

## Student Administrative Council

### Meeting #2

Wednesday, November 9<sup>th</sup>, 2016

### MINUTES

#### Present

Lauren Barnett  
Tim Chapman  
Jayme Dodge  
Carlie Forsythe  
Kim Francis – arrived at 7:47 p.m.  
Nishan Ghuman  
Kevin Kaisar  
Anthony Lopez  
Kate Morris  
Morganna Sampson  
Anastasia Shytina  
Navjot Singh  
Jahmoyia Smith

#### Absent

Madelyn Allen

#### Regrets

Amani Assiri  
Andres Garzon

#### Observers

Zachary Benayon

The meeting was called to order at 7:13 p.m. with Carlie Forsythe as chairperson and Bonnie McCharles as secretary.

#### Approval of Agenda

2.1 It was:

MOVED by Jahmoyia Smith, SECONDED by Jayme Dodge and CARRIED to approve the agenda.

#### Approval of Minutes

2.2 It was:

MOVED by Kevin Kaisar, SECONDED by Jahmoyia Smith and CARRIED to approve the Minutes from Meeting #1.

#### BOG Report – Zachary Benayon

No report at this time.

#### President's Report – Carlie Forsythe

Carlie mentioned the FSU will be hosting a Special Members Meeting on November 29<sup>th</sup>, 2016 in the Alumni Lounge. Carlie mentioned any full-time, fee-paying Fanshawe student will be eligible to vote on the new Bylaws.

Carlie noted the IT department at the College has created a new program, tentatively named 'Ride Along', where employees from this department will experience the technology used in

classrooms first-hand. Carlie mentioned the IT department contacted the FSU to help run and support a series of student focus groups to help gain insight regarding technology on campus and its effect on student life.

Carlie stated the FSU is working towards improving sustainability initiatives in the Student Union Building and the Student Centre. Carlie mentioned a sustainability audit to use as a baseline for future measurement. Carlie noted a few ideas to increase sustainability which included education regarding proper methods of disposal, more notice regarding the use of plates rather than plastic containers at point of sale in Oasis, a fill station in Forwell Hall, a visual representation of amount of trash produced, research into naturally degrading plastic containers and pricing, branded reusable containers/cups for purchase and the creation of an Eco-club. Kevin mentioned he will be looking for people for students to lead the Eco Club in leadership position and asked the Board to ask anyone who may be interested to him. Carlie stated the potential long-term plan to create more green roofs and the plan to introduce wind turbines. Carlie handed out a FSU glass water bottle to every member of the Board and mentioned at every SAC meeting there will be water dispensers rather than canned/plastic beverages.

Carlie extended thanks to members of the Board who attended and assisted with the annual Ignite Career Conference held on Saturday, November 5<sup>th</sup>. Carlie reported the Youth Ending Sexual Violence (Y.E.S) Conference will be held November 24<sup>th</sup> to November 25<sup>th</sup> in London with topics covering sexual violence, bystander intervention, reimagining strength, gender stereotypes, creating change, activism, media messaging, dress codes, social media and policies. Carlie mentioned if any Board member was interested in attending this conference to let Carlie or Bonnie know.

### Vice Presidents' Reports

#### Jayne Dodge – VP External & Academic Affairs

Jayne reported the Special Members Meeting is booked for November 29<sup>th</sup> from 4 p.m. – 6 p.m. in Alumni Lounge. Jayne noted this event is mandatory for the Board to attend unless it conflicts with class schedules. Jayne mentioned there will be a vote on Governance and Bylaws Changes during the event. Jayne reminded the Board to inform their Class Representatives know about the event at their Class Representative Meeting.

Jayne reported the Class Rep Meet and Greet is booked for November 22<sup>nd</sup> from 4 p.m. – 5 p.m. in the Gamesroom (SUB 1026). Jayne noted this event is mandatory for the Board to attend unless it conflicts with class schedules. Jayne reminded the Board to encourage their Class Reps to attend and ask the Board to promote the event to Program Coordinators as well. Jayne noted there will be free food and a door prize for those who are in attendance.

