

Minutes
Student Administrative Council (SAC)
November 13th, 2019
FSU Boardroom

Present: Cole Ayerst, Board Chair
Karyna Barabash, Director
Christine Belanger, Secretary
Aravind Mohan, Director
Keren Nanneti, FSU President
Hafil Perincheeri, Director
Katyayini Thakur, Director
Kate Seliverstova, Director – left at 8:07 p.m.

Thomas Hutchison-Hounsell, Board of Governors Student Representative
Paul Masse, General Manager
Bonnie Williams (Recording Secretary)

Absent: Mercy Paula Barishaki, Director

This meeting was called to order at 7:03 p.m.

Approval of the Agenda

5.1 It was:
MOVED by Katyayini Thakur, SECONDED by Christine Belanger and
CARRIED to approve the Agenda.

Approval of Minutes

5.2 It was:
MOVED by Christine Belanger, SECONDED by Cole Ayerst and CARRIED to
approve the Minutes from Meeting #4.

Chair's Report – Cole Ayerst

Cole extended a welcome to the new Board Members and the Board of Governors Representative to the Board Meeting. Cole presented the idea of a Board of Directors Information Banner, similar to the Executive Committee Banner that would include the Board Member's photos and contact information for students to the Board. Cole explained this idea was brought to the Executive Committee, who were in agreeance of this banner, however, the idea of the banner would be brought to the Board for approval. The location of the banner is still being determined, but the preferred location would be in Forwell Hall for the greatest exposure to students as Directors are the ones who meet with the Class Representatives and bring student issues forward at the Board Meeting.

5.3 It was:
MOVED by Hafil Perincheeri, SECONDED by Aravind Mohan and CARRIED
to approve the creation of a Board of Directors Information Banner.

A vote was held and the motion was passed.

President's Report – Keren Nanneti

Keren attended the Future Talent Dinner and participated in the College Council Meeting in which an update on the FSU and the FSU By-Election. Keren recited 'In Flanders Fields' at the Remembrance Day Ceremony and attended the Canadian Club Luncheon as well as the Graduation Ceremonies.

Keren noted Open House is this weekend and invited the Directors to attend, if interested.

Keren met with Darryl Bedford regarding a concern with the length of time it takes for the SFS Survey Feedback to be given to teachers and will be attending a meeting in the upcoming weeks with Nord Mensah regarding student concerns at the London South Campus.

Keren met with Darlene O'Neil and discussed the Inspire Mentorship Program and a collaboration between Career Services and the FSU to promote the program for students. Keren provided the Downtown Campus hours to the Board and explained only students that attend the Downtown Campus would be able to access the Campus during this timeframe.

Action Item: Keren to send Downtown Hours to the Board.

A concern of students at the Downtown Campus getting kicked out of labs for professors to use the space was brought forward. It was explained that students were asked to leave labs by professors to complete 1:1 tutoring sessions, however, there was no notice or communication that the lab was booked. A discussion was held regarding this concern. Keren will follow-up on this concern.

Action Item: Keren to follow-up on Downtown Campus lab concerns.

Keren reported a survey has been created for students to complete and will feature a text box to write comments or concerns. Keren explained the survey will be open for two weeks and will be posted on the FSU's Facebook and Instagram Pages. Additionally, students who complete the survey will entered into a draw to win a \$25.00 gift card to encourage completion of the survey.

Keren noted several future initiatives which include increasing volunteer opportunities for students and the concept of The Hub. Keren explained The Hub would feature FSU tables around the Campus for students to ask questions, pick-up materials and increase exposure of the FSU to students.

Keren is currently dealing with issues regarding fee students and arrival issues for International Students.

Board of Governors Report – Thomas Hutchison-Hounsell

No report at this time.

Director Reports

Karyna Barabash – Karyna noted a concern regarding a shortage of events at the Downtown Campus as well as the idea of altering the time of the movies that are shown on Fridays for students to the afternoon or evenings. It was noted that the plan is to hold more events at the

Downtown Campus, however, Karyna was encouraged to make a list of events and feedback regarding what students are looking for in events and this information can be passed along to the Entertainment Team.

Karyna has scheduled the first Class Representative Meeting on November 20th, 2019

Mercy Paula Barishaki – No report at this time.

Christine Belanger – Christine noted several concerns which included an issue with students being unsure of which A/V equipment is restricted to a particular program when loaning out these items to students. It was suggested for the Academic School to have a list of what students have access to for each specific program(s) that is available in one place to eliminate confusion. Additionally, students are concerned that computer lab availability will have less availability as finals approach and labs are needed to complete final projects. A discussion was held and moving due dates into exam week and purchasing more licenses for the computer programs were suggested as potential resolutions to the issue.

