



AGENDA
Board of Directors Meeting
March 25, 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. Board Decisions | |
| 5.1. Staff, Board & Payroll – Steve Kosh | 1:08 p.m. |
| 5.2. COVID-19 General Update – Tom Price | 1:40 p.m. |
| 6. Adjournment | 1:50 p.m. |

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Board of Directors Meeting

March 25, 2020
Conference Call
Zoom Meeting

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

Scribe: Heather Storey

Action Items

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| SAC 9.1 | Call to Order The meeting is called to order at 12:59 p.m. | |
| SAC 9.2 | Attendance and Quorum Call PRESENT 1. Jordan Bingleman 2. Emma Atsain 3. Chris Allan 4. Tristen Ritcey 5. Landry Wamba Talom 6. Craig Shanks ABSENT 1. Himjot Kaur 2. 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 9.3 | Agenda Approval Motion made to approve the agenda for the March 25, 2020 Board of Directors meeting. Motion by: Chris Allan Seconded by: Craig Shanks All in Favour, Motion Approved. | |
| SAC 9.4 | Conflicts Declared No conflicts were declared. | |
| SAC 9.5 | Board Decisions 9.5.1. Staff, Board & Payroll – Steve Kosh | |

NCSAC Payroll Options Due to COVID-19

Important Dates:

- Current Payroll period: Monday, March 16 – Sunday, March 29
- Next NCSAC payday: Thursday, April 2
- Next Payroll period: Monday, March 30 – Sunday, April 12
- Classes would have ended on Friday, April 17
- Next Payroll period: Monday, April 13 – Sunday, April 26

Option #1 – Lay off all staff off as of March 29

- The current payroll would be completed and employee terminations based on "lack of work" would be issued to ALL staff (includes ALL full-time staff, part-time staff and student staff and Board honorariums).
- NCSAC at that point would be closed and ROE's would be issued for all employees.
- Facts:
 1. NCSAC would stop spending money on wages. Absolutely nothing would be spent on wages after March 29.
 2. NCSAC would not be available to consult with college management during the COVID-19 contingency planning.

FINANCIALS: Cost is \$0/week; Saves \$25,000/week

Option #2 – Keep all staff employed until April 26 (end of month)

- Payroll would continue as normal and a decision would be made before April 26 (during the week of April 13 on what to do from there on out, once we have a better understanding of when campus will be re-opened.
- Payroll continues to be an expense while students aren't on campus.
- Would show a commitment to the value of our NCSAC employees.

FINANCIALS: - Cost is \$25,000/week; Total cost is approximately \$100,000

Option #3 – Lay off Hospitality staff (with exception of Operations Manager), Student Coordinators and Part-Time staff as of March 30 (after this payroll). Full-time staff continues working remotely until April 26 when further decisions must be made.

- NCSAC would stop paying those who aren't able to work from home
- This is the approach that many private businesses that want to keep a

“skeleton staff” are employing.

- o Any employees remaining on the payroll would have the ability to work remotely in their role.

FINANCIALS: Cost is \$15,000/week; Total cost is approximately \$60,000

Option #4 - Lay off Hospitality staff (with exception of Operations Manager), Student Coordinators and Part-Time staff as of April 12 (end of semester)

- o Same as Option #3, but keeps everyone employed until their expected employment date at the end of the winter semester.

FINANCIALS: Cost is PP1=\$50,000 + PP2=\$30,000; Total cost is approximately \$80,000

Motion to approve Option #3 as the direction the Board would like to implement in regards to the NCSAC closure due to the COVID-19 pandemic.

Motioned by: Chris Allan

Seconded by: Jordan Bingleman

Discussion: Steve explained that all staff will receive an e-mail informing them if they will be able to continue to work remotely or if they will be included in the group of employees who have been laid off.

All in Favour, Motion Approved.

9.5.2. COVID-19 General Update – Tom Price

Tom explained that NCSAC has been working collaboratively with the college during this very unusual and uncertain time. He ensured the Board that both NCSAC and Niagara College remain to be committed to supporting the students and their overall success. Tom also informed the board that a Q&A Conference Call will be scheduled to take place for the Board next week, to answer any questions the Directors may have surrounding the college closure.

Steve and Tom have been in constant conversations and consultations with the President's office, members the Executive Team, and a variety of other college departments, Deans / Associate deans, and several frontline staff. NCSAC has been providing feedback, input and recommendations on decisions NC is making, and each decision has truly been a collaborative effort. Tom assured the Board that decisions are constantly evolving and all departments are needing to adapt on how each can best support the students of Niagara College.

Students have heavily utilized the Grocery Gift Card program; there have been approximately 550 gift card requests have been submitted and fulfilled since March 18, 2020. Currently, there are 1,000 gift cards available. It is NCSAC's intent to reopen the portal later this afternoon. This initiative is being marketed on our social media channels as well as Inside NC. There have also been conversations regarding accepting donations to the program to ensure that we are able to help as many students as possible. To date, NCSAC has received \$3,000 in donations. Steve and Tom have been working with Sean Kennedy and Wendy Dueck from Alumni Relations in order to get the awareness out to the Niagara College community, as well as the local community at large, that NCSAC is collecting donations to help the sustainability of this grocery gift card program in order to

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| | <p>help as many students as possible.</p> <p>Tom also mentioned that both he and Steve have been contacted by multiple post-secondary institutions about the grocery gift card program. Questions are specifically about the implementation, logistics and the platform NCSAC is using to implement this service. This has proved to be an essential service for students and it is likely that we are going to see other post secondary institutions implement a similar service to support their students; this is truly an initiative that NCSAC can be proud of and it shows the trailblazing efforts.</p> <p>Steve assured the Board that each grocery gift card submission is being vetted to ensure that the person submitting the request is in fact an enrolled NC student and that duplicates are being checked as well.</p> <p>The Canadian Food & Wine Institute held a conference call and stated that they were able to put together inventory that they had in the Benchmark restaurant as well as Bench-to-Go, and delivered that food to the students at the NOTL campus residence. In addition, NCSAC was able to put together 125 Rise & Shine Breakfast Program pre-packaged bags. Last night, NCSAC received permission from the executive team to go on campus and serve the food bags to the students in residence.</p> <p>Tom put together a conference call to connect all student support and services departments including Health, Wellness, & Accessibility, Centre for Student Engagement & Leadership, Athletics, International, Indigenous, Sustainability, and Residence to name a few. This was a coordinated effort to ensure every department was on the same page and also to ensure that supports and services were going to continue to be delivered virtually.</p> <p>In addition, Jaclyn and Andy have repurposed the NCSAC event calendar on the website to include college-wide initiatives that are being offered during the college closure to help students stay connected.</p> <p>Tom concluded his update by saying that he's been fielding daily comments questions and concerns from deans, associate dean, faculty, staff, administrators, and of course, students.</p> <p>Tom asked the board to forward any student concerns to him, as he can forward all information to the executive team.</p> | |
| <p>SAC 9.6</p> | <p>Adjournment</p> <p>Motion to adjourn the meeting at 1:53 p.m.</p> <p>Motion by: Chris Allan Seconded by: Craig Shanks</p> <p>All in Favour, Motion Approved.</p> | |

Approved:

Board Chair

Board Secretary