

Minutes
Student Administrative Council (SAC)
April 13th, 2020
Via Zoom

Present: Cole Ayerst, Board Chair
Mercy Paula Barishaki, Director
Christine Belanger, Secretary
Aravind Mohan, Director
Keren Nanneti, FSU President
Sai Suhas Reddy Nallapareddy, Director
Kate Seliverstova, Director - left at 8:30 p.m.
Katyayini Thakur, Director
Bonnie Williams (Recording Secretary)

Observers: Allen Saji Chakkupurackal, Student
Kaivalya Dahale, Student
Paul Masse, General Manager
Lakshmy Trikkur Muraleedharan, Student
Prerna Yadav, Student
Zayaan Zakir, Student

Regrets: Karyna Barabash, Director

This meeting was called to order at 7:07 p.m.

Approval of the Agenda

12.1 It was:
MOVED by Aravind Mohan, SECONDED by Sai Suhas Reddy Nallapareddy and
CARRIED to approve the Agenda..

Approval of Minutes

12.2 It was:
MOVED by Sai Suhas Reddy Nallapareddy, SECONDED by Aravind Mohan and
CARRIED to approve the Minutes from Meeting #11.

Action Item Review

Paul reached out to Dave Smith, Senior Manager Rental Services, regarding the change of the operating hours for the Print Shop. It was noted that there has not been a change in hours since September 2018 as there was not enough business to support the department being open the extended hours.

The following action item; Keren to monitor to cleanliness of the College and follow up with Facilities, if needed, is ongoing. It was noted a meeting with Marion Dietze, Manager, Custodial,

Grounds and Support Services, will be scheduled in the Summer when the College re-opens to bring forward the concerns and observations from the Board.

Keren explained that due to COVID-19, it has been difficult for Keren to obtain a report from Darlene O'Neil in regards to co-op, however, it was noted that there is a 87% success rate on co-op work terms from students.

The login issue regarding CCR has been fixed. It was noted that the deadline for students to add CCR hours has been extended to April 17th, 2020, however it was explained that the extension will not be advertised.

It was explained that free cover letter and resume printing is available for the students at the Downtown Campus when the Career and Co-op team is on Campus but not all the time as there is no designated office. A discussion was held regarding having the printing available to students through the FSU Office. It was noted that this office is not always open for students and would be difficult to provide the service as there is no full-time staff member at the Downtown Campus.

The issue with the Computer Hardware and System concerns within the Video Game Design Lab has been communicated with the manager of the IT Department. It was noted that this concern will be brought forward at the next Information Technology Fee Management Meeting as well.

Chair's Report – Cole Ayerst

No report at this time.

President's Report – Keren Nanneti

Keren has attended virtual meetings in regards to Innovation Village and Orientation Steering as well as a phone meeting with Catherine Raso as a part of the Governance Review process. Keren has noted student concerns have been received in regards to fees and refunds, however, these concerns have been answered individually as they are received. Additionally, Keren noted the FSU is running a series of contest on social media to keep students engaged during COVID-19.

Keren noted a concern regarding students gathering in houses of more than 10 people to complete projects and assignments. Keren noted that concern was sent to the Program Coordinator of the specific program and social distancing was emphasized in the podcast that Keren completed with the Interrobang.

Additionally, Keren noted a concern regarding students being assigned projects/assignments to go outside and complete a task within the Interior Decorating Program. It was explained that the student would receive an 'N' grade, not a failing grade, if the student was unable to complete the project and would have until the end of June to submit the project.

Keren stated the idea of the Directors recording a message for the students individually that would be put together and showcased on FSU Social Media. Keren noted a discussion with the Publications Team will be has prior to any filming.

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 held an online Class Representative Meeting in which five questions were sent to Class Representatives to share responses and thoughts. The questions included; How was your first week of online classes? Do you have any current concerns? Do you feel as though you have enough resources to complete the semester? Do you feel as though you have enough support for your mental health and Do you feel as though you have enough support from your professors? Christine explained that students within the School of Creative Industries were happy with the transition to online classes, however, there were concerns regarding finishing classes online and that graduation has been postponed to the Fall Semester. Christine noted that most students felt that they has enough resources to complete the semester, except those students that had ongoing issues within the Program. Additionally, it was noted that students felt as though there was more resources related to mental health now that classes moved to an online structure than when students were in classes. Overall, Christine noted that students are happy with online class structure, the communication from professors and had a positive transition to online classes.

Christine noted that laptops were shipped out to students that needed them, however, the College ran out of laptops and there are still students that need them. Christine noted that the College is working on a solution.

