



AGENDA
Board of Directors Meeting
April 1, 2020
Conference Call
Zoom Meeting

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

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| 1. Call to order | 1:00 p.m. |
| 2. Attendance and Quorum Call | 1:01 p.m. |
| 3. Agenda Approval | 1:05 p.m. |
| 4. Conflicts Declared | 1:07 p.m. |
| 5. Minutes of Last Meeting | |
| 5.1. Board of Directors Conference Call March 25, 2020 | 1:08 p.m. |
| 6. Board Decisions | |
| 6.1. Staff Update – Steve Kosh | 1:10 p.m. |
| 6.2. Nourishing Minds Update – Tom Price | 1:25 p.m. |
| 6.3. Question & Answers – Tom Price, Steve Kosh | 1:40 p.m. |
| 7. Adjournment | 2:00 p.m. |

Board of Directors Meeting

April 1, 2020
Conference Call
Zoom Meeting

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

Scribe: Heather Storey

Action Items

SAC 10.1	Call to Order The meeting is called to order at 1:04 p.m.	
SAC 10.2	Attendance and Quorum Call PRESENT 1. Jordan Bingleman 2. Emma Atsain 3. Chris Allan 4. Tristen Ritcey 5. Landry Wamba Talom 6. Craig Shanks REGRETS 1. Himjot Kaur ABSENT 1. Robert Reid According to the NCSAC By-laws Article 6: Meetings of Directors 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. Majority = 50% +1 which is 5/8 Directors must be present. There were 6 Directors present, and therefore quorum was achieved.	
SAC 10.3	Agenda Approval Motion made to approve the agenda for the April 1, 2020 Board of Directors meeting. Motion by: Tristen Ritcey Seconded by: Chris Allan All in Favour, Motion Approved.	
SAC 10.4	Conflicts Declared No conflicts were declared.	
SAC 10.5	Minutes of Last Meeting	

	<p>Board of Directors Conference Call March 25, 2020</p> <p>Motion to approve the minutes from the March 25, 2020 Board of Directors Conference Call as submitted.</p> <p>Motion by: Tristen Ritcey Seconded by: Emma Atsain</p> <p>All in Favour, Motion Approved.</p>	
<p>SAC 10.6</p>	<p>Board Decisions</p> <p>Staff Update - Steve Kosh</p> <p>Steve circulated a Work Plan document for staff earlier today outlining working expectations over the course of the office closure. Steve mentioned that every Tuesday he will have a 1:1 meeting with each staff member who is working remotely, lasting between 30-45 minutes to discuss expectations of working remotely. Additionally, every Wednesday morning there will be a virtual staff meeting to provide updates to everyone and keep everyone on the same page. As per the decision that was made at the March 25, 2020 Board meeting, 43 staff were laid off and Records of Employment (ROE's) have been processed and distributed. Steve is now working on a HR document (to address Canada's Emergency Response Benefit) for people who don't qualify for Unemployment Insurance. This document will prove helpful for those staff who have been laid off and who need assistance navigating the system. Steve also stated that he has started a 'What's App' group started yesterday – all NCSAC staff, those who are still working and those who have been laid off will be included in this group; this group will be used for transparency in communication and will also provide NCSAC with the ability to stay connected in regards to important updates, and provide supports to staff members. As of right now, NCSAC is waiting for Niagara College to make a formal announcements in regards to the Summer semester, we're also still waiting to hear when we can all return to campus. Steve has been diligently working trying to figure out May/June what are we doing as NCSAC. Steve will put together some alternative in regards to the virtual staff, what staff members are working on, projects that are being executed, services that are being reimaged, etc. It was also noted that some student associations are allowing staff to access their vacation time. Additionally, Steve is looking into the 75% subsidy benefit offered by the governments to see if NCSAC would qualify in order to cover staff wages during this time.</p> <p>Steve also addressed staff vacation payouts. Staff vacation days renew on May 1st and go until April 30th. Typically if a staff member has remaining vacation days at the end of the year they are able to receive a payout in mid-May. Steve stated the possibility that NCSAC could allow, if needed, staff to 'cash in' their vacation days earlier (near the end of April). Some staff that has vacation days left who don't want the payout could opt to have their days be put towards a fund that is being created. This fund would pool together the monetary value of staff's vacation days and would be accessible for those NCSAC staff members who have been laid off who need financial assistance.</p> <p>Motion to approve the early release of NCSAC staff vacation pay for the year ending 2020 during the month of April.</p> <p>Motion by: Chris Allan Seconded by: Craig Shanks</p> <p>Discussion: It was asked what would happen if staff return to campus beginning in June. Steve stated that it would be recorded who submitted and how many days</p>	

(% wise).