Jayne asked the Board if any students have raised any concerns over accommodations. Anastasia mentioned there was a reflection assignment in her class which was due at the end of class. There was a student mentioned they had an accommodation and the teacher mentioned they did not receive any documentation for the expressed accommodation. Jayne mentioned she would mention this in the next accommodation meeting.

Jayne emailed all of the SAC Reps and sent them the updated list of Class Reps. Jayne is currently looking into community members/partners who would like to sign-up to receive volunteers.

### Kim Francis – VP Athletics & Residence Life

Kim arrived late to the meeting, so her report was read for her. Kim updated the Board on Varsity sports. The Men's Volleyball team is top-ranked in Canada, the first time in Fanshawe history. The team remain undefeated for the season after their game on Saturday against Cambrian Shield. The Women's Volleyball team is in 5<sup>th</sup> place in the OCAA West Division after defeating the Cambrian Golden Shield and Boreal Viperes this past weekend. The Men's Basketball team played their second undefeated game defeating the Cougars twice over the weekend. The Men's Basketball team is currently ranked 4<sup>th</sup> in the OCAA West Division. The Women's Basketball team defeated the Sault Cougars on the weekend and are currently in 3<sup>rd</sup> place in the OCAA West Division.

### Kevin Kaisar – VP Internal Affairs

Kevin brought a Club Charters to the table;

2.3 It was:

MOVED by Kevin Kaisar, SECONDED by Morganna Sampson and CARRIED to approve the Art of Living, Lungs for Life, and the Fanshawe Indian Student Club as an official FSU Club for the 2016-2017 academic year, subject to normal restrictions.

**Action Item:** Kevin to discuss the objectives of The Art of Living Club with Carol.

Kevin provided a SAC Mentoring update to the Board. Kevin mentioned he met with the full-time faculty of the Lawrence Kinlin School of Business in Divisional Meetings on Monday, November 7<sup>th</sup> and Thursday, November 10<sup>th</sup>. In this meeting, Kevin updated them on the Governance review and the upcoming changes, as well as the importance of active and committed class reps. Kevin mentioned Amani and himself are attending the upcoming Coordinator's meeting to develop some recruitment strategies with Faculty support. Kevin mentioned he will be attending a meeting with Jim Edwards, Chair of the School of Information Technology and Nishan tomorrow at 1:00 p.m. Kevin reported he met with David Belford, Dean of the Faculty of Business, and Tricia Tankovic, Program Manager, and updated them on the Governance review and the upcoming changes as well as the importance of active and committed class reps. Kevin mentioned himself and Kate will be attending the upcoming Coordinator's Meeting to develop some recruitment strategies with Faculty support. Kevin noted before the meeting, Kate is sending emails to the Program Coordinators to introduce herself, since the meeting is not for another two weeks. Kevin mentioned David requested us to create a definite request for what we are looking for from Faculty Members in terms of recruitment for Class Reps. Kevin provided a few examples which included emailing classes, organizing classroom visits and posting FOL announcements. Tricia suggested providing information to Faculty to incorporate into program orientations for the January Start students. Kevin mentioned this would be useful to send to all faculties, not only the School of Tourism and Hospitality.

**Action Item:** Carlie to create information package regarding Class Reps for Faculty to incorporate into Program Orientations.

Kevin reported a hold has been placed on Friday, March 31<sup>st</sup>, 2017 in Oasis and Alumni Lounge for the Charity Ball. Kevin mentioned he is looking for 4 SAC Representatives/Executives to be on the organizing committee for this event. Kevin mentioned the committee will be meeting every two weeks up until the event and the first meeting will be scheduled within the next two weeks where theme and event structure as well as logistics will be discussed. Kevin asked the Board if anyone would be interested in joining the committee and a majority of Board members were interested. Kevin mentioned he would connect with these individuals regarding the committee.

