

Student Administrative Council

Meeting #6

Monday, November 6th, 2017

MINUTES

Present

Dean Alford
Madelyn Allen
Tayshun Ally
Tyler Cake
Ryan Chambers
Logan James
Aaron Peterzon
Harvinder Singh

Regrets

Morganna Sampson

Observers

Carlie Forsythe
Paul Masse

The meeting was called to order at 5:59 p.m. with Aaron Peterzon as chairperson and Bonnie McCharles as secretary.

Approval of Agenda

6.1 It was:

MOVED by Harvinder Singh, SECONDED by Dean Alford and CARRIED to approve the agenda.

Approval of Minutes

6.2 It was:

MOVED by Tayshun Ally, SECONDED by Dean Alford and CARRIED to approve the Minutes from Meeting #5.

Action Item Review

Aaron noted the Trans Canada Apprenticeship and programing shortening issue is ongoing. Aaron will work with Tyler, the new Director overseeing the Norton School of Aviation, to look into this issue further after the strike has ended.

Morganna will provide an update regarding the renovations to the walkway at CDPA at the next meeting. This action item is still outstanding.

Action Item: Morganna to follow-up with Michelle Giroux re: renovations to walkway at CDPA campus.

Audit Report – Dipesh Parmar

Dipesh Parmar presented the 2016-2017 Audit Report to the Board via conference phone. Dipesh noted the audit of the financial statements for the Fanshawe Student Union was completed in the Summer and noted three outstanding items at this time. These items included the Management Representation Letter, Executive Committee Approval of the Financial Statements, and Subsequent Events Procedures. Dipesh explained the Management Representation Letter will be signed by Paul, Business Manager, after the financial statements are approved by the Board. Additionally, Dipesh asked the Board if there any Subsequent Events, to the Board's knowledge, that are known at this time. Dipesh explained that a subsequent event would include anything that would impact the organization and gave the example of a lawsuit. Aaron responded there are none at this time. Dipesh reported there no fraud or illegal acts came to the attention of the auditors as a result of the audit procedures and asked the Board if there was any knowledge that would contradict these findings. Aaron reported there were none at this time. Dipesh explained two internal control recommendations, which Paul was in support of implementing, which included having a required approval process for manual journal entries to reduce the risk of fictitious entries and utilizing an assets register or tracking system for Capital Assets to assist in the recognition and de-recognition of assets. Paul noted it is the plan to have the President and the Finance Coordinator sign off on the journal entries at year-end to increase transparency. Dipish explained the health plan obligation was adjusted to defer revenue received for the health plan rather than accruing for the expenses to occur post year-end.

6.3 It was:

MOVED by Tayshun Ally, SECONDED by Dean Alford and CARRIED to approve the Audit Report including Financial Statements, as presented.

Chair's Report – Aaron Peterzon

Aaron attended Board Training with Paul and Morganna and the new Directors, Tyler Cake and Logan James, as well as the SAC Retreat. Aaron is working offline with Tyler and Logan offline assisting them will the new position of Director. Aaron reported Logan will represent the Lawrence Kinlin School of Business and Tyler will represent the Norton School of Aviation going forward.

6.4 It was:

MOVED by Dean Alford, SECONDED by Harvinder Singh and CARRIED to approve the Chair's Report.

President's Report – Morganna Sampson

No report at this time.

Directors Reports

Dean Alford – Dean held two Class Representative Meetings on Friday, October 27th and Monday, October 30th, 2017. During these meetings, Dean gave a brief report on what was accomplished before the meetings which included the creation of a Facebook Group and communicated why the meetings were held later in the month. Additionally, Dean discussed the status of the strike and reminded the Class Representatives to check the FAQ portion of the

Fanshawe website for updates. Dean informed the Class Representatives about graduation photos, student feedback surveys, CCR, and the estimated date of the next meeting.

Dean reported a concern about a textbook in the Public Safety and Fundamentals course that requires students to purchase the subscription after the trial period which is not outlined on the course booklist or told to students. Dean asked the Class Rep to follow-up with the professor regarding this concern. Dean stated a concern regarding a professor denying accommodations that were requested by a student. Dean asked the Class Rep to follow-up with the professor regarding the concern.

Dean noted a concern regarding the status of the counselling lab. Previously, students signed letters of support for the renovations, however, students have not heard anything regarding the status of the lab. Additionally, Dean reported a concern regarding students feeling as though other students are abusing the academic appeals process to achieve higher grades in regards to picking placements and co-ops. Dean noted a meeting with Morganna has been scheduled in early November to discuss these concerns.

Madelyn Allen – No report at this time.

Tayshun Ally – No report at this time.

Tyler Cake – No report at this time.

Ryan Chambers – No report at this time.

Logan James - No report at this time.

Harvinder Singh – No report at this time.

6.5 It was:

MOVED by Tayshun Ally, SECONDED by Logan James and CARRIED to approve the Director's Report.

Aaron reminded the Board the importance of submitting a report and encouraged the Board to submit a report for each meeting.

Board of Governors Report – Carlie Forsythe

Carlie noted proposed Executive Compensation, including the range of compensation within which the salary and performance pay of individual members of the Executive Team will be based on their service, skills and performance, was discussed at a special meeting call by Board Chair on September 22nd, 2017. Carlie stated third party experts and a Board Committee met over the course of the summer to determine valid comparators and appropriate limits for proposed Executive compensation. Carlie noted the Board passed a motion to allow a conservative recommendation to be accepted by the Ministry of Advanced Education and Skills Development (MAESD). Carlie stated Fanshawe College has shown great responsibility towards the compensation practices and remains sensitive to any increases in Executive compensation.

