



AGENDA
Board of Directors Meeting
January 24, 2024
Welland Campus
Board Room SA208

Board Chair: Joel Droogh
Board Vice Chair: Melissa Graham
Board Secretary: Nishchay Pal
Scribe: Heather Storey

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| 1. Call to order | 7:00 p.m. |
| 2. Reconciliation Statement | 7:02 p.m. |
| 3. Attendance and Quorum Call | 7:04 p.m. |
| 4. Agenda & Motions Approval | 7:07 p.m. |
| 5. Conflicts Declared | 7:09 p.m. |
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| 6. Meetings of Last Meeting | |
| 6.1. December 11, 2023 | 7:11 p.m. |
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| 7. Board Education: Internal & External | |
| 7.1. President's Report - Dipal Patel | 7:13 p.m. |
| 7.2. Executive Director's Report - Steve Kosh | 7:16p.m. |
| 7.3. Ownership Linkage Report (DJP Campus) - Lindsay Dockrill/Chris Fullerton | 7:20 p.m. |
| 7.4. Strategic Plan Monitoring Report - Steve Kosh | 7:23 p.m. |
| 7.5. Meeting Evaluation Report - Dipal Patel | 7:25 p.m. |
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| 8. Operational Monitoring: Risk Management | |
| 8.1. Communication & Support to Board - Steve Kosh | 7:30 p.m. |
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| 9. Board Self-Evaluation | |
| 9.1. Global Board Process - Dipal Patel | 7:35 p.m. |
| 9.2. Governance Investment - Dipal Patel | 7:40 p.m. |
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| 10. Board Decisions/Discussions | |
| 10.1. Canadian Alliance of Student Associations (CASA) - Dipal Patel | 7:45 p.m. |
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| 11. Meeting Evaluation | 8:00 p.m. |
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| 12. Adjournment | 8:05 p.m. |

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Board of Directors Meeting

January 24, 2024

Welland Campus

Present: Steve Kosh Dipal Patel Nikhil Gupta Joel Droogh
 Nishchay Pal Michael Villaspin Grace Stanley Melissa Graham
 Chris Fullerton Bernie Canillas Lindsay Dockrill

Regrets: Prabin Bajal

Guests: Patricia General

Scribe: Heather Storey

Action Items

<p>SAC 8.1</p>	<p>Call to Order</p> <p>The meeting is called to order at 7:41 p.m.</p>	
<p>SAC 8.2</p>	<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>	
<p>SAC 8.3</p>	<p>Attendance and Quorum Call</p> <p>PRESENT</p> <ol style="list-style-type: none"> 1. Nikhil Gupta 2. Joel Droogh 3. Nishchay Pal 4. Michael Villaspin 5. Grace Stanley 6. Melissa Graham 7. Chris Fullerton 8. Bernie Canillas 9. Lindsay Dockrill <p>REGRETS</p> <ol style="list-style-type: none"> 1. Prabin Bajal <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 6/10 Directors must be present. There were 9 Directors present, and therefore quorum was achieved.</p>	
<p>SAC 8.4</p>	<p>Agenda & Motions Approval</p> <p>Motion made to approve the agenda for the January 24, 2024 Board of Directors meeting as submitted.</p> <p>Motion by: Melissa Graham</p>	