**Action Item:** Kevin to connect with interested Board Members re: Charity Ball.

Kevin provided the Board with a Positive Space update. Kevin explained the Positive Space Group is dedicated to keeping Fanshawe College a diverse and inclusive environment. Kevin noted Positive Space conduct ally training sessions happening throughout the year for faculty and Residence Assistants and work with the student group Spectrum to ensure a respectful environment is maintained. Kevin mentioned a request has been received from the Simcoe/Norfolk Regional Campus for a Transgender Awareness Session which would focus on respect and pronoun use. Kevin noted the Campus has five transgendered students and noted the Committee is following up to see who can run the session. Kevin mentioned the Chaplain Centre (rm. D2030) is now called the Faith and Spirituality Centre and is now expected to cater to all Religions as an all-faith space. Kevin stated concerns were expressed regarding the Pro-Life group that was on Campus twice in October and the impact on students. Carlie mentioned that there was an increase in students seeking support from Counselling and Accessibility after the group was on Campus. Additional concerns were expressed about a potential Pro-Life student club and the potential strategies/recommendations to College management to prevent this from happening in the future. These suggested included allowing the groups presence on campus but limiting them to a classroom as well as documented policies and procedures which would limit there presence. Additionally, Carlie mentioned FSU Office is a safe space and is open to every student.

#### Morganna Sampson – VP Entertainment

Morganna updated the Board on upcoming events. These events included Ladies Night, Tailgate Party, Lipsync Battle, the Winter Fair, and Photos with Santa. Morganna mentioned she is still looking for a make-up artist for Ladies Night, however Kevin M. and John Said are working on securing someone for the event. Morganna mentioned the Winter Fair will be on December 1<sup>st</sup> in Oasis with a large Christmas Tree on stage. Morganna mentioned hot chocolate will be served and every student will have the opportunity to place a decoration on the tree. Morganna mentioned she would like different cultural clubs to present a short speech about their holiday traditions as the purpose of the Winter Fair is to celebrate all holiday traditions and build more Cultural Awareness. Morganna asked Kevin to reach out to the cultural clubs to see if this is something they would be interested in attending.

**Action Item:** Kevin to reach out to clubs re: participation in the Winter Fair.

Morganna mentioned the Winter Theme has been decided, Baby, It's Cold Outside, which will feature cover graphics inspired by the new Lady Gaga album. Morganna stated she will be

attending the COCA Conference from November 11<sup>th</sup> to November 13<sup>th</sup> and will be planning the winter calendar when she returns.

Jahmoyia Smith – VP Finance

Jahmoyia brought a SLEF Proposal to the table:

2.4 It was:

MOVED by Jahmoyia Smith, SECONDED by Kim Francis and CARRIED to approve the SLEF proposal for the Graphic Design Program trip to visit the Art Gallery of Ontario in Toronto, ON, subject to normal restrictions.

Jahmoyia brought a SLEF Proposal to the table:

2.5 It was:

MOVED by Jahmoyia Smith, SECONDED by Jayme Dodge and CARRIED to approve the SLEF proposal for the Photography Program trip to Mississauga/Toronto, ON, subject to normal restrictions.

Jahmoyia brought a SLEF Proposal to the table;

2.6 It was:

MOVED by Jahmoyia Smith, SECONDED by Kim Francis and CARRIED to approve the SLEF proposal for the Doula Studies Program trip to the Aboriginal Birthing Center in Oshweken, ON, subject to normal restrictions.

Jahmoyia brought a SLEF Proposal to the table;

2.7 It was:

MOVED by Jahmoyia Smith, SECONDED by Morganna Sampson and CARRIED to approve the SLEF proposal for the Fashion Merchandising Program trip to Cambridge, ON, subject to normal restrictions.

Jahmoyia brought a SLEF Proposal to the table;

2.8 It was:

MOVED by Jahmoyia Smith, SECONDED by Lauren Barnett and CARRIED to approve the SLEF proposal for the Fine Arts Program trip to visit the Art Gallery of Ontario and a variety of smaller galleries in Toronto, ON, subject to normal restrictions.

Jahmoyia brought a Donation Request to the table;

2.9 It was:

MOVED by Jahmoyia Smith, SECONDED by Jayme Dodge and CARRIED to approve a \$50.00 donation to the War Amps Foundation of Canada, for the 2016-2017 academic year, subject to normal restrictions.

