



**AGENDA**  
**Board of Directors Meeting**  
February 22, 2024  
Daniel J. Patterson Campus  
Board Room N002A

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

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|---|------------------|
| <b>1. Call to order</b>   | <b>7:00 p.m.</b> |
| <b>2. Reconciliation Statement</b>                                      | <b>7:02 p.m.</b> |
| <b>3. Attendance and Quorum Call</b>                                    | <b>7:04 p.m.</b> |
| <b>4. Agenda &amp; Motions Approval</b>                                 | <b>7:07 p.m.</b> |
| <b>5. Conflicts Declared</b>  | <b>7:10 p.m.</b> |
| <br>  |                  |
| <b>6. Meetings of Last Meeting</b>                                      |                  |
| 6.1. January 24, 2024   | 7:13 p.m.        |
| 6.2. Presidential Vote of Confidence Meeting Minutes - January 24, 2024 | 7:15 p.m.        |
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| <b>7. Board Education: Internal &amp; External</b>                      |                  |
| 7.1. President's Report - Dipal Patel                                   | 7:17 p.m.        |
| 7.2. Executive Director's Report - Steve Kosh                           | 7:21 p.m.        |
| 7.3. Ownership Linkage Report (DJP Campus) - Bernie Canillas            | 7:25 p.m.        |
| 7.4. Ownership Linkage Report (Welland Campus) - Prabin Bajal           | 7:28 p.m.        |
| 7.5. Strategic Plan Monitoring Report - Steve Kosh                      | 7:31 p.m.        |
| 7.6. Meeting Evaluation Report - Joel Droogh                            | 7:34 p.m.        |
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| <b>8. Operational Monitoring: Risk Management</b>                       |                  |
| 8.1. Treatment of Students as Customers - Steve Kosh                    | 7:37 p.m.        |
| 8.2. Financial Condition Update - Steve Kosh                            | 7:42 p.m.        |
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| <b>9. Board Self-Evaluation</b>   |                  |
| 9.1. Secretary's Role - Dipal Patel                                     | 7:52 p.m.        |
| 9.2. Chair's Role - Dipal Patel   | 7:54 p.m.        |
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| <b>10. Board Decisions/Discussions</b>                                  |                  |
| 10.1. NC Gala Sponsorship - Dipal Patel                                 | 7:56 p.m.        |
| 10.2. NC Turf Field (Welland Campus) - Steve Kosh                       | 8:06 p.m.        |
| 10.3. 2024-2025 NCSAC Operation Budget - Joel Droogh, Bernie Canillas   | 8:16 p.m.        |
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| <b>11. Meeting Evaluation</b>   | <b>8:46 p.m.</b> |
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| <b>12. Adjournment</b>  | <b>8:50 p.m.</b> |

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**Board of Directors Meeting**

February 22, 2024

Daniel J. Patterson Campus

Present: Steve Kosh                      Dipal Patel                      Joel Droogh                      Michael Villaspin  
                  Prabin Bajal                      Chris Fullerton                      Bernie Canillas                      Lindsay Dockrill

Regrets: Melissa Graham                      Nikhil Gupta                      Nishchay Pal                      Grace Stanley

Guests: Patricia General                      Carmella Broccolo-Criger

Scribe: Heather Storey

Action Items

<p><b>SAC 9.1</b></p>	<p><b>Call to Order</b></p> <p>The meeting is called to order at 7:00 p.m.</p>	
<p><b>SAC 9.2</b></p>	<p><b>Reconciliation Statement</b></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><b>SAC 9.3</b></p>	<p><b>Attendance and Quorum Call</b></p> <p>PRESENT</p> <ol style="list-style-type: none"> <li>1. Joel Droogh</li> <li>2. Michael Villaspin</li> <li>3. Prabin Bajal</li> <li>4. Chris Fullerton</li> <li>5. Bernie Canillas</li> <li>6. Lindsay Dockrill</li> </ol> <p>REGRETS</p> <ol style="list-style-type: none"> <li>1. Nikhil Gupta</li> <li>2. Nishchay Pal</li> <li>3. Grace Stanley</li> <li>4. Melissa Graham</li> </ol> <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.</p> <p>There were 6 Directors present, and therefore quorum was achieved.</p>	
<p><b>SAC 9.4</b></p>	<p><b>Agenda &amp; Motions Approval</b></p> <p><b>Motion made to approve the agenda for the February 22, 2024 Board of Directors meeting as submitted.</b></p> <p>Motion by: Michael Villaspin</p>	