	<p>Seconded by: Bernie Canillas</p> <p>All in Favour, Motion Carried.</p> <p>Motion made to approve the prepared motions for the January 24, 2024 Board of Directors meeting as submitted.</p> <p>Motion by: Chris Fullerton Seconded by: Nikhil Gupta</p> <p>All in Favour, Motion Carried.</p>	
SAC 8.5	<p>Conflicts Declared</p> <p>No conflicts were declared.</p>	
SAC 8.6	<p>Approval of Previous Meeting Minutes</p> <p>8.6.1 Motion to approve the Previous Meeting Minutes from the December 11, 2023 Board of Directors Meeting as submitted.</p> <p>Motion by: Chris Fullerton Seconded by: Nishchay Pal</p> <p>All in Favour, Motion Carried.</p>	
SAC 8.7	<p>Board Education: Internal & External</p> <p>8.7.1. President's Report – Dipal Patel</p> <p>The President's Report was sent to the Board at an earlier date for the Board to review.</p> <p>Dipal congratulated the Board on a very successful January Retreat and thanked them for their participation. Additionally, Dipal stated that she was looking forward to executing the Ownership Linkage Plan for the winter semester that was developed by the Board at Retreat.</p> <p>In the interest of increasing NCSAC's presence at Federal level of advocacy, Dipal met with CASA's (Canadian Alliance of Student Associations) Executive Director back in December to learn more about the organization. CASA is a national voice for Canada's post-secondary students. At this point, Dipal believes that gaining the observer status. She will discuss the advocacy organization later in the meeting.</p> <p>Earlier this week, federal Immigration, Refugees and Citizenship minister Marc Miller introduced sweeping changes to Canada's international student program. The changes involve new restrictions on post-graduate work permits, including removing eligibility for students studying in public college programs delivered through private partners; and a two-year cap on study permit issuance that represents a 35% decrease over 2023. Dipal will continue to monitor this announcement and update the Board as more information becomes available.</p> <p>Regarding Ontario Student Voices (OSV), Dipal has been a part of hiring committee for OSV's staff position of Admin and Advocacy Coordinator and are at the final hiring stages. Dipal did mention that a member school has requested some important documents for review from OSV to further understand how OSV is progressing and moving forward. Dipal encouraged the Board to reach out if they would like to request any documents or data from OSV for NCSAC to review.</p> <p>Dipal has also been invited to a part of interview panel for the position of Vice-President, Student Success at Niagara College. NAITSA (Northern Alberta Institute of Technology Student Association) reached out to Dipal a few weeks ago as they were visiting the area, and Dipal was able to meet with their executive team alongside Steve and exchange ideas.</p>	

Dipal, Steve and Jaclyn have also been in touch with the International department at the college regarding the community food banks closing their doors to international students in other areas. NCSAC is trying to bring ideas to the international team on how we can better support our students through the Nourishing Minds program. Our main goal is to make sure our students are best supported on campus if they are dealing with food insecurity.

8.7.2. Executive Director Report - Steve Kosh

Steve supplied the Board with some statistics regarding enrolment. Day 10 numbers are in and NC has FT enrolment numbers of 11,500 students for the Winter2024 semester with approximately 5,300 domestic students and 6,200 international students and a 60% Welland, 40% DJP campus split.

NCSAC and the Niagara Regional Transit (NRT) have agreed upon a final arrangement for the 2023-2025 U-Pass. Steve met with Dorita and Vince and NCSAC and NC are now agreeable to the NRT terms of the proposed contract. Ridership and U-Pass engaged are actually stronger than expected, which results in the NRT's proposed fee, being a deeper discount than expected. NCSAC will continue to pay \$60/student for inner-city transit, but we have made it clear to the NRT, that by 2025 (our next agreement), we want to see one "post-secondary student fee" blended to include NC, Brock and possibly Niagara University students in the Niagara Region. This would result in further reduction of our NC U-Pass inner-city fees and would be a win for NC students.

For the Winter2024 semester, there are over 7,100 students who have activated the U-Pass on the App, which results in a 62% usage rate. This is in line with the 2019 usage rates and within a few percentage points.

Regarding staffing, NCSAC has begun the hiring process for our new Finance Manager. A team of 5 NCSAC staff members, including Dipal, has been formed to vet applications and the interview process will continue toward the end of February. The hope is to have a new team member hired and starting in office by mid-March.

Steve has met with most staff members regarding department budgets and the process is well under way. Some staff members have expressed interest in some new student positions (social media and front desk) and we will likely include those proposals to the Budget Committee during our second meeting. The Finance Standing Committee meetings have been scheduled and the committee will begin to develop the 2024/2025 budget.

Steve and Heather continue to dispute the additional charges from the January Retreat Airbnb host, which the host is claiming, were over \$1,400. Steve and Heather are now working through the mediation process with Airbnb staff and have submitted pictures and arguments against the hosts claims. Steve is confident that these additional charges will not be billed to NCSAC.

Typically, any capital equipment cost over \$2,000 would be brought to the NCSAC Board of Directors for approval. However, there are stipulations in our Board Policies that state, in the case of a possible business interruption, the NCSAC Executive Director can make the decision to purchase the equipment and present the decision to the Board, if the equipment failure resulted in a business interruption. As you can see from the attached health inspection dated January 16, 2024, The Armoury failed inspection on our dishwasher. We were granted a special extension to wash dishes by hand in the sink but had to comply with the Health Department's order by January 23rd. Subsequently, the dishwasher at The Core was checked and also found to be faulty. Our current machines are 12 years old and at end of life. Steve made the Operational decision to replace the dishwasher at each campus to comply with the Health Department order. In the interest of saving students' money, Steve and Danny made the decision to purchase scratch and dent models (still new) for a 60% of the cost of brand-new models.