Christine noted a concern regarding the organization of events, specifically lines, in Fowell Hall. It was explained students were unsure as to where lines started for the Psychic Fair Event which resulted in students standing in the wrong line for long periods of times. It was noted that more Event Crew to assist with lines are needed as well as a more concise wayfinding strategy to eliminate confusion for students.

Christine explained teachers are not taking accommodations from students seriously which results in the concern of students feeling that they are putting more effort into getting the accommodation recognized than completing the work for the program. A discussion was held regarding accommodations and increasing accountability for teachers. Keren will bring the concern forward at the AODA Meeting.

Action Item: Keren to bring accommodation concern to AODA Meeting.

Christine noted a concern pertaining to the International Department and staff not answering emails, not accepting responsibilities and students being put into programs that they do not want to be enrolled. A discussion was held regarding the need to educate other departments on specific International Student issues and using the International Department as a reference, when acceptable. Additionally, a discussion was held regarding International Students being placed in different programs to what they applied as well as paying a fee to be on a waitlist for a program and not receiving a refund if the student does not get into that program. Keren will bring these concerns to the International Advisory Committee Meeting.

Action Item: Keren to bring International-related concerns to the International Advisory Committee Meeting.

Christine explained as per the recommendation from the Auditors, the In Camera meeting minutes and/or notes will be requested from the previous Board Chair and Board Secretary from last year. The Board was in agreeance of this action.

Christine noted a General Manager Performance Review will be completed and the formal process created this year as the last documented performance review was from 2002. However, it was noted that feedback has been received and is encouraged to be received from the President every year on performance.

Aravind Mohan – Aravind noted a concern in regards to timetable scheduling which results in some students being scheduled for classes six days a week which makes it difficult to schedule extracurricular and work. It was noted that a better way of scheduling is needed.

Aravind stated a concern in regards to International Students and fees. Aravind explained that more money is owned when a student arrives in Canada than what they were given when they applied to Fanshawe College. A discussion was held and Keren will bring these concerns to the International Advisory Committee.

Action Item: Keren to bring International Fee issue to the International Advisory Committee Meeting.

Hafil Perincheeri – Hafil noted a concern regarding a lack of food service options at the London South Campus and mentioned the suggestion of getting a Tim Hortons or a coffee shop on the Campus for the students. These students are paying the same fees as other students, but do not have access to the same amenities at the London South Campus. It was noted that vending machines will be added to the Campus after the construction of the basement is completed and there is the potential to add a self-service food area, however, the success of the service will be measured at Y Building first before potential implementation. Hafil noted a concern regarding timetable scheduling at the London South Campus as classes are scheduled from 10 a.m. – 3 p.m. which makes it difficult to manage a part-time job. It was noted that this issue is not specifically for London South Campus students but rather all student schedules are scheduled within this timelines.

Hafil noted a concern with the library hours and the service not being open late enough for students to utilize. It was explained the library hours have been extended and will move to 24 hour access during exam time.

Hafil stated a concern with a student falling behind in a class and a lack of resources to get extra support. A discussion was held about potential resources which included outside tutoring, upper year tutoring or a meeting with the Student Success Advisor, however, it was asked if this issue was regarding one student or the class. It was noted if it was the whole class having this issue to contact Rose Padacz, Ombuds, for support with the issue. Additionally, it was noted Hafil can pass along Christine's contact information to the student as Christine oversees the School of Design.

Katyayini Thakur – Katyayini held a Class Representative Meeting on November 11th, 2019. Katyayini noted several concerns in relation to the London South Campus which included a lack

of events, no food service or vending machines, a lack of student experience and no ventilation system throughout the building which results in students feeling suffocated and unable to concentrate in classes. Katyayini explained the windows in the building do not open and there is an issue with the heat. Paul and/or Keren will bring this concern forward at the meeting with Nord Mensah.

Action Item: Paul and/or Keren follow-up re: ventilation issue at London South Campus.

Katyayini noted several concerns in relation to the Downtown Campus which included organizational issues with events planned on-Campus, students feeling overwhelmed with the amount of projects, speciality labs being booked or double booked by other courses that don't require computers and a lack of seating in SDPA on the third floor. Katyayini explained all the booths on the third floor of SDPA have been moved to 130 Dundas Street which has resulted in students having to sit on the floor to study.

Katyayini noted a concern with an unqualified math teacher that does not know that content that is being taught to the students which has resulted in the students overall GPA going down. Katyayini noted the student already went to the program coordinator but the teacher is under another Academic School. It was explained the complaint needs to be directed the Academic School that the math teacher resides.

Katyayini noted a concern regarding a fee increase that is due on short notice, November 15th, 2019 which some students are not able to afford as they have not secured a part-job as of yet. It was explained that the increase could be a result of the difference in the estimated fees that were presented to the students at enrollment and the actual fees for the academic year as the fee approval is not finalized under May. It was noted that a 'subject to increase' is included on the fee outline, however, the student needs to be informed in advance of the deadline. A discussion was held regarding communication to students and increasing the information beforehand for students to ensure that they are aware of any changes in fees.