	<p>Seconded by: Bernie Canillas</p> <p>All in Favour, Motion Carried.</p> <p><b>Motion made to approve the prepared motions for the February 22, 2024 Board of Directors meeting as submitted.</b></p> <p>Motion by: Prabin Bajal Seconded by: Bernie Canillas</p> <p>All in Favour, Motion Carried.</p>	
<p><b>SAC 9.5</b></p>	<p><b>Conflicts Declared</b></p> <p>No conflicts were declared.</p>	
<p><b>SAC 9.6</b></p>	<p><b>Approval of Previous Meeting Minutes</b></p> <p><b>9.6.1 Motion to approve the Previous Meeting Minutes from the January 24, 2024 Board of Directors Meeting as submitted.</b></p> <p>Motion by: Chris Fullerton Seconded by: Michael Villaspin</p> <p>All in Favour, Motion Carried.</p> <p><b>Motion to approve the Presidential Vote of Confidence Meeting Minutes from the January 24, 2024 Board of Directors Meeting as amended.</b></p> <p>Motion by: Lindsay Dockrill Seconded by: Michael Villaspin</p> <p>Discussion: Bernie mentioned that there as an error with the attendance list. Heather will amend the minutes to reflect this.</p> <p>All in Favour, Motion Carried.</p>	
<p><b>SAC 9.7</b></p>	<p><b>Board Education: Internal &amp; External</b></p> <p>9.7.1. President's Report – Dipal Patel</p> <p>Dipal updated the Board surrounding the announcement made regarding international students. She stated that she has been working with Michael Wales, Niagara College's Director of Communications as well as Mabel Watt, Niagara College's Director of Government Relations in order to ensure the messaging that the college as well as NCSAC were putting out align with one another. In that matter, Dipal wrote a letter to Marc Miller, Minister of Immigration, Refugees and Citizenship of Canada, outlining the importance of treating Masters Degrees in a similar way as post-graduate programs. Another aspect of the letter focused on international students' spouses. Whoever has already applied for their spouse visa will be able to get an extension, however any new student who has not yet applied for their spouse, would not be able to get an open spouse permit, and instead would likely be granted a visitor visa. Dipal was contacted by some media outlets to discuss this issue and her comments were printed in these publications.</p> <p>Dipal also met with Jill Dunlop, Minister of Colleges and Universities and had a conversation about how this announcement is going to affect colleges and universities in Canada. Dipal was asked to speak about her personal experience and how she received education back home but came to Canada and has completed two post-graduate programs, and the reason why she chose a southern Ontario college.</p>	

Dipal also met with Sean Kennedy, NC President, and it looks like Niagara College Toronto the private partnership will likely dissolve. Enrolment will stop for September 2024, and will now focus on graduating the students who are currently registered in a program. There has been no official announcement made.

Dipal has been working with the Alumni department to bring back the "Ask Me Anything" to connect the alumni with current NC students. These would be offered as Instagram Lives as well as in-person. There have also been conversations about forming a Young Alumni Council, which NCSAC would have a couple seats on. The idea behind this council is understanding how the young alumni want to stay connected to NC.

There were more than 200 employers present at the NC Career Fairs.

Steve and Dipal attended the Board of Governors meeting to perform a presentation about NCSAC and what we have completed this year.

There was a transit feedback focus group involving some active student transit riders as well as a St. Catharines councillor. They want to know what the issues are in order to improve the system for students.

Dipal provided an update regarding Ontario Student Voices (OSV). The Executive Director is no longer working with OSV, and it is now a working-board. Each board member has taken on a portfolio, and Dipal is now the Director of Membership for the organization. In addition, OSV has recently hired a new staff for the role of Advocacy and Admin Coordinator. Ontario Student Voices has been approached by Colleges Ontario to have a meeting regarding the IRCC announcement to release a joint statement. On March 1<sup>st</sup> there is a virtual meeting for the members. Dipal encouraged the board members to reach out to her if they would like the link to attend.

