

Student Administrative Council

Meeting #4

Monday, September 11th, 2017

MINUTES

Present

Dean Alford
Madelyn Allen
Tayshun Ally
Ryan Chambers
Aaron Peterzon
Harvinder Singh
Morganna Sampson

Observers

Paul Masse

The meeting was called to order at 6:01 p.m. with Aaron Peterzon as chairperson and Bonnie McCharles as secretary.

Approval of Agenda

4.1 It was:

MOVED by Dean Alford, SECONDED by Tayshun Ally and CARRIED to approve the agenda.

Approval of Minutes

4.2 It was:

MOVED by Dean Alford, SECONDED by Harvinder Singh and CARRIED to approve the Minutes from Meeting #3.

Action Item Review

Paul contacted Jim Henry regarding a presentation to Board on Insurance and Risk Management. Paul noted schedules are being determined and mentioned the presentation may have to occur outside the scheduled Board meetings. The Board supported this decision.

Bonnie scheduled a meeting with Paul, Aaron, Paul, Morganna and Jahmoyia to create a 'plan b' for the Class Representative Program. Bonnie emailed the Board with the proposed representation changes and the Board supported the new proposed plan for the Class Representative System.

Bonnie scheduled a meeting with Paul, Aaron and Morganna to discuss the October Bi-Election Dates and sent the determined dates to the Board.

Director Status

Morganna informed the Board that Balshran Singh is no longer a full-time student and would not be able to continue on the Board, as outlined in the Bylaws. Morganna noted Balshran has been informed and aware.

4.3 It was:

MOVED by Harvinder Singh SECONDED by Dean Alford and CARRIED to approve the removal of Balshran Singh from the Board, in accordance with the Bylaw requirements.

Chair's Report – Aaron Peterzon

Aaron attended a meeting with Paul on Monday, September 11th and discussed the Investment Policy and NEI. Aaron met with Paul, Morganna and Jahmoyia to discuss the Class Representative System and attended the CSU Meeting where Academic Integrity and the Orientation Day were discussed.

Aaron noted the Orientation Day was a great experience and the gyms and hallways were packed with students over the course of the day. Aaron attended the President's Breakfast and Fanshawe Live.

4.4 It was:

MOVED by Tayshun Ally, SECONDED by Ryan Chambers and CARRIED to accept the Chair's Report.

President's Report – Morganna Sampson

Morganna reported over \$2000.00 was raised at the Orientation BBQ to benefit the Canadian Mental Health Association Middlesex. Morganna noted charity events will be ran throughout the semester and a donation made to the organization at the end of the Fall Semester.

Morganna reported Orientation Day was a great success and noted it was excellent to get the students and services involved on the first day of classes. Morganna reported 1200 FanCards were handed out over the course of the day.

Morganna attended Y Building and Z Building Orientations, handed out buttons to students, signed students up for contests and attended the Fanshawe Live concert. Morganna noted the concert was amazing and stated no other College had ever undertaken such an event and thanked the team involved for making the event successful.

Morganna noted the FOL Video and Executive Video are completed with the Volunteer, Food Services, Academic Appeals, and Library Services Videos in production. Morganna stated there has been two successful volunteer training sessions with over 50 volunteers trained. Aaron noted a FanCard Video has been created by himself and a friend and was wondering if the FSU wanted to use it for promotion purposes. It was noted that it would need to be approved through the publications department before the video is used for promotional purposes.

Morganna noted the next IACC Meeting will be held on Thursday, September 14th, 2017.

4.5 It was:

MOVED by Ryan Chambers, SECONDED by Tayshun Ally and CARRIED to accept the President's Report.

Directors Reports

Dean Alford – Dean reported a concern regarding transportation and food services at Y Building from the Aviation Students. Morganna noted there will be a small grocery store with grab and go foods for students in production and should be available mid semester for the students. Aaron asked how many students are at Y Building. Paul noted the number is constantly growing. Morganna noted there is a second floor in Y Building that is not being utilized due to a staircase that is not up to code. It was asked it was possible to encourage the work at Y Building be completed in a timely manner. Paul asked if the picnic tables were delivered to provide more seating for students. Morganna noted the picnic tables were stacked up and unable for use when Morganna attended orientation at Y Building. Paul will follow-up with Steven Patterson in regards to Y Building Progress.