Katyayini mentioned a concern regarding a teacher who is teaching three courses who reads off the slides and is not clear on concepts resulting in students not attending the teacher's classes. It was encouraged for the student to discuss this issue with the program coordinator.

Katyayini noted a concern in regards to a teacher who has communicated racist comments in class which has resulted in students wanting to drop the program and enroll in a new program in January. Katyayini explained in the same program, students were assigned a project to develop code, which is not apart of the program, in which the students plagiarized and all received a first offence. It was noted that the students should contact Rose Padacz, Ombuds, in regards to these issues.

From the Class Representative Meeting, Katyayini mentioned several recommendations that were brought forward at the meeting which included to and from transportation to FSU Events from other Campuses, FSU Mobile App, recording Career Services' events for students that are unable to attend and the integration of FSU and FOL for event notifications.

Kate Seliverstova – Kate will be scheduling the first Class Representative Meeting in the upcoming weeks.

New Business Items:

- a. Financial Audit Results Report – Paul presented the Audit Report and Financial Statements to the Board. It was explained the financial audit was completed by Price WaterhouseCoopers and the Audit Report indicated an unqualified opinion. There was explained that there were some personal expenses found on a company credit card by one individual, however, these charges were identified by and resolved by a detective control resulting in the FSU not being out of money and mitigating the risk. There was an internal control recommendations to take minutes during in camera sessions due to a lack of record of previous in camera sessions that were held. This recommendation will be implemented going forward, as discussed in Christine’s report. It was explained the Audit Report and Financial Statements were presented at the Executive Committee with Cole and Christine present and the Financial Statements will be published in the Interrogang.

5.4 It was:

MOVED by Christine Belanger, SECONDED by Katyayini Thakur and CARRIED to approve the Audit Report and Financial Statements, as presented.

A vote was held and the motion was passed.

- b. Board Committees – Paul explained the Governance and Finance Committee to the Board. It was noted that a Member from the Executive Committee, General Manager and two Directors sit on each Committee.
 - i. Governance Committee – The Governance Committee would discuss issues such as the Election, Election Policy and Bylaw Review. Christine Belanger will sit on the Committee. The decision on the second Director for the Governance Committee was tabled to the next Board Meeting.
 - ii. Finance Committee – The Finance Committee would discuss fees and budgets. Cole Ayerst will sit on the Committee. The decision on the second Director for the Finance Committee was tabled to the next Board Meeting.
- c. Chief Returning Officer (CRO) Report on Election – The Chief Returning Officer (CRO) Report on the Election was presented to the Board.

5.5 It was:

MOVED by Christine Belanger, SECONDED by Hafil Perincheeri and CARRIED to receive the Chief Returning Officer (CRO) Report on the Election, as presented.

A vote was held and the motion was passed.

- d. Election Policy and Rules and Regulations – Paul explained that the Chief Returning Officer (CRO) had some recommendations and feedback for the Election Policy and the Rules and Regulations for future elections. It was noted that this feedback will be consolidated and suggested changes will be presented to the Board.

- e. Organizational Review – Paul noted last year’s Board directed the current Board to complete an Organizational Review. This direction was received via email by the Chair. It was noted a 3rd Party will be hired to complete the Organizational Review, however, the Board will participate in the hiring of the company. It was explained the next steps would be to complete research and bring a recommendation to the Governance Committee to determine the scope which in turn would be brought to the Board. The Board was in agreeance with the direction of the previous Board to complete an Organizational Review. A question was asked in regards to the legal matter that involved the Board from last year concerning alleged workplace harassment. It was explained that the investigation has been completed. Additionally, any parties that were involved have been notified as per the results of the investigation as well as Human Resources and the General Manager. It was asked if the results could be shared with the Board. It was noted that a summary could be shared with the Board, however, a confirmation is needed from Legal and HR before the summary is shared with the Board. It was noted that the summary will be shared in advance of or at the next Board Meeting, if confirmation is received.

Action Item: Paul to follow-up re: Results Summary for the Board.

- f. Board Training Feedback – Any recommendations or feedback regarding the Board Retreat, positive or negative, this information can be sent to Bonnie by Tuesday, December 3rd, 2019.
- g. Class Rep Meet and Greet – The Class Rep Meet and Greet has been scheduled on Wednesday, November 27th from 5 p.m. – 7 p.m. in the Gamesroom. All RSVP’s are being tracked through Eventbrite and the link has already been sent out to Class Reps, Directors and Coordinators.

Next Meeting – Wednesday, December 4th at 7:00 p.m. in SC-2016.

Adjournment

5.6 It was:

MOVED by Christine Belanger, SECONDED by Aravind Mohan and CARRIED to adjourn the meeting at 10:13 p.m.