Lastly, Dipal urged the board to attend the Coldest Night of the Year on Saturday, as well as the Basketball game tomorrow evening.

#### 9.7.2. 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 wanted to highlight a few key points of his Executive Director's Report.

In terms of Enrolment, Steve has connected with Adam Dusome, NC Registrar, they are hoping to send confirmed enrolment to NCSAC by early next week. It looks as though if NCT closes, NCSAC will lose approximately 35% of their student population, which is in line with the government announcement.

Steve stated that last year's Board priced the U-Pass accordingly, and there is currently a \$330,000 reserve in the NCSAC transit account; he mentioned that this money could be used next year if there is a need to add routes.

NCSAC is currently in the midst of conducting interviews to fill the Finance Manager position. Three candidates will have virtual interviews, and then the top two will move to in-person interviews. Steve estimates that an offer will go out to the successful candidate by early March, with them starting the position by late March/early April.

Steve mentioned that Airbnb has dropped their claims against NCSAC regarding damages, and NCSAC is not required to pay for the claims that were filed by the host.

Elections are in great hands with Tom Price being the Chief Returning Officer, and Nimisha Sumathi being the Deputy Returning Officer. The All Candidates Meeting was hosted on March

	<p>20<sup>th</sup> and lots of great information was circulates. This year, NCSAC has a record-breaking number of applicants running - totally over 60 students!</p> <p>9.7.3 Ownership Linkage Report (Daniel J. Patterson Campus) - Bernie Canillas</p> <p>Bernie explained that the Ownership Linkage February initiative was an on-line survey as well as an in-person whiteboard where students could write down on post-its and place it on the whiteboard. The question asked to students was, "What are some ways we can enhance social inclusion on campus?" A lot of the responses included specific events for different cultures as well as various training workshops available for students.</p> <p>9.7.4 Ownership Linkage Report (Welland Campus) - Prabin Bajal</p> <p>Prabin worked with Michael for the February Ownership Linkage booth. The responses that they received were mainly based on more diverse cultural events that students would like to see on campus.</p> <p>9.7.5 Strategic Plan Monitoring Report - Steve Kosh</p> <p>The Strategic Plan Monitoring Report will be tabled until the March Board of Directors Meeting.</p> <p>9.7.6 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><b>SAC 9.8</b></p>	<p><b>Operational Monitoring: Risk Management</b></p> <p>9.8.1 Treatment of Students as Customers - Steve Kosh</p> <p>The excerpt of this policy states that students as customers must be treated in ways that are fair, timely, and respectful, and their confidentiality must be protected.</p> <p>The way NCSAC leads, is different from the college. Yesterday, Steve met with Gord Arbeau, Vice President Advancement, and the conversation was about Chartwell's on campus. In that conversation, Steve wanted to make Gord aware that Chartwell's RFP comes due on July 31<sup>st</sup>, 2025. Steve has been in conversations with Danny to put together a plan to submit an RFP for a food outlet on campus run by NCSAC. These discussions will continue through the summer, and then next year's Board will have the opportunity to make a decision whether or not NCSAC puts in a bid. This is an example of how NCSAC can support students as customers on campus and how we recognize and hear their requests for more international options.</p> <p>9.8.2 Financial Condition Update - Steve Kosh</p> <p>Steve provided a presentation that outlined NCSAC's trust accounts (held by with the college), chequing account, savings account, and investments and explained how the cash flows through each account.</p> <p>Steve explained that students pay ancillary fees to NC, from there NC holds several trust funds for NCSAC, including General Funds, Transit, and Health Plan.</p> <p>NCSAC then has a chequing account, savings account, and investments that is managed in-house.</p> <p>Steve explained that when NCSAC is required funds to pay bills, we request to transfer from one of the NC trust accounts to the chequing account.</p> <p>To date, an approximate net worth for NCSAC is \$2.2 million.</p>	
<p><b>SAC 9.9</b></p>	<p><b>Board Self-Evaluation</b></p>	

