

**Minutes**  
Student Administrative Council (SAC)  
March 9<sup>th</sup>, 2020  
FSU Boardroom

**Present:** Cole Ayerst, Board Chair  
Karyna Barabash, Director  
Mercy Paula Barishaki, Director  
Christine Belanger, Secretary  
Aravind Mohan, Director  
Keren Nanneti, FSU President  
Sai Suhas Reddy Nallapareddy, Director  
Kate Seliverstova, Director – via phone  
Katyayini Thakur, Director  
  
Thomas Hutchison-Hounsell, Board of Governors Student Representative  
Bonnie Williams (Recording Secretary)

**Observers:** Naznin Akter, Student  
Kaivalya Dahale, Student  
Paul Masse, General Manager  
Lakshmy Trikkur Muraleedharan, Student  
Staceyann Stanley, Student  
Perna Yadav, Student  
Zayaan Zakir, Student

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

Approval of the Agenda

10.1 It was:  
MOVED by Aravind Mohan, SECONDED by Katyayini Thakur and CARRIED to approve the Agenda.

Approval of Minutes

10.2 It was:  
MOVED by Aravind Mohan, SECONDED by Katyayini Thakur and CARRIED to approve the Minutes from Meeting #9.

Action Item Review

Christine provided an update regarding the previous concern regarding computer labs being double booked. Christine noted the lab was not double booked, but not booked at all for the class. In response to the lab not being booked, the professor takes students to a homework lab to complete projects.

**Action Item:** Christine to forward the contact information to Paul in regards to computer lab concern.

The following action item; Christine following-up with student re: referral costs and send details to Paul, is ongoing. Christine noted a bounce-back email was received after trying to follow-up with the student regarding International Referral Costs for Accommodations. It was explained this issue is occurring with correspondence from professors to students as well which has resulted in students using personal emails to communicate with professors. It was noted this issue is ongoing with the IT Department in which the department is aware and is working on a solution.

**Action Item:** Christine to follow-up with student re: referral costs and send details to Paul.

**Action Item:** Paul to follow-up regarding student concern and referral costs for International Students.

Keren met with the International Office in regards to International Fees and noted the 3% increase will be included on acceptance letters going forward; beginning in the Fall. Keren noted it is the expectation to have clear communication with students to eliminate any surprises for International Students in regards to fees.

Bonnie sent out the updated Class Representative Document to Cole, Paul and Chelsea.

Katyayini sent the information in regards to the student tip concern at the Chef's Table to Paul and Keren. It was noted that tips are pooled together to go towards a graduation party, however, it was noted that Paul and/or Keren will follow-up to confirm.

**Action Item:** Paul to follow-up re: student tips at the Chef's Table.

Keren explained that the English Language Excellency Scholarship is awarded on a selection-basis only for students. It was noted this scholarship is awarded based on available funds as well and as of right now there are none available for students.

Keren noted professors receive the feedback from SFS Surveys from the Chair. It was noted the feedback is received before midterms to allow the professors the opportunity to work on suggestions from students. It was noted that immediate issues with professors should be directed to program coordinators.

#### Chair's Report – Cole Ayerst

Roundtable introductions were completed. Cole attended the Student Impact Gala and Governance Committee Meetings.

Cole noted a concern with the IT Department in regards to rude customer service. It was noted that this concern was heard from a few students. It was explained that there was a recent change to management the IT Department, however, Paul and/or Keren will follow-up regarding these concerns.

**Action Item:** Paul and/or Keren to follow-up re: IT Department concerns.

President's Report – Keren Nanneti

Keren provided an update on The Nest and mentioned the first date was held on March 3<sup>rd</sup> at Z Building. Keren noted the set-up included games, pastries, swag, candies, flyers and a suggestion box for students. Keren stated upcoming events and explained the idea of the event is to promote the FSU and increase student engagement on Campus.

Keren noted the final volunteer training session was held on February 27<sup>th</sup>, 2020 and 30 more volunteers were trained. Keren mentioned all volunteer opportunities have been added onto the portal and volunteer engagement is going well. The February Volunteer of the Month was awarded to Anh Nguyen, who put in 36 hours in one month.

Keren provided an update on the Meet the Future Event that was held on March 4<sup>th</sup>, 2020 in the Alumni Lounge. The event had 50 people attend and featured employers from Deloitte and independent entrepreneurs. There were presentations on the topics of skill enhancement, social networking, confidence building and career fair prep. Keren noted students were encouraged to make contacts and build their elevator pitch in preparation for the upcoming Career Fair. Keren noted overall the event was successful.