The idea of a survey for students to complete regarding online classes and what students may be missing with the delivery of online content was discussed. It was explained that some students are unsatisfied with the online experience having no vertical learning from professors and having to self-learn the course material. It was noted that this survey would allow the College to know where the students are coming from in terms of how they are adapting with the new online model.

Aravind Mohan – Aravind received several concerns from International Students in regards to the May Intake. Aravind noted that some students have not received correspondence as of yet. It was noted that an email was sent to all May Intake Students which should answer outstanding questions and concerns. It was explained that if the student did not receive the correspondence forward the student's information to Keren to follow-up with the Office of the Registrar.

A discussion was held regarding May Intake and whether students who defer to the Fall Semester to complete the program will have a secured spot. It was noted there is an incentive to take online classes in the Summer Semester, however, if a student does defer to the Fall Semester, spots within the program will be reviewed on a case to case/program to program basis. Students are encouraged to reach out the the Office of the Registrar to confirm the deferral process.

Aravind noted a concern regarding May Semester Fees and asked if there would be a deadline extension for students. It was explained that the fee must be paid my the deadline. However, it

was noted that if a student cannot make the payment on time, the student can reach out to the Office of the Registrar to explain the reasoning as to why the payment cannot be made on time and these cases will be reviewed individually.

Aravind noted a concern regarding the lack of services available to students now that classes have moved online and asked if a portion of the fee that was paid with the refunded to the students. It was noted that a decision has not been made as of yet in regards to refunds.

Sai Suhas Reddy Nallapareddy – Sai noted a concern regarding the Walmart Gift Cards that have been handed out to students. It was noted that some students have experienced issues while trying to use the gift cards and that the gift cards were not scanning.

Action Item: Sai to send Paul/Bonnie student correspondence in regards to Walmart Gift Card to follow-up

Sai asked for clarification in regards to the student bus pass and asked if the bus pass would be extended through the Summer due to COVID-19. It was explained that if the student was full-time in the Winter Semester, the student's bus pass will be active until August 31st, 2020. If the student was on a co-op term for the Winter Semester, the student must have opted into the bus pass for the bus pass to be active until August 31st, 2020.

Katyayini Thakur – Katyayini held an online Class Representative Meeting which four questions were sent to Class Representatives to share responses and thoughts. Katyayini noted that most students overall have had a good experience with the transition to online classes, despite some students experiencing some technical difficulties, but these issues were rectified with the support of the IT Department.

Katyayini noted a concern regarding the online culinary classes. Katyayini explained students are not happy with how the content is being presented and do not think it is a good use of student's tuition as they are not learning to cook.

Katyayini noted a concern regarding a student not being able to afford food, however, after Katyayini responded to the student, the student indicated that they had received support from the London Food Bank. Katyayini reminded the Board of this resource for students, if they need to access it during this pandemic. It was noted that if a student is unsatisfied with how a course is being taught, the student can connect with the program coordinator.

Kate Seliverstova – No report at this time.

New Business Items:

- a. Summer 2020 Academic Plan - All classes will be conducted online for the Summer Semester, however, if the program has a in-class portion it will be completed in the last two weeks of the semester. An email was sent to all May Intake Students to explain the changes and an incentive was put forward by the College to encourage students to complete the semester online verses deferring programs to the Fall Semester. It was noted that enrollment for the Summer Semester will be reduced with the projected enrollment of students being reduced by 47% for the semester. A question was asked regarding

sections of programs and if students will be moved from current sections as programs move online for the Summer Semester. A discussion was held and it was noted that shifts in sections happen every semester, however, if the student has an issue or is experiencing difficulties, the student can contact the Program Coordinator to explore potential options.

- b. Summer 2020 Ancillary Fees - All classes will be conducted online for the Summer Semester and all May-Intake Students will be paying fees within the online ancillary fee structure. Within this fee structure, the fees related to the FSU will remain the same for each student. However, a proposed \$50.00 one-time credit that would be distributed to all returning and new intake students to further reduce the amount of fees the student would be paying was put forward as a recommendation to the Board, as supported by the Finance Committee. It was explained this one-time credit would be applied on every student's invoice and a discussion was held regarding adding the credit on student's FAN Cards to used when the College re-opens. It was explained that many students may not be returning in the Fall Semester and thus would not be able to utilize the credit compared to other students that plan on returning in September.

12.3 It was:

MOVED by Christine Belanger, SECONDED by Sai Suhas Reddy Nallapareddy and CARRIED to approve an one-time \$50.00 FSU Fee credit for all returning and new intake students for the Summer 2020 Semester.