Jahmoyia brought a Donation Request to the table;

2.10 It was:

MOVED by Jahmoyia Smith, SECONDED by Kevin Kaisar and CARRIED to approve a \$50.00 donation to the Canadian Cancer Society, for the 2016-2017 academic year, subject to normal restrictions.

### SAC Reports

#### Madelyn Allen – Language and Liberal Studies

No report at this time.

#### Amani Assiri – Lawrence Kinlin School of Business

Amani was unable to attend the meeting, so her report was read for her. Amani mentioned her first Class Representative Meeting is scheduled for November 15<sup>th</sup>, 2016 at 11:00 a.m. and she is expecting 10 Class Reps from her program to be in attendance. Amani mentioned a Facebook Group has been created for the Class Reps and will encourage everyone to join at the Class Rep Meeting.

Amani mentioned she attended the Divisional Meeting for the Faculty of the Lawrence Kinlin School of Business with Kevin. Amani mentioned they introduced themselves and discussed what the future holds for the new SAC Representatives and the upcoming changes. Amani mentioned a meeting has been scheduled with Mary Pierce, Chair of the Lawrence Kinlin School of Business, on Wednesday, November 9<sup>th</sup> and will be attending an Alumni Gathering event on Thursday, November 17<sup>th</sup> for all students who have graduated from the Business Administration Marketing Program in James A. Colvin.

#### Lauren Barnett – Health Sciences and Nursing

Lauren mentioned 24 Class Reps have joined the Facebook Group that was created for the Class Representatives within the faculties of Health Sciences, Nursing, Human Services and Public Safety, called 'Faculty of Health, Human and Nursing 2016-2017'. Lauren mentioned a list of programs that did not have Class Rep's were obtained and reported that the following programs did not have representation; Personal Support Worker, Anesthesia Assistant, Dental Assisting, Fitness and Health Promotion, Massage Therapy, Pharmacy Technician and Pre-Health Science. Lauren mentioned she reached out to students directly and made a post on the Facebook Group regarding the programs who still need representation. Lauren mentioned her first Class Rep meeting is scheduled for Wednesday, November 23<sup>rd</sup> at 7:00 p.m.

Lauren updated the Board on the feedback she received from the Program Coordinators. Lauren mentioned many Program Coordinators had a list of Class Reps for their programs, however, many of the students hadn't registered on the FSU website to become a Class Rep. Lauren noted she had contacted these students and reminded them to register on the website if they are still interested in participating in the program.

Lauren mentioned several suggestions for next year for the Class Representation Program. These suggestions included allowing Program Coordinators to send in a list of Class Reps for their program, as many Class Reps volunteered or were chosen during the first week of classes and the Coordinators cannot ensure they have registered on the FSU website, and someone from the FSU could contact them to remind them to register. Additionally, an automatic email sent to Class Reps who register to let them know their application was received and some information

regarding their role as Class Rep as many Class Reps who registered during the first week of classes didn't know they were Class Reps because they didn't receive anything for registering.

Lauren mentioned she attended the Ignite Conference and thanked Kate, Nishan and Carlie for helping out at the Conference. Lauren noted at the Conference a student mentioned how they wished someone would have told them about the opportunities to get involved on Campus. Lauren mentioned she talked to Jennifer Gillespie, Campus Life Facilitator/Interim Ombuds, and mentioned she will be working on creating a page on the Fanshawe Website that will have a list of activities that students can get involved in, a description of the activity, and a contact person. Additionally, Lauren mentioned a postcard will be created that has the link to the website that will be mailed out to students before they come to campus. Lauren mentioned she would be connecting with Morganna and Kevin to get information about Clubs and the Fanshawe Promotions Team.

#### Tim Chapman – Contemporary Media

Tim reported he had Class Reps from TV News, Public Relations, and Advanced Film Making in attendance at his first Class Rep Meeting. Tim mentioned there are interested students in Broadcast Journalism and Radio who plan to attend the next Class Rep meeting.