Action Item: Paul to follow-up with Steve Patterson re: Y Building.

Madelyn Allen – No report at this time.

Tayshun Ally – Tayshun asked if the Student Wellness Centre will have extended hours on the weekend. Tayshun noted the hours online reflect earlier closing times on the weekends for the Student Wellness Centre. Paul noted hours are determined by supply and demand and would be adjusted depending on changes in the demand of the facilities. It was noted that the Student Wellness Centre would not be a 24/7 facility.

Ryan Chambers – No report at this time.

Harvinder Singh – Harvinder reported a concern regarding International Students failing one course and having to wait until the January semester to continue to advance in the program. Harvinder noted it is several students that are in the same situation. Paul suggested that Morganna meet with Harvinder to discuss the issue further and connect with the Program Coordinator of the program to find a resolution. Dean asked to attend the meeting with Harvinder and Morganna. Morganna and Harvinder will meet after the Board Meeting to discuss the issue.

4.6 It was:

MOVED by Tayshun Ally, SECONDED by Dean Alford and CARRIED to accept the Director's Reports.

Tabled Motions - Finance and Governance Committees

The Finance Committee Terms of Reference was discussed with the Board. Madelyn asked which Directors would be on the Finance Committee. Paul noted Directors would be determined by the Board and encouraged the Secretary to attend, if available. Paul explained the Finance Committee would review fees, review the budget and attend Finance Committee Meetings. Dean asked if a Director was not able to attend a Finance Meeting if the Director would assign another Director to attend. Paul noted meetings will be scheduled around class schedules and would be rescheduled if members would not be able to attend the meeting. Harvinder asked what the time

commitment would be for the Finance Committee. Paul explained there would be 3 meetings per semester with the potential of more during the determination of the budget. Madelyn asked if Directors are added to the Finance Committee for educational purposes. Paul noted it is for educational as well as stewardship to provide a student perspective and eliminate discussion when the summary is presented to the Board.

4.7 It was:

MOVED by Ryan Chambers, SECONDED by Dean Alford and CARRIED to approve the Terms of Reference for the Governance Committee, as presented.

The Governance Committee Terms of Reference was discussed with the Board. Paul explained the Governance Committee oversees the election and bylaw changes. Paul noted there would be no assigned work to Directors but rather work would be delegated to staff members or Coordinators. However, the Governance Committee increases accountability to ensure the work is being completed. Dean asked if it would be a conflict of interest for a Director to be a part of the Governance Committee if a Director plans to run in next year's election. Paul noted it would not be a conflict of interest. Harvinder asked how the Governance Committee would ensure that the election and the bylaws are being followed. Paul explained that there is a Chief Returning Officer, CRO, Report that is given during the election to ensure that the bylaws are being followed without violations.

4.8 It was:

MOVED by Dean Alford, SECONDED by Ryan Chambers and CARRIED to approve the Terms of Reference for the Finance Committee, as presented.

A discussion was held regarding the appointed representatives for the Finance Committee. Tayshun asked if representatives should be determined with the current Board or wait until the new Directors are elected onto the Board. Tayshun and Ryan will be the assigned Directors on the Finance Committee with Dean attending the meetings, if possible.

A discussion was held regarding the appointed representatives for the Governance Committee. Paul suggested Dean to be one of the Directors on the Governance Committee with one additional appointed Director. Madelyn and Harvinder displayed interest to join the Committee. It was decided for Dean and Madelyn to be the appointed Directors on the Governance Committee with the Harvinder attending, if possible.

Investment Policy Discussion

Paul presented the Investment Policy to the Board. Paul noted the proposed Investment Policy is a more enhanced, minimum risk policy compared to the 100% secure with little or no risk with the investment. Paul noted the first step would be the approval of the Investment Policy and the second step would be the decision on where to invest money. Dean asked if there would be a contract with NEI and asked how long of a commitment. Paul noted there would be no contract and no commitment with NEI. Paul noted Alex Lau's recommendation of an investment in NEI that is a socially and ethical. Paul reported USC has been using an NEI that is social, ethical and responsible for 5-6 years and USC is very happy with the commitment and investment. Ryan noted the disadvantage of losing money over time. Morganna noted the investment would be

from the Health Plan Reserve which has not had a dip in many years. Paul noted there is always a risk with investments, however, Paul noted the recommendation to invest in low/moderate risk would not have been recommended if it was fear that the investment would put the FSU in a difficult situation financially. Paul stated it is the hope to have the investment grow in 5 years to have the opportunity to enhance services for students including the health plan and potentially lower the fee for students. Paul stressed the point that nothing is locked in with the Investment Policy. Aaron noted this money is not emergency expense money and would not be needed or used in the case of an emergency.