Keren stated one of the focuses for the FSU Election was promotions and noted there were assigned volunteers for two weeks, allocated shifts from the Executive Team, polling stations, social media posts to promote and encourage students to run in the election. Keren noted Katyayini Thakur was elected President as well 8 Directors. It was noted that there was one less voting day this election, as recommended and supported by the Board and past voting data, as well as a reduced number of flyers. Keren asked the present newly-elected Directors to provide feedback on the election. A lengthy discussion was held regarding future elections including the number of posters per candidate being contingent on the number of candidates running for a particular position.

Keren noted the Professor Appreciation Day was extended to February 26<sup>th</sup> to allow for more time for students to post and share their nominations. Keren noted the winners of the contest were announced on social media; two students and one professor.

Keren noted Rebeca is working with Crystal Boyd to organize more events and encourage them to attend at the London South Campus. Keren is working on advocating for a recreation room for students and noted a new pool table has been ordered, however, it will not be set up until approval of the recreation room is received. Keren noted food services on-Campus as being considered and the grand opening of the Campus was held on February 28<sup>th</sup>, 2020.

A discussion was held regarding the Covid-19 Virus in regards to May-Intake International Students. It was noted that no communication has been received as of yet in regards to May-intake students.

Keren reminded the Board about the Student Impact Gala and encouraged them to RSVP for the event, if available to attend. Keren noted the importance of Directors responding to emails and reiterated the dates for The Nest. A discussion was held regarding Director Recognition and other ways the Directors can be recognized as well as the ability for the CCR deadline being extended for Class Representatives to attend meetings for hours.

### Board of Governors Report – Thomas Hutchison-Hounsell

Thomas attended the Board of Governors Meeting on Thursday, February 17<sup>th</sup>, 2020. Thomas noted two new programs were approved, Health Care Administration Management and Mechanical Engineering Technician – Tool & Die Diploma, for submission to the Ministry for funding. The College's Apprenticeship Strategy was presented and accepted and well as the 2020-2025 Strategic Mandate Agreement, which is funding related agreement mandated by the Ministry, was reviewed and approved for submission to the Ministry. Thomas noted a presentation and discussion on the Planning Framework/Environment Scan/Risk Management as well as the reports from the College subsidiaries were accepted and approved. The Student Tuition and Ancillary Fees for 2020-2021 were reviewed and approved, the results of the Health and Safety audit were reviewed and approved with results that are favorable as well as the following monitoring reports; Heath & Safety Monitoring Reports (Policy D-55), Staff Monitoring Reports (Policy D-20), Admin Staff Monitoring Report (Policy D-65) and Risk Management Monitoring Report (D-18), were all accepted as presented.

A lengthy discussion was held regarding International Student Growth and International Services. It was explained that a third party Structure Review was completed with the Student Services at the College in which Keren, Julia and Cole participated and provided feedback. It was noted from this review, there may be recommendations in relation to the International Department to reflect the International Student growth at the Campus.

### Director Reports

Karyna Barabash – Karyna noted a concern in regards to Winter Orientation Day and that only one country was represented in the music that was being played at the event. It was noted the music that was played was English-speaking and the DJ began taking requests from the crowd.

Karyna inquired about if a student is an Oxford Campus student, but lives closer to the Downtown Campus, if the student would be able to access the Downtown Campus to complete projects and study. It was noted that Oxford Campus students do not have access to the Downtown or London South Campuses due to security and limited space, however, Downtown and London South Campus students can access the Oxford Campus to utilize computer labs. It was noted the Central Library is located downtown and open and encouraged for students to utilize study space.

A discussion was held regarding the Student Clinic and Pharmacy extending hours to be open on the weekends for students as well as more drop-in appointment hours for students. It was noted that both the Student Clinic and Pharmacy are owned by third-party organizations.

**Action Item:** Keren to follow-up re: Student Clinic and Pharmacy hours.

The process and provisions that are in place in regards volunteer shifts for Red Squad Volunteers were explained to the Board. It was noted that a confirmation email is sent prior to each shift to confirm attendance and the shift is extended to waitlisted volunteers to fill the shift.

Mercy Paula Barishaki – Mercy noted the student concern that was brought forward at the previous Board Meeting in regards to missing the drop-out deadline has been resolved and the student received a refund.

Mercy noted the need for students to be encouraged to take care of themselves in regards to the Covid-19 Virus. It was noted that communication on risks and how to prevent risks have been shared with students.

Christine Belanger - Christine held a Class Representative Meeting on Monday, March 9<sup>th</sup>, 2020. Christine noted a concern regarding general expenses that are related to an individual program and how these numbers are determined as there are much lower than things actually cost. Christine noted the need for professors to look into expectations for programs and the cost associated with these expectations in the program.