Carlie reported Michele Beaudoin, Vice-President of Student Services, presented a report regarding student success. Carlie provided a few highlights which included improving retention rates by enhancing First Year Experience as a strategic goal, an emphasis on entrepreneurship in programs to support the creation of jobs and improve the graduate employment rate, develop an

Indigenous Strategy that aligns with the Indigenous Education Protocol (Fall 2018), and include research and innovation in each program. Aaron asked if the decline in employment rates are only at Fanshawe College or across other Colleges. Carlie noted it included other Colleges not only Fanshawe College.

Carlie discussed Bill 148, the Fair Workplaces, Better Jobs Act, 2017, was introduced on June 1st, 2017. Carlie noted Bill 148 will create major changes for Ontario employers and aims to promote equal pay for par-time, casual, temporary, and seasonal employees and will affect other areas of employment such as scheduling, vacation and personal emergency leave. At a Board-President informal dialogue held on October 23rd, Peter Devlin spoke about the potential concerns will Bill 148. Carlie stated the concerns included wages and benefits of part-time and session staff to be on parity with full-time staff, general reductions of business operations, regional campuses may be analyzed for sustainability, and Fanshawe College could become an 'International College' with the increase of International enrolment from 20 to 40 percent.

At the Board-President Informal Dialogue on October 23rd, Carlie noted Peter Devlin updated the Board on potential future initiatives and provided the Board with updates regarding the faculty strike, including complications due to reading weeks. Carlie stated there is the potential for Fanshawe College to takeover a rival College in a nearby city in the future as well as the potential of out of provenance College partnerships. Additionally, Carlie reported a potential out-of-country investment for Fanshawe College is being investigated. Madelyn asked what out of province partnership meant. Carlie explained it would include the potential of having programs offered at Fanshawe College to be offered at another College. Madelyn asked if that is allowed to occur. Paul noted that is allowed and there is currently a Sault College Program offered at Fanshawe College in Aviation and in the past there was a Nippising Program offered as well. Madelyn asked what the benefit would be for the program partnership. Carlie noted several ideas which included recruitment possibilities.

Carlie reported the next Board of Governors meeting is scheduled for November 16th, 2017.

6.6 It was:

MOVED by Dean Alford, SECONDED by Ryan Chambers and CARRIED to approve the Board of Governors' Report.

New Business

- a. Risk and Insurance Presentation Follow-up – Paul asked the Board if there were any questions about the Risk and Insurance Presentation last week by Jim Henry. Madelyn asked if non-athletic clubs are allowed to participate in the athletic activities and field trips. Paul explained there is a difference between a field trip and a club event in terms of risk associated. Paul noted field trips have minimum risk to the FSU as there are waivers and chaperones compared to an athletic club event there is the association to the FSU which increases the amount of risk to the company. Paul noted it is the best to encourage students to complete athletic activities on their own and to encourage wellness and physical activity. Madelyn asked if athletic activities were allowed. Paul noted for clubs physical activities are not allowed as stated in the Clubs Policy which was voted on and approved by the Board. Dean asked if the FSU ever subsidized trips for students. Paul noted all field trips for students are subsidized; the true cost of the trip is not charged to

students. Dean asked if there were any subsidized trips for clubs. Paul explained that clubs, if eligible, are given funding, however, clubs can request additional funding.

- b. **Strike Concerns** – Harvinder noted a concern regarding the tuition deadline and the ongoing strike. Harvinder stated with the uncertainty of the strike students are not sure if they should pay next semesters deposit for school. Harvinder asked if the deadline was going to be moved because of the strike. Paul noted there is a lot of uncertainty right now, however, there is a meeting scheduled on Thursday that more direction will be given in terms of the strike. Paul encouraged Harvinder to let students know to check the FAQ portion of the Fanshawec website or FSU website for updates. Madelyn asked the minimum length that the strike would need to continue to have the semester dropped and asked if the semester was dropped what would occur in that situation. Paul noted there is no minimum length to determine whether or not a semester will be dropped. The plan on what will happen if this occurs is still unknown as historically a semester has never been dropped due to the strike. Madelyn asked if there was anything now that individual students can do to get back to the classroom. Paul noted as individuals students can email local MPP's or Deb Matthews. It was noted that a plan for the FSU for future strikes be created with focus on services for students in Residence.
- c. **Class Reps** – Dean asked if there were representation for ESL students and asked if these students are members of the FSU. Paul noted ESL students are members and usually become class representatives when students enter into a full-time program. Dean asked if there can be representation for ESL students before they enter into a full-time program as there are many issues and concerns occurring the program. Dean noted several concerns which included students not learning English and pushing students into other programs then originally placed. Carlie suggested having a town hall meeting to discuss concerns associated with ESL. Aaron suggested Dean connect with these students and answer any questions these students may have and any questions that cannot be answered or require additional resources be brought to the Board.

Action Item: Dean to meet with Aaron and Morganna regarding ESL student representation.

Next Meeting – Monday, November 20th at 6:00 p.m.in SC-2016.

Adjournment

6.7 It was:

MOVED by Ryan Chambers, SECONDED by Harvinder Singh and CARRIED to adjourn the meeting.