

**AGENDA**  
**Board of Directors Meeting**  
August 28, 2019  
Welland Campus  
SAC Boardroom, SA208

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

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| <b>1.</b>  | <b>Call to Order</b>  | <b>4:15 p.m.</b> |
| <b>2.</b>  | <b>Reconciliation Statement</b>                                     | <b>4:16 p.m.</b> |
| <b>3.</b>  | <b>Attendance and Quorum Call</b>                                   | <b>4:18 p.m.</b> |
| <b>4.</b>  | <b>Agenda &amp; Motions Approval</b>                                | <b>4:20 p.m.</b> |
| <b>5.</b>  | <b>Conflicts Declared</b>   | <b>4:23 p.m.</b> |
| <b>6.</b>  | <b>Minutes of Last Meeting</b>                                      |                  |
| 6.1.       | Board of Directors Meeting April 17, 2019 – Chris Allan             | 4:25 p.m.        |
| 6.2.       | Board of Directors Meeting May 2, 2019 – Chris Allan                | 4:27 p.m.        |
| 6.3.       | Project Brew July 5, 2019 – Chris Allan                             | 4:28 p.m.        |
| <b>7.</b>  | <b>Ownership Linkage</b>  |                  |
| 7.1.       | Develop Annual Student Linkage and Board Education Plan – Tom Price | 4:30 p.m.        |
| <b>8.</b>  | <b>Board Education: Internal &amp; External</b>                     |                  |
| 8.1.       | Student Choice Initiative Update – Steve Kosh, Tom Price            | 4:40 p.m.        |
| <b>9.</b>  | <b>Ends Policy Development &amp; Monitoring</b>                     |                  |
| 9.1.       | Review Strategic Ends Priorities – Tom Price                        | 4:50 p.m.        |
| <b>10.</b> | <b>Risk Limit Monitoring Reports</b>                                |                  |
| 10.1.      | Emergency CEO Succession – Steve Kosh, Tom Price                    | 4:55 p.m.        |
| <b>11.</b> | <b>Board Self-Evaluation</b>  |                  |
| 11.1.      | Annual Planning (BP #2f) – Tom Price                                | 5:05 p.m.        |
| 11.2.      | Board Member as Owner Representative (BP #2h) – Tom Price           | 5:15 p.m.        |
| <b>12.</b> | <b>Board Decisions</b>  |                  |
| 12.1.      | Committee Terms of Reference – Tom Price                            | 5:20 p.m.        |
| <b>13.</b> | <b>Meeting Evaluation</b>   | <b>5:25 p.m.</b> |
| <b>14.</b> | <b>Adjournment</b>  | <b>5:30 p.m.</b> |

**Board of Directors Meeting**

August 28, 2019

Welland Campus

SAC Boardroom, SA208

Present: Steve Kosh                      Tom Price                      Jordan Bingleman                      Emanuelle Atsain  
             Chris Allan                      Satwinder Singh                      Himjot Kaur                      Landry Wamba Talom  
             Craig Shanks                      Gurpreet Singh Sandhu

Regrets: Tristen Ritcey                      Jennie Vallangca                      Robert Reid

Scribe: Heather Storey

		Action Items
<b>SAC 2.1</b>	<p><b>Call to Order</b></p> <p>The meeting was called to order at 4:17 p.m.</p>	
<b>SAC 2.2</b>	<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>	
<b>SAC 2.3</b>	<p><b>Attendance and Quorum Call</b></p> <p>PRESENT</p> <ol style="list-style-type: none"> <li>1. Jordan Bingleman</li> <li>2. Emma Atsain</li> <li>3. Chris Allan</li> <li>4. Satwinder Singh</li> <li>5. Landry Wamba Talom</li> <li>6. Himjot Kaur</li> <li>7. Craig Shanks</li> <li>8. Gurpreet Singh Sandhu</li> </ol> <p>REGRETS</p> <ol style="list-style-type: none"> <li>1. Tristen Ritcey</li> <li>2. Jennie Vallangca</li> <li>3. Robert Reid</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 6/11 Directors must be present.</p> <p>There were 8 Directors present, and therefore quorum was achieved.</p>	
<b>SAC 2.4</b>	<p><b>Agenda &amp; Motions Approval</b></p>	