Christine noted the concern regards a lack of available lab space for students to complete projects as they are being utilized for booked classes in the School of Design. Christine explained in the past, professors would allow students to use computers during class time, if the student was respectful and mindful and there were available seats, however, this is not happening anymore. Christine will email the Program Coordinator to inquire about this process being allowed again for students.

Christine stated a concern regarding students being assigned 10 hours of class and the professor only being scheduled to be there for two hours. A discussion was held regarding what students are paying for in the class and what they are receiving in terms of an educational component. Christine will inquire with the Associate Dean regarding the scheduled timing for faculty in related to the assigned class hours.

Christine noted a concern in regards to the Print Shop's hours of operation. It was noted the online link is difficult to find online and the Print Shop should be open later, especially during midterms and finals, for students to utilize for projects.

**Action Item:** Keren to follow-up re: Extending Print Shop Hours.

Christine noted the TV's in the Alumni Lounge breakout rooms are not working and there is a need for more chairs in the B/T computer lab a students take the chairs from computers to work on group projects together. It was noted that there needs to be more key card access from the outside of buildings, especially between B Building and C Building.

Christine has received feedback in regards to the Class Representative System and would like a meeting scheduled to discuss the feedback. A discussion was held regarding the Class Representative System. It was suggested to change the name of the program as it is similar to program reps within individual academic schools, faculty being unaware of the program and the actions that are taken to ensure the information is presented to faculty and students.

**Action Item:** Bonnie to schedule a meeting re: Class Representative Feedback.

Aravind Mohan – Aravind noted a concern in regards to the acoustics in the classroom (B1065). Aravind noted students can hear the sound from other classes which is distracting. It was noted that H3032 is experiencing the same issue.

Aravind noted the classroom (B2006) has poor WIFI which is problematic as most of the exams are conducted online in a lockdown browser. Aravind explained due to the poor internet connectivity, students have reported that the webpage have paused and froze during exams. However, Aravind noted that the professor is being accommodating to students that are experiencing issues.

Aravind noted most students are happy with academic timetables as compared to the Fall Semester.

Sai Suhas Reddy Nallapareddy – Sai noted a concern regarding some contents of the CAD Grad Rubrics not loading on FOL. It was noted that the professor is having issues rectifying the problem as well.

Sai noted there is a major issue with cleanliness in the washrooms within the College. It was noted that the cleaning within the College is contracted out to a third-party organization, however, it was noted that the organization needs to be accountable for better cleaning practices.

**Action Item:** Keren to follow-up re: Washroom Cleanliness in the College.

Sai noted a concern regarding a lack of appropriate co-op positions for the number of students who are in co-op programs. Sai explained that these students pay extra fees and if there is not a co-op available to them then students should be refunded the money. A lengthy discussion was held in regards to co-op, co-op fees and ensuring there are appropriate co-ops for the students enrolled in co-op specific programs. It was noted that this is an academic issue that could be brought forward at College Council as it is being marketing as a co-op program without enough co-op's for the students enrolled in the program.

**Action Item:** Keren to follow-up re: Co-Op Process with Darlene O'Neil.

Katyayini Thakur – No report at this time.

Kate Seliverstova – No report at this time.

#### New Business Items:

- a. Annual General Meeting – The Annual General Meeting invites Members to attend and vote on four agenda items; Honoria for the Board and Chair, Audited Financial Statements 2018-2019, Auditors for Financials 2019-2020, and CRO Report to accept the Election Results. The scheduled date for the Annual General Meeting is Thursday, April 16<sup>th</sup> at 6:00 p.m. in the Alumni Lounge. The Board was in support of date and time of the meeting.
- b. Finance Committee – It was noted that two Finance Committee Meetings have been scheduled in the upcoming weeks to discuss the budget. It was explained that the

President, General Manager, Finance Coordinator and two Directors attend these meetings.

- c. Innovation Village Update – An update was provided regarding Innovation Village. It was noted that due to cost constraints the west mezzanine in the Student Union Building has been removed. However, the FSU is advocating heavily to have this space back for students as other items can be delayed to accommodate the west mezzanine which would require a building change if added back into the design afterwards.
- d. Governance Committee Meeting – It was noted that a vendor has been chosen, Catherine Raso and Consulting, to complete the Governance Review. It was noted that field work will begin as soon as possible after the contract agreement is signed.

Next Meeting – Monday, March 30<sup>th</sup> at 7:00 p.m. in SC-2016

Adjournment

9.8 It was:

MOVED by Christine Belanger, SECONDED by Katyayini Thakur and CARRIED to adjourn the meeting at 9:20 p.m.