All in Favour, Motion Approved.

10.6.2 Nourishing Minds Update – Tom Price

NCSAC reallocated unused funds and designated \$50,000 to the virtual grocery gift card program. There has also been \$3,000 in donations collected from students, staff, and administrators. This budget has since been exhausted, as NCSAC has helped almost 1,000 students who have submitted requests for \$50 gift cards.

Tom has been in conversations with the President's office including Sean Kennedy and Rob Walters to discuss the possibility of Niagara College possibly contributing to the program in order to further support students in need. Together they have discussed options for additional funding in order to sustain the program. Through the conversations Steve connected with President's office as well as Alumni Relations in order to get messaging out that NCSAC is accepting external donations to help facilitate the program.

Yesterday Sean Kennedy reached out to Tom to inform him that Niagara College is donating \$50,000 to the virtual grocery gift card program. Alumni Relations is reallocating funds from their events budgets for the coming year to the program. With this additional funding, NCSAC is looking at opening up the portal once a week (Monday's) and accepting 250 submissions each week, in order to stretch the funding for the month of April. If this pandemic extends past April, additional conversations will need to be had in order to sustain this program further.

Tom also mentioned that had conversations with the International department and they informed Tom that there are emergency bursaries available specifically to international students to are facing financial difficulties during this time.

Additionally, Craig suggested Tom to reach out to the Canadian Food and Wine Institute in regards to possibly donating some of their remaining budget to the Nourishing Minds program. Tom ensured that will follow-up.

Steve stated that students will now be allowed to reapply for a gift card, since the program advertised that students could access once every two weeks.

10.6.3. Questions & Answers – Tom Price, Steve Kosh

Q: In regards to the upcoming semester and fall semester, there has been mention of extending deadline to submit deposit from April 2 to 8th. Have there been any more conversations about extending this deadline any further?

A: Steve stated that prior to COVID-19, the Registrar's office had decided that the \$500 deposit would be divided up in two payments; one per semester (term billing). Steve will follow-up with Adam in regards to the deadline being extended.

Q: Will there be an extension for students to use their bus pass?

A: As of right now, the bus passes will be valid until the end of April. Steve will reach out to the bus providers and pose the question about possibly extending the timeline that the bus pass is valid.

Q: Students are having a difficult time accessing their health plan. Will there be an extension for students to access their health plan?

	<p><i>A: Currently, students who are currently enrolled have a health plan valid until August 31, 2020. NCSAC's health plan provider is focused on reimbursements to get money in the hands of students. As of right now, there is no specific deadline date that students would be allowed to claim up to. Steve will follow-up.</i></p> <p>Q: Will the 2019/2020 Board be involved with the Strategic Plan?</p> <p><i>A: Tom and Steve have a follow-up meeting with David Veres tomorrow to discuss possible next steps, as Tom, Steve, and David would like this year's board involvement before the Strategic Plan goes is handed off to the 2020/2021 Board of Directors.</i></p> <p>Q: Students have concerns about their co-op required hours, and how this will affect their graduation date.</p> <p><i>A: Tom mentioned that there have been alternative completion strategies put in place by some departments to allow students to graduate on time (i.e. writing a report in lieu of completing co-op hours), however there are some co-op requirements that are mandated by the governing body for those provincial designations. Tom has had conversations with Sean Kennedy surround these concerns, and Sean Kennedy has stated that Niagara College is working with their provincial counterparts to discuss options for completion strategies.</i></p> <p>Other updates:</p> <ul style="list-style-type: none"> • Tom informed the Board that NCSAC has been working with other departments and are considering hosting self-care seminars. • NCSAC Marketing department is launching a social media campaign to connect with students and provide encouraging statements to help during this unprecedented time. Directors are invited to take a photo with an encouraging message to be posted on NCSAC social media channels. • Jack.org reached out to Chris and stated that they are trying to implement virtual programs to help students at chapter schools. 	
<p>SAC 10.7</p>	<p>Adjournment</p> <p>Motion to adjourn the meeting at 2:11 p.m.</p> <p>Motion by: Chris Allan Seconded by: Jordan Bingleman</p> <p>Motion Approved, Motion Approved.</p>	

Approved:

Board Chair

Board Secretary