	<p><b>Motion made to approve the agenda for the August 28, 2019 Board of Directors meeting as submitted.</b></p> <p>Motion by: Chris Allan Seconded by: Himjot Kaur</p> <p>All in Favour; Motion Carried.</p> <p><b>Motion made to approve the prepared motions for the August 28, 2019 Board of Directors meeting as submitted.</b></p> <p>Motion by: Satwinder Singh Seconded by: Landry Wamba Talom</p> <p>All in Favour; Motion Carried.</p>	
<p><b>SAC 2.5</b></p>	<p><b>Conflicts Declared</b></p> <p>No conflicts were declared.</p>	
<p><b>SAC 2.6</b></p>	<p><b>Minutes of Last Meeting</b></p> <p>2.6.1. Minutes from April 17, 2019</p> <p><b>Motion made to approve the minutes from the April 17, 2019 meeting as submitted.</b></p> <p>Motion by: Chris Allan Seconded by: Satwinder Singh</p> <p>All in Favour; Motion Carried.</p> <p>2.6.2. Minutes from May 2, 2019</p> <p><b>Motion made to approve the minutes from the May 2, 2019 meeting as submitted.</b></p> <p>Motion by: Gurpreet Singh Sandhu Seconded by: Himjot Kaur</p> <p>All in Favour; Motion Carried.</p> <p>2.6.3. Minutes from July 5, 2019 (Project Brew Sponsorship)</p> <p><b>Motion made to approve the minutes from the July 5, 2019 on-line meeting for Project Brew as submitted.</b></p> <p>Motion by: Chris Allan Seconded by: Emanuelle Atsain</p> <p>All in Favour; Motion Carried.</p>	
<p><b>SAC 2.7</b></p>	<p><b>Ownership Linkage</b></p> <p>2.7.1. Develop Annual Student Linkage and Board Education Plan – Tom Price</p> <p>Tom explained that student linkage is a vital component of the work of a Board; the Board needs to ensure that there are opportunities for the membership (the students) to voice their needs and to communicate what they need to enhance their student experience. This year, NCSAC will be hosting Town Halls at each campus monthly. These Town Halls will typically take place one week before each Board of Directors meeting in order for the information gathered at the Town Hall</p>	

	<p>to be presented at the Board meeting. In order to gain traction, there have been specific topics assigned to each Town Hall. Tom also mentioned that 'topic experts' will be invited to sit on the panel to help facilitate the topic discussion.</p> <p><u>September</u>  Topic: Transit  NOTL: September 10, 2019  Welland: September 11, 2019</p> <p><u>October</u>  Topic: Health and Wellness  NOTL: October 8, 2019  Welland: October 16, 2019</p> <p><u>November</u>  Topic: Student Services  NOTL: November 5, 2019  Welland: November 6, 2019</p> <p><u>December</u>  Topic: Open  NOTL: December 3, 2019  Welland: December 4, 2019</p> <p>Outside of Town Halls, the importance of connecting with students in the hallways and conversing with them in a variety of settings was also discussed. Directors need to be seeking out feedback from the membership on a consistent basis to ensure that the Board's work is reflecting the ownership's feedback.</p> <p>Additionally, Tom discussed the Board Education Plan. With NCSAC's Board of Directors being a governance board Tom stated that providing Board education to the Directors is an important aspect to ensure that Directors are learning about good governance throughout their elected term.</p> <p>Directors were contacted and offered to participate in two different professional development courses including Public Speaking and Leadership.</p> <p>Tom stated that the 2019-2020 Board has already taken part in some Board Education training facilitated by Catherine Raso, Governance Consultant:  May – Good Governance  August – Board Chair/Board Secretary Training</p> <p>Tom is looking at setting up some additional workshops with Catherine Raso in order to provide additional Board Education opportunities for the Board:  November – Annual General Meeting (AGM)  February – CEO's Accountability to the Board</p> <p>Tom inquired what the Board would like to learn about in regards to any Board Development topics. Directors were asked to forward their topics to Tom.</p>	
<p><b>SAC 2.8</b></p>	<p><b>Board Education: Internal &amp; External</b></p> <p>2.8.1. Student Choice Initiative Update: Steve Kosh, Tom Price</p> <p>With the announcement of the Student Choice Initiative, the provincial government stated that post-secondary students should have the option to opt out of ancillary fees (fees outside of tuition costs that goes towards facilitating support services). The government set forth two categories: 'Essential' and 'Non-essential'. Each post-secondary institution worked together with their student association to decide what</p>	