Tim mentioned several concerns which were categorized by program. The TV News Program expressed concerns regarding using trial versions of software that is expiring, AVID failing, late fines and an issue with racism. Carlie suggested a third party to come to the class and discuss this issue or Bob Clark/Ombuds. The Public Relations program expressed concerns which included a disconnect between students/College for expectations and integration of International students into classes. The Advanced Filmmaking program expressed concerns regarding undocumented tutoring sessions which are taking up classrooms/labs, unfair/inconsistencies with marking, varying difficulties for practical tests, issues with media loans, previous years assignments on FOL no drop box available for students to hand in assignments, and card issues with entering rooms. Carlie mentioned the drop box is controlled and determined by the professor. Additionally, Kevin explained where a complaint should be directed. Kevin explained if a complaint regarding rubrics/assignments/drop box the concern is directed to the Program Coordinator, however, if it is an issue with racism, etc. it is directed to the Program Coordinator. Carlie encouraged the Board to remind their Class Rep's to complete the SFS Survey as it allows feedback for improvement and layout of classes/programs.

**Action Item:** Carlie to connect with Bob Clark/Ombuds re: speaking to class.

#### Andres Garzon – Design

Andres was unable to attend the meeting, so his report was read for him. Andres mentioned there were 15 Class Reps at his first Class Rep Meeting which held on October, 27<sup>th</sup>, 2016. Andres reported several concerns which were categorized by program. The Interior Design program expressed concerns regarding textbook availability in the library and teachers having textbooks in the library prior to class, over-registration in workshops which causes issues with space and materials, and more communication needed between student teachers and professors. The Fashion Merchandising program reported several concerns regarding teacher to teacher communication problems, students feeling disadvantaged in display projects due to some students having a bigger financial margin to purchase nicer materials and receive better marks for these materials, and wanting more workrooms aside from classrooms. Andres mentioned he

suggested renting boardrooms in the upper library and clubrooms as a possible solution. The Graphic Design program expressed concerns regarding classes being held outside the Graphic Design program are asking Graphic Design students to leave the labs and being held accountable for propping open the doors of the lab as the other programs utilizing the labs do not have access.

Andres expressed some general concerns which included student cards not working for school access and classrooms/labs, more vegan/vegetarian options in the Oasis, lack of support for personal time/part time jobs/extracurricular activities from professors.

Andres mentioned some solutions to previous expressed concerns by students. These concerns included student card issues in regards to where to purchase a new card and after-hours access. Andres mentioned student have been made aware of the locations for new cards and security access points of the school of after-hours access. Andres mentioned he will try to organize a professor-wide meeting with program coordinators to try to eliminate professor to student communication. Additionally, Andres mentioned students in the School of Design would like to see an organized show that incorporates multiple programs working together. Andres mentioned this would be a great way to enhance and promote student involvement and help graduating students with employment. Carlie mentioned she will talk to Andres regarding his concerns after the meeting as he was unable to attend.

**Action Item:** Carlie to discuss program concerns with Andres.

#### Nishan Ghuman – Information Technology

Nishan mentioned his first Class Rep Meeting is November 15<sup>th</sup>, 2016. Nishan attended the Ignite Conference and presented the session, 'Things I Wish I'd Known'. Nishan mentioned attendees were divided into groups and were asked to brainstorm some skills/traits that employers are looking for in the workplace. Nishan attended Sex, Drugs, and Rocky Road and mentioned he had a great time.

Nishan mentioned he has a scheduled meeting with Jim Edwards, Chair of the School of Information Technology, and Kevin on November 11<sup>th</sup>, 2016. Additionally, Nishan mentioned he has signed up to volunteer at the Fanshawe College Open House.

#### Anthony Lopez – Transportation and Aviation Technology

Anthony mentioned several concerns which included complaints about only having three microwaves, the fourth one is broken, at Y Building, the parking machine constantly being broken and cars being towed away even after communication with security, more buses in the morning scheduled to go Y Building, lack of access to the information system for Z Building, and next semesters scheduling. Anthony mentioned schedules are being changed from 8 a.m. – 3 p.m. to 11 a.m. – 6 p.m. and students still need to take a general elective course which are typically begin at 6:00 p.m. Anthony mentioned he directed the students to talk about this issue with their program coordinator. Anthony mentioned he will talk to Steven Patterson about these concerns to find a potential solution.