A vote was held and the motion was passed.

- c. Walmart Grocery Card Program - The current statistics for the Walmart Grocery Program were presented to the Board. The Board was in support of the continuation of the Walmart Grocery Program for students. A proposed \$15,000 per week until the end of April, a maximum of \$45,000, for the Walmart Grocery Program was proposed to the Board.

12.4 It was:

MOVED by Christine Belanger, SECONDED by Katyayini Thakur and CARRIED to approve \$15,000 per week until the end of April, a maximum of \$45,000, for the Walmart Grocery Program.

A vote was held and the motion was passed.

A discussion was held regarding students with dependents and if the Board would like to continue offering an \$100.00 gift card to these students that indicate that they have dependents. It was noted that eligibility of a student for the program is determined, however, students are not being vetted to determine the number of dependents, at this time as it poses difficulties to access this data. The Board was in agreeance to remove the \$100.00 gift card for those students who have dependents and have all students receive a \$50.00 gift card.

- d. Student Emergency Relief Fund - The College has set up a Student Emergency Relief Fund for those students affected by COVID-19. It was explained the application was supposed to open this morning, however, due to technical difficulties, the application will re-open tomorrow for students to apply. The Student Emergency Relief Fund currently has 1.5 Million Dollars from contributions from the College, the Foundation and the

Province. Each student that is eligible for the fund and determines financial need will receive \$500.00. It was asked if there was an algorithm to determine financial need. It was stated that there no algorithm and that students do not need to submit receipts to receive the Fund. It was explained that the FSU was approached to contribute to the Fund and the Board would need to determine the contribution amount, if the FSU was to contribute to the Fund. The Board was in agreeance on wanting to contribute funds to the Student Emergency Relief Fund. A lengthily discussion was held regarding the maximum dollar amount the FSU could contribute and the overall want to support every student, if possible. A contribution of \$100,000 to the Student Emergency Relief Fund was presented as a recommendation, however, after a lengthily discussion, the proposal of \$200,000 commitment with an additional conditional \$200,000 to the Student Emergency Relief Fund was presented. It was explained the conditional \$200,000 would be on condition of the College and/or the Foundation, Alumni or any Third Party match up to the \$200,000, not including additional Government Funding. Thus, the maximum the FSU would be contributing to the Student Emergency Relief Fund would be \$400,000.

12.5 It was:

MOVED by Christine Belanger, SECONDED by Sai Suhas Reddy Nallapareddy and CARRIED to approve a \$200,000 commitment with an additional conditional \$200,000 for a maximum of \$400,000 to the Student Emergency Relief Fund.

A vote was held and the motion was passed.

- e. Finance Committee - 2020-2021 Budget - The proposed 2020-2021 Budget was presented to the Board. It was explained that the one-time credit for the Summer Semester and the increase in funding for the Walmart Gift Card Program is reflected in the proposed budget. It was explained that the budget has three funds; General Fund, day-to-day operations of the FSU, Reserve Fund and the Capital Fund. It was noted a 2.5 Million Dollar commitment to the Innovation Village Project, as approved by the previous Board, as outlined on the budget. A lengthily discussion was held regarding Innovation Village and it was noted that the project was deferred but the plan of the project is still processing. Several staff members from the FSU sit on the Innovation Village Committee, including the FSU President, and the final designs for phase three with be brought to the Board. It was explained that the biggest impact on the proposed budget would be the loss from the Hospitality Department due to COVID-19 and thus it is projected that most of the summer caterings will be canceled and there was a significant loss in gross sales from the food outlets. Additionally, it was stated that the fees are static and the only fee that will be increasing for students is the bus pass as it is a third party contract.

12.6 It was:

MOVED by Christine Belanger, SECONDED by Katyayini Thakur and CARRIED to approve the 2020-2021 Budget, as presented.

A vote was held and the motion was passed.

- f. Governance Committee - Governance Review Update - The Governance Review is currently ongoing. It was noted that all of the field work has been completed. When the draft report is received, it will be shared with the Governance Committee.
- g. Annual General Meeting - The Annual General Meeting has been scheduled to be completed virtually on Monday, April 20th at 7:00 p.m. Students must register to attend the meeting and at the time of registration the student will be asked if the intention is to attend the meeting or participate via the vote proxy. It was noted that the Zoom meeting instructions will be sent to attendees after the registration closes on Thursday, April 16th at 4:00 p.m. It was encouraged that the Board attend the Annual General Meeting, schedules permitting.

Adjournment

12.7 It was:

MOVED by Christine Belanger, SECONDED by Katyayini Thakