

Minutes
Student Administrative Council (SAC)
March 30th, 2020
Via Zoom

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
Katyayini Thakur, Director
Bonnie Williams (Recording Secretary)

Observers: Paul Masse, General Manager

This meeting was called to order at 7:12 p.m.

Approval of the Agenda

11.1 It was:

MOVED by Aravind Mohan, SECONDED by Christine Belanger and CARRIED to approve the Agenda with the addition of Annual General Meeting, Finance Committee Update, Governance Committee Update and Walmart Grocery Card Program as New Business Items.

Approval of Minutes

11.2 It was:

MOVED by Christine Belanger, SECONDED by Katyayini Thakur and CARRIED to approve the Minutes from Meeting #10.

Action Item Review

The following action item; Christine to forward contact information to Paul in regards to computer lab concern, is ongoing. It was noted Christine met with Paul to discuss the concern regarding computer labs being double booked and it was noted a second meeting to discuss this concern will occur at a later date.

Christine has not received an email back with more information from the student who had a concern in regards to International Referral Costs for Accommodations. It was noted that if an email is received, the details will be sent to Paul to look into the concern.

Paul confirmed student tips at the Chef's Table are pooled together and go towards an end of the year graduation party.

The concerns that were brought forward in regards to the IT Department were passed on to the Manager of the department as general concerns and observations from students. It was noted the Manager will follow-up with the concern within the department.

It was noted that the student request for extended hours on the weekends for the Student Clinic was passed along to the Manager assigned to the Student Clinic. Additionally, it was noted that the Pharmacy works in conjunction with the Student Clinic hours, however, both services are currently open for students despite the College being closed.

The following action item; Keren to follow-up: Extending Print Shop Hours, is ongoing.

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

It was noted the Class Representative Feedback Meeting will be scheduled via Zoom.

There is a whole team of staff currently working on the cleanliness of the College, however, it was noted that the cleanliness of the College has been an ongoing issue and should continue to be monitored when students return to Campus.

Action Item: Keren to monitor the Cleanliness of the College and follow-up with Facilities, as needed.

Keren spoke with Darlene O'Neil in regards to the co-op process and it was noted that there are a lot of co-op opportunities for students and sent through numbers on the number of jobs, types of jobs, etc. It was noted that Keren was supposed to be connected with a co-op consultant, however, that did not occur before the College was closed. It was explained that students currently on a co-op term will not be penalized for not completing co-op due to COVID-19 and co-op as a required component for graduation in programs have been waived. It was noted that a report will be sent to Keren in regards to co-op and it was asked for the report to be shared with the Board when the report has been received.

Action Item: Keren to follow-up with Darlene O'Neil in regards to the Co-Op Report and send to the Board when the report has been received.

Chair's Report – Cole Ayerst

Cole noted a concern regarding the inability to complete and sign into the Co-Curricular Record website for students. Cole explained several emails have been sent to the general CCR email, however, no response has been received.

Action Item: Bonnie to email Caitlin re: CCR login issue.

President's Report – Keren Nanneti

Keren noted among the organizational changes within the FSU due to COVID-19, the Coordinators emails have been forwarded to Keren. Keren noted concerns have been received

from students in regards to May Intake and Fees, however, these concerns have been answered individually as they are received.

Keren has attended virtual meetings in regards to COVID-19 and Innovation Village. A concern was brought forward regarding the lack of emails and information that students have received in regards to COVID-19 compared to Fanshawe College Staff Members. It was noted that the information that is sent to staff is what has been sent to the students, however, it was noted the importance of clear communication and students knowing what is occurring during the current COVID-19 situation as the situation has an impact on students.

Board of Governors Report – Thomas Hutchison-Hounsell

No report at this time.

Director Reports

Karyna Barabash – No report at this time.

Mercy Paula Barishaki – No report at this time.

Christine Belanger – Christine inquired about the timeline for students to submit CCR Hours and whether the timeline was the duration of the Academic Year (September – August) or September – April only. If the timeline follows the latter timeline, it was asked whether CCR Hours are tracked and recognized for the Summer Semester and whether hours from the Winter Semester would be carried over to the next semester as the student has less time to collect the necessary hours for CCR.

Action Item: Bonnie to email Caitlin re: CCR Concerns and update Board when answers are received.

Aravind Mohan – Aravind received several concerns from International Students in regards to the May Intake. It was noted that there has been no information received as of yet in regards to May Intake, however, there should be more information by the end of the week. It was explained that some Colleges have made the decision not to have any new first-year intakes for May, however, there has not been a decision made as of yet for Fanshawe College.

Sai Suhas Reddy Nallapareddy – Sai received several concerns from International Students in regards to MorCare Insurance and whether the insurance will be extended to August. It was encouraged for the students to double check on the MorCare website as it will have the most up to date information, however, if information is received it will be shared with the Board in regards to MorCare.

Sai noted a concern regarding whether students will receive a tuition refund. It was noted that a decision has not been made as of yet in regards to refunds.

Katyayini Thakur – Katyayini held an online Class Representative Meeting which four questions were sent to Class Representatives to share responses and thoughts. The questions included; Why is being a Class Representative important to you?, What has your experience been like being a Class Representative so far?, What practices are you personally following and urging your peers

in order to avoid the spread of the pandemic COVID-19 Corona Virus and 3 concerns of your classmates and your tentative solutions to them.

Katyayini noted a concern regarding the benefit of free printing of resumes and cover letters being offered at Oxford Campus and not at the Downtown Campus. It was suggested by the student to offer this service out of the Campus Store. It was noted that Downtown Campus students can access the service through Career Services and are able to print 10 copies as day for free.

Action Item: Keren/Paul to follow-up re: Resume and Cover Letter printing at the Downtown Campus.

Katyayini stated a concern regarding the attitude of the employees at the Registrar's Office at the Downtown Campus and noted employees show no interest in helping students and provide insufficient information. It was noted the observations will be passed along to the Manager to follow-up with staff members.

Katayaini explained the computer hardware and some systems in the specific Video Game Design labs have begun to show wear and some do not work altogether at the Downtown Campus.

Action Item: Paul to follow-up with the IT Department re: Computer Hardware and System concerns in Video Game Design labs.

Katyayini received several concerns in regards to Industry Night and how/if it will be affected by COVID-19. It was noted that Industry Night is what Video Game Design students work toward since first year and it provides the opportunity for students to showcase their work to large game companies and potentially be scouted by those companies. It was the hope that this event would be postponed rather than cancelled, however students are uncertain as to what is happening with the event. It was noted that all events have been cancelled until the end of May, however, it was encouraged for the student to contact the Program Coordinator to follow-up regarding the event and the possibility of the event being postponed.

Katyayini noted a concern in regards to a professor that has a racist attitude towards students and noted the student is drafting a letter to the Program Coordinator to address the issue. Katyayini noted a student had a conflict with a mid-term exam and field placement, however, the student spoke to the professor to have the mid-term exam moved to avoid the conflict. Additionally, it was noted that some professors are not being helpful with subjects and assumes all students have the same background. It was noted that the Student Feedback Survey with these concerns and the students are waiting for these changes to be implemented during lectures. It was noted that immediate concerns should be brought forward to the Program Coordinator.

Katyayini mentioned a concern regarding the lack of activities and services at the Downtown Campus despite paying the same fees as those students at the Oxford Campus. Furthermore, there was a concern regarding chairs and desks being dusty which will be monitored along within the College's cleanliness when students are back on Campus.

Kate Seliverstova – Kate has received several questions in regards to Residence and COVID-19. It was noted as long as there are students in Residence, the Residence will remain open to students. It was noted that Oasis is open for food services and delivery is now available to the residences with a call in order. There is no delivery fee with this service and flyers to promote this service was distributed in Residence today.

Kate noted a concern regarding a Tuition Refund and it was noted that no decision has been made in regards to refunds. It was encouraged that students continue to be patient and more information should be known soon. It was noted that the tuition refund question was included in the Top Ten FAQ email that was sent to students as well.

Kate stated students would like gym access to be extended into the Summer to compensate when the Student Wellness Centre was closed due to COVID-19.

New Business Items:

- a. FSU Operations – COVID-19 Update – An update was provided in regards to staffing within the FSU and a discussion was held regarding the Government’s announcement on Wage Subsidy. It was noted that more details are needed as well as the determination of limitations in regards to the Wage Subsidy. However, any decisions will be brought to the Board for approval. It was explained that Oasis has reduced hours, 12-6 pm and is offering delivery service to students in Residence. The staff that are able to work remotely from home have been assigned professional development and training all while bringing services to students.
- b. Board Transition and Orientation – It was explained that the newly elected Directors and President will take office May 1st, 2020 and it is the plan to complete a basic orientation remotely prior to taking office that is reinforced with face-to-face training into the term with third parties (ie. lawyer). The importance of face to face training was noted by the Board. The Board was in agreeance of the plan for Board Training and Orientation.
- c. Annual General Meeting – The Annual General Meeting is scheduled on Thursday, April 16th at 6:00 p.m. however, due to COVID-19 there is the inability to hold a physical meeting at this time. A few options were noted in regards to the Annual General Meeting which included holding the meeting online, deferring the meeting until the Summer Semester or deferring the meeting until the Fall Semester. It was noted that Seneca is holding an online meeting this week and would be able to provide insight on how it went and any issues that were had holding the meeting online. It was explained that there will be more information to come in regards to how this meeting will be held, however, it is important to ensure the Members have the opportunity to vote and have their voices heard.
- d. Finance Committee Update – The budget will be discussed at the upcoming Finance Committee Meeting which will be completed virtually with attendees. It was noted that the budget will be static for operational costs as fees are frozen except for Hospitality due to dips in revenues from the College being closed.
- e. Governance Committee Update – The Governance Review is currently being completed. No reports have been received as of yet, however, when a report has been received it will be shared with the Governance Committee. It was noted that the Consulting Firm has

everything that is needed as of right now and phone interviews will still be conducted with the Directors as a part of the review.

- f. Walmart Grocery Card Program – As an initiative to support students in need during the COVID-19 pandemic, eligible students will receive a \$50.00 gift card to Walmart to purchase groceries and supplies. Students will need to complete a form to receive a gift card and gift cards will be issued one per student. The student will not need to demonstrate financial need, however, it is noted as an initiative for students in need. The FSU has given \$10,000 from the Student Initiative Fund for the initiative which has been matched by the College and the Indigenous Centre. The program will be promoted in the same way as an FSU Event on social media. The Board was in support of the Walmart Grocery Program. A discussion was held regarding providing a gift card enhancement for students that have dependents. The Board was in support of a gift card enhancement for families. It was noted that this initiative will be on a week by week basis and a recommendation was made to have an additional \$5,000 per week until the next Board Meeting for this initiative. It was noted that the additional amount would be matched by the College.

11.3 It was:

MOVED by Christine Belanger, SECONDED by Katyayini Thakur and CARRIED to approve \$5,000 per week until the next Board Meeting (April 13th, 2020) from the Student Initiative Fund for the Walmart Grocery Card Program.

A vote was held and the motion was passed.

- g. 2020-2021 Staff Compensation

11.4 It was:

MOVED by Christine Belanger, SECONDED by Katyayini Thakur and CARRIED to approve to go In Camera with Paul Masse and Keren Nanneti present.

A vote was held and the motion was passed.

11.5 It was:

MOVED by Christine Belanger, SECONDED by Karyna Barabash and CARRIED to go Out of Camera.

A vote was held and the motion was passed.

11.6 It was:

MOVED by Katyayini Thakur, SECONDED by Aravind Mohen and CARRIED to approve the Board of Directors Honoria of a maximum of \$425.00 per semester and a maximum of \$170.00 for the Board Chair, subject to motion and approval of the Members.

One Board Member, Cole Ayerst abstained from the vote. A vote was held and the motion was passed.

11.7 It was:

MOVED by Aravind Mohan, SECONDED by Sai Sushas Reddy Nallapareddy and CARRIED to approve OPI, President's Compensation and General Manager Compensation.

Two Board Members, Cole Ayerst and Katyayini Thakur, abstained from the vote. A vote was held and the motion was passed.

Next Meeting – Monday, April 13th at 7:00 p.m. via Zoom.

Adjournment

11.8 It was:

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