	<p>fees should fall under each category. Student had the opportunity to log into the portal over the summer; the deadline to opt out was August 21, 2019. Niagara College set this deadline in order to align with OSAP's timeline. Steve and Tom received the final numbers from the Registrar's office. Tom and Steve explained that it is important that NCSAC educates students throughout the year in regards to the Student Choice Initiative and both the essential and non-essential fees. Students will lose out of service offerings if they've opted out of the corresponding fee. Students will need to make their decisions to stay opted in, or opt out on a semester-by-semester basis.</p> <p>Steve and Tom also mentioned that the default number of students who did not log into the platform and therefore stayed opted in to all fees was higher than what was originally projected. It was also mentioned that the Student Choice Initiative was put in effect beginning September 2019, and therefore all Summer 2019 students still paid the Student Activity Fee of \$72/student.</p> <p>It was also mentioned that the total projected enrolment was 9,800. Tom attended each Kick Start session to talk to first-year students and educate them on the Student Choice Initiative. The numbers presented to the Board were based on both domestic and international students. In addition, it was stated that all students had the opportunity to log into the portal to make their decisions as soon as they chose their timetable.</p> <p>With this being the first year of the Student Choice Initiative, it was stated that this year is bound to be a transitional year and NCSAC can expect some growing pains as we adjust to this new fee framework.</p>	
<p><b>SAC 2.9</b></p>	<p><b>Ends Policy Development &amp; Monitoring</b></p> <p>2.9.1. Review Strategic Ends Priorities – Tom Price</p> <p>Tom reviewed the Strategic Ends Policy with the Board. Tom reminded the Board that at its core, this policy outlines the reason for NCSAC's existence. Tom stated that this Policy will be reviewed four times throughout the year at Board meetings to will ensure that the Board making decisions on behalf of the membership and is functioning with these strategic ends in mind.</p> <p>Ends Policy –</p> <p>Level #1</p> <p style="text-align: center;">Because the Niagara College SAC exists: <b><i>Students enjoy an improved quality of life</i></b></p> <p>Level #2</p> <p>Students will enjoy:</p> <ol style="list-style-type: none"> <li>2.1. <b>Good Health</b> (health services, affordable products, nutrition, etc.)</li> <li>2.2. <b>Social Interaction</b> (involvement, travel, access, etc.)</li> <li>2.3. <b>Skills Development</b> (employment, leadership, etc.)</li> <li>2.4. <b>Are heard/have a voice</b> (with the College and other external bodies)</li> </ol>	
<p><b>SAC 2.10</b></p>	<p><b>Risk Limit Monitoring Reports</b></p> <p>2.10.1. Emergency CEO Succession – Steve Kosh, Tom Price</p>	

	<p>Through NCSAC's work with Catherine Raso, it was decided that NCSAC should create an Emergency CEO Succession plan in the event that a CEO was no longer in their position. Over the Summer, the Emergency CEO Succession plan for the Executive Director role was created. Steve called specific attention to the Resources that are listed in the policy to assist in navigating the process, including hiring a candidate to replace the Executive Director.</p> <p>It was noted that this Emergency CEO Succession Plan only addresses the Executive Director. It was mentioned that a separate Emergency CEO Succession Plan addressing the President position should be created as well. Over the next few months, NCSAC will look to other student associations to see what their practice is, and will forward information along to the Board.</p> <p>In December, an Emergency CEO Succession Plan for the President will be brought to the Board for approval.</p> <p><b>Motion to approve the Emergency CEO Succession (Executive Director) Policy as submitted.</b></p> <p>Motion by: Chris Allan  Seconded by: Jordan Bingleman</p> <p>All in Favour; Motion Carried.</p>	
<p><b>SAC 2.11</b></p>	<p><b>Board Self-Evaluation</b></p> <p>2.11.1. Annual Planning (BP #2f) – Tom Price</p> <p>Tom reviewed the Annual Planning Policy with the Board. In addition, Tom also discussed the Board Calendar that was created and explained how it will be used over the course of the year to ensure all governance Policies are monitored and reviewed. The new format of the Board agendas was also discussed and Tom explained the process for adding items to the agenda for Board meetings.</p> <p>2.11.2. Board Member as Owner Representative (BP #2h) – Tom Price</p> <p>Tom reviewed the Board Member as Owner Representative Policy with the Board. Tom stressed the importance of representing all students, regardless from what 'school of' they are from. Owner linkage was discussed again, reminding the Board that student feedback plays a major role in board deliberations, and not personal interests by individual board members.</p>	
<p><b>SAC 2.12</b></p>	<p><b>Board Decisions</b></p> <p>12.1. Committee Terms of Reference – Tom Price</p> <p>It was explained that the Committees were reviewed and evaluated over the summer. Tom explained that some committees were dissolved; he also explained that there were more Directors seats added to NCSAC's internal committees.</p> <p><b>Motion to approve the Committee Terms of Reference.</b></p> <p>Motion by: Chris Allan  Seconded by: Himjot Kaur</p> <p>All in Favour; Motion Carried.</p>	
<p><b>SAC 2.13</b></p>	<p><b>Meeting Evaluation</b></p>	

	In an effort to ensure that all Directors are prepared and that are meetings are running appropriately, at the end of each meeting the Directors will be asked to evaluate the meeting.	
<b>SAC 2.14</b>	<b>Adjournment</b> <b>Motion to adjourn the meeting at 5:29 p.m.</b>  Motion by: Chris Allan Seconded by: Craig Shanks  All in Favour; Motion Carried.	

Approved:

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Board Chair

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Board Secretary