scope and recommended that Tom reach out to Katerina to see what surveys are being created.

5.11.4. Gift of Appreciation – Tom Price

There is a night of celebration being planned to honour Dan Patterson on November 22, 2019. There are three pillars that will be addressed that night include:

1. Passion and advocacy for students
2. Community relationship building
3. Campus building

NCSAC was approached by the Board of Governors to plan the Passion and advocacy for students segment. Although outside of her regular scope of work, Jaclyn has taken this project on and has gone above and beyond to ensure it is a success.

As a thank you, Tom is requesting that the Board consider a gift of appreciation to send Jaclyn and a guest to Pillar & Post for one-night accommodation and a three-course meal.

	<p>Motion to approve a gift of appreciation to Jaclyn Tanguay from NCSAC in the amount of \$490.42 for a 'Warm Up to Winter Getaway' to be allocated from the Staff Benefits budget line.</p> <p>Motion by: Chris Allan Seconded by: Jennie Vallancga</p> <p>All in Favour, Motion Carried.</p>	
SAC 5.12	<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 5.13	<p>Adjournment</p> <p>Motion to adjourn the meeting at 8:49 p.m.</p> <p>Motion by: Chris Allan Seconded by: Himjot Kaur</p> <p>All in Favour, Motion Carried.</p>	

Approved:

Board Chair

Board Secretary