Paul presented the Health Plan Reserve Fund and explained the fluctuation within the health plan. Paul explained since becoming self-insured the premiums that was paid to the insurance companies stay within the Health Plan Reserve. Paul noted the FSU has been self-insured since 2011-2013. Paul noted there would be 1.2 Million Dollars to invest, however, all of the money does not need to be invested. Dean asked if the Health Plan fee has been stable and Paul stated the fee for students did not increase this year. Paul noted with the surplus from the invested money, the Board would decide what the money would be allotted to, for example services, building enhancements, etc.

Paul presented the 2016-2017 FSU Financials to the Board. Paul explained the contingency fund, emergency fund, as well as the Health Plan Reserve to the Board. Paul explained all of the financial documents are available on the website with the new financials being added to the website shortly.

4.9 It was:

MOVED by Tayshun Ally, SECONDED by Dean Alford and CARRIED to approve to Call a Question.

4.10 It was:

MOVED by Tayshun Ally, SECONDED by Ryan Chambers and CARRIED to approve the Investment Policy, as presented.

A vote was held and the motion was passed by the Board.

Paul noted the next step will be the creation of a plan with Alex Lau which will be brought to the Finance Committee in early October.

Class Representative Report

Bonnie presented the Class Representative Report to the Board. Bonnie noted the number of Class Representatives per academic school and stated in the first two weeks of school, there has been more Class Representative sign-up's than last year's total number in two semesters. Aaron noted that there would be food available at the first Class Representative Meeting, but not at the second or third meeting. Coffee/Tea will be available at meetings after trends and numbers are determined for meetings. Dean asked if food could be provided at every meeting if it is paid individually by the Director as it is the belief that no one will come without food present at meetings. Aaron suggested a reminder one or two days before the meeting to encourage attendance and to start polls on Facebook for potential meeting times. Class Representative Lists

will be sent to Directors in the next couple of days from Jahmoyia. It was noted academic schools without representation will be covered by Aaron or Jahmoyia until the new Directors are elected. It was noted that attendance will need to be sent to Jahmoyia after every Class Representative Meeting to track hours for CCR.

October Election

The October Bi-Election dates were explained to the Board. It was noted that artwork has been created which will be on the poster boards and in the newspaper. Dean asked if the election will be promoted on social media. It was stated that it will be advertised on social media. Aaron presented the proposed questions to the Board. Aaron noted the recommendation not to share the questions with candidates before the Board Meeting and for candidates to wait separately. Aaron explained in the past all candidates were in the same room before and after conducting a speech to the Board. Paul noted it is important for all candidates to receive the same set of questions and no additional added. Paul suggested to have interview times for each candidate and it was discussed whether or not to let the candidates know the same night or the next day of the results. Dean asked for candidates to be scheduled not alphabetically and suggested multiple Board Members ask the questions to the candidates. Aaron noted it may be more intimidated and stated the Chair will address the questions to the candidates. It was discussed to have a plan based on the number of nominations that are submitted for Director and when the plan is decided to have the Governance Committee look at the plan and provide any suggestions. It was suggested to have the candidates complete a quick speech, 2-3 minutes long, to explain 'Why You Would Be A Good FSU Director?' There was one question that the Board rewrote, the new question will read 'What Motivated You to Be a Leader?' rather than the proposed 'What Motivates You as an Individual?'

Action Item: Bonnie to schedule a meeting with Paul, Aaron, and Morganna to create a plan for the October Election.

Action Item: Bonnie to schedule a meeting with the Governance Committee to review the proposed plan for the October Election.

New Business

- a. SAC Retreat – Bonnie noted the dates, October 28th and October 29th, of the mandatory SAC Retreat to the Board. Bonnie stated more information regarding the retreat will be released closer to the date.

Next Meeting – Monday, October 16th at 6:00 p.m.in SC-2016.

Adjournment

4.11 It was:

MOVED by Ryan Chambers, SECONDED by Dean Alford and CARRIED to adjourn the meeting.