	<p>9.9.1 Secretary's Role Policy - Dipal Patel</p> <p>Dipal presented the Secretary's Role Policy with the Board.</p> <p>9.9.2 Chair's Role Policy - Dipal Patel</p> <p>Dipal presented the Chair's Role Policy with the Board.</p>	
<p><b>SAC 9.10</b></p>	<p><b>Board Decisions/Discussions</b></p> <p>9.10.1 NC Gala Sponsorship - Dipal Patel</p> <p>NCSAC has been approached to be a diamond sponsor for the NC Gala. With this level of sponsorship, NCSAC would donate \$20,000 and then receive 20 tickets to the Gala, as well as brand awareness at the event, and two \$1,500 named scholarships to support NC students. Dipal also mentioned that, if directed by the Board, Steve and Dipal could approach the college to create a custom package.</p> <p><b>Motion for NCSAC to confirm a sponsorship support amount to a maximum of \$15,000 to support the NC Gala Fundraiser on behalf of student scholarships as amended.</b></p> <p>Motion by: Prabin Bajal Seconded by: Chris Fullerton</p> <p>Discussion: The board felt more comfortable capping the sponsorship at \$15,000. The board asked Steve and Dipal to go back to the college and renegotiate a sponsorship package.</p> <p>In Favour: 5 Opposed: 0 Abstain: 1</p> <p>Motion Carried.</p> <p>9.10.2 NC Turf Field (Welland Campus) - Steve Kosh</p> <p>Steve presented the plans for the NC Turf Field that will be installed at the Welland Campus at the front of the school. This project was approved by NCSAC 6-7 years ago and is very close to breaking ground. This project falls within NCSAC's student centre agreement with the College (multi-million dollar mortgage with the college that goes until 2036). Steve sits on the committee for this project. Steve then showed the current plans for the turf field and explained the layout to the Board. This project is fully paid for by the college, with no support from the community. Steve mentioned that there were originally plans to have change rooms built, however due to the size of the building, varsity changerooms weren't possible. Instead, once there is an expansion to the current gym, new varsity changerooms will be built inside the college, that can be used 12 months as opposed to only 3 months outdoors. Steve also mentioned that there will be outdoor exercise equipment and lounge spaces. It is likely that this project will break ground by June 2024.</p> <p>9.10.3 2024-2025 NCSAC Operation Budget - Joel Droogh/Bernie Canillas</p> <p>Joel informed the Board that the Finance Standing Committee has met and has created the proposed 2024-2024 Operating Budget. Joel stated that the budget is not being approved tonight, however the committee wanted to show the Board the outline of the budget and answer any questions the Board may have regarding allocations to certain budget lines.</p> <p>A few points worth mentioning regarding possible fluctuations to the budget, there is uncertainty as to whether or not NCSAC will be collecting fees from NCT students in September. Also, ancillary Fees have yet to be determined by the Board of Governors, so these budget allocations may fluctuate, based on ancillary fee amounts.</p>	

	<p>As a precaution, the committee left out the revenue that would be collected from NCT; if NCSAC does end up receiving fees from NCT students that money will then be allocated within the NCSAC operating budget. Joel called attention to the total revenue (\$1,666,500) as well as the total expenses (\$1,921,000) resulting in a \$254,500 deficit. Steve mentioned that he hasn't yet circled back with the department managers regarding their submissions for budget; he made mention that Jaclyn Tanguay, Student Services Manager, and Jensen Croughan, Events Coordinator, asked for a \$45,000 increase to the orientation budget which may be amended, and that money could go towards reducing the deficit. Additionally, the enrolment numbers that Steve and the committee used to build the budget were unofficial, and Steve has to meet with Adam and Vince to discuss actual enrolment numbers.</p> <p>Steve provided the Board with a brief overview to explain how fees are collected by the students and filtered into the appropriate account each semester.</p> <p>Steve mentioned that the budget will be presented for approval at the March Board meeting. Steve urged the Board to review the budget in late February/early March and come up with any questions they may have prior to the meeting, in the event that there are some concerns brought forward regarding the budget, the committee could go back and make amendments to the proposed budget.</p>	
<p><b>SAC 9.11</b></p>	<p><b>Meeting Evaluation</b></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><b>SAC 9.12</b></p>	<p><b>Adjournment</b></p> <p><b>Motion to adjourn the meeting at 8:45 p.m.</b></p> <p>Motion by: Michael Villaspin Seconded by: Chris Fullerton</p> <p>All in Favour, Motion Carried.</p>	