Additionally, Anthony mentioned a concern regarding funds being used for other things rather than things needed at Y Building. Anthony mentioned the Norton Wolfe Family donated \$1000000 for Y Building and the money is not being utilized. Anthony mentioned student suggested using the money to purchase more toolboxes and equipment as many students need to



share materials. Carlie mentioned she has been in discussion with Steven Patterson regarding ways to spend the money with the representation of the students in mind and mentioned she is included in the consultation of where the money is spent.

#### Kate Morris – Tourism and Hospitality

Kate reported she has been trying to recruit Class Representatives and will continue to encourage students to get involved via social media. Kate noted she currently has two Class Reps and mentioned she will address the program coordinators of the School of Tourism and Hospitality via email prior to her meeting with them on November 24<sup>th</sup>.

Kate mentioned her first Class Rep meeting is scheduled for Tuesday, November 15<sup>th</sup> and noted they will discuss the role of a Class Rep and the upcoming structural changes within the program while providing engagement to get more students involved.

Kate noted she had a meeting with Kevin to discuss what she should discuss at the upcoming faculty meeting. Kate mentioned she will explain the importance of the having Class Reps in each program. Kate stated she met with the Dean of Tourism and Hospitality and the Program Manager before this meeting as well.

#### Anastasia Shytina – Human Services and Public Safety

Anastasia mentioned she has contacted students to become a Class Rep and mentioned some of these students have joined the Facebook group. Anastasia contacted a representative of the blood clinic to obtain more information in regards to ways to promote blood donation on campus.

#### Navjot Singh – Building Technology and Applied Science Technology

Navjot held his first Class Rep meeting on November 8<sup>th</sup> and were 20 Class Reps in attendance. Navjot mentioned several concerns which included computer login issues and the lock is not working properly in B1033, printer issues in A1024, lack of technology workshops related to new research in the technology field, issues with tools and missing equipment, and fridges not meeting needs for students in Residence. Carlie mentioned the concerns with computer logins and lock issues in B1033 would be directed to security. Kim asked which residences the fridge were an issue. Lauren mentioned Falcon, Merlin, and Peregrine all have the same fridge and Navjot mentioned it was those fridge which are the issue and mentioned an additional concern regarding a lack of cleanliness. Navjot mentioned AUTOCAD software is now available in all of the labs.

#### New Business

- a. Special Members Meeting – Carlie mentioned the Special Members Meeting is scheduled for November 29<sup>th</sup> at 4 p.m. – 6 p.m. in the Alumni Lounge. Carlie mentioned this is a formal meeting with a call to order, a motion to approve the new bylaw structure, and adjournment. Carlie mentioned there will be a presentation to present the new bylaws and any questions will be directed to Carlie and Paul. Kevin asked what will happen if the bylaw does not pass at the Special Members Meeting. Carlie mentioned there may be potential for another vote in January, however, it is the hope that the motion will pass at the Special Members Meeting. Carlie mentioned there will be an advertising campaign with the website going live tomorrow and an Interrobang article. Carlie encouraged the Board to promote the event to their Class Reps, however, there is no need to send to faculty. Kevin suggested creating a FAQ

portion of the website answering the question, ‘how does this affect me as a student’ as a way to relate it back to the student.

**Action Item:** Carlie to create a FAQ portion of the website.

2.11 It was:

MOVED by Jayme Dodge SECONDED by Jahmoyia Smith and CARRIED to approve that current Bylaws 1 and 2 be replaced by the new Bylaw 1, subject to endorsement of the Members of the Fanshawe Student Union.

- b. Bonnie updated the Board on the upcoming All-Staff Christmas Party on November 26<sup>th</sup> in the Outback Shack. Bonnie noted the Board was invited to the event and tickets are on sale at the Biz Booth for \$5.00.

Next Meeting – Wednesday, November 23<sup>rd</sup> at 8:00 p.m. in SC-2016.

Adjournment

2.12 It was:

MOVED by Morganna Sampson, SECONDED by Kate Morris and CARRIED to adjourn the meeting.