8.7.3 Ownership Linkage Report - Lindsay Dockrill/Chris Fullerton

	<p>Lindsay and Chris expressed their thanks to their fellow board members who participated in the Christmas-themed Ownership Linkage booth. There was a lot of student engagement at the booth and it was a great way to connect with students before the holidays.</p> <p>8.7.4 Strategic Plan Monitoring Report – Steve Kosh</p> <p>Following the Strategic Plan workshop that was hosted by Janis Riven at the January Retreat, Steve and Heather met to discuss the SWOT analysis that was conducted and are beginning to update the Strategic Plan. Steve connected with Diptal to discuss adding a few pillars to the Strategic Plan, including Equity, Diversity, and Inclusion (EDI), as well as Sustainability. Once Steve and Heather are able to go through all of the revisions, they will insert the metrics for each principle in order to gauge completion.</p> <p>8.7.5 Meeting Evaluation Report – Joel Droogh</p> <p>The Meeting Evaluation Report was sent to the Board at an earlier date for the Board to review.</p>	
<p>SAC 8.8</p>	<p>Operational Monitoring: Risk Management</p> <p>8.8.1 Communication & Support to Board – Steve Kosh</p> <p>President and Executive Director must keep the board informed and supported in all its work, including providing information necessary for the Board to do its work, and must support the Board in its management of meetings.</p> <p>Ways that this is achieved is providing the Board with detailed monthly reports, and providing an open communication channel to update the Board on any current happenings (i.e. replacing the dishwashers). Steve and Dipal strive to involve the Board in budgets and ancillary fees as much as possible by providing different opportunities through the different stages of development. Niagara College along with NCSAC make it a priority to be transparent to the NCSAC Board.</p> <p>Regarding meeting management, Heather is a resource for the Chair and aids them in preparing for the meetings, by creating agendas, and a meeting script. Additionally, Heather supports the Secretary by transcribing minutes and ensuring that all documents are updated and uploaded onto the Aprio portal so all Board members have access.</p> <p>Lastly, Steve mentioned how NCSAC uses Retreats as a way to prepare the Board and educate them on their roles and provide important skills that help them do their job.</p>	
<p>SAC 8.9</p>	<p>Board Self-Evaluation</p> <p>8.9.1 Global Board Process Policy – Dipal Patel</p> <p>Dipal presented the Global Board Process Policy to the Board.</p> <p>8.9.2 Governance Investment Policy – Dipal Patel</p> <p>Dipal presented the Governance Investment Policy to the Board.</p>	
<p>SAC 8.10</p>	<p>Board Decisions/Discussions</p> <p>8.10.1 Canadian Alliance of Student Associations (CASA) – Dipal Patel</p> <p>As previously mentioned, in the interest of increasing NCSAC’s presence at the Federal level of advocacy, Dipal met with CASA’s executive director back in December to learn more about the organization. CASA is a national voice for over 365,000 of Canada’s post-secondary students. At this point, Dipal believes that gaining the observer status with CASA might help NCSAC understand better how we can have a voice at Federal level alongside access to fantastic learning opportunities via their conferences and advocacy week on Parliament Hill. The observer status with CASA is for 2 years and is free of cost, if after the 2 years NCSAC decides, they would like to become members, there is a fee structure that CASA provided that</p>	

	<p>is based on number of students enrolled. Dipal also called attention to several of the student associations that NCSAC works with closely are also utilizing the observer status. Dipal presented a PowerPoint presentation educating the Board on CASA highlighting their Strategic Plan Pillars: Membership, Advocacy, Policy & Research, Public Relations, and Governance. Dipal also called attention to CASA being able to provide meetings with Members of Parliament, Senators, Ministers, and any others who have the power to influence public policy related to post-secondary education.</p>	
<p>SAC 8.11</p>	<p>Meeting Evaluation</p> <p>To ensure “good governance” each Director received a Meeting Evaluation Survey at the end of the meeting. 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>	
<p>SAC 8.12</p>	<p>Adjournment</p> <p>Motion to adjourn the meeting at 8:49 p.m.</p> <p>Motion by: Bernie Canillas Seconded by: Melissa Graham</p> <p>All in Favour, Motion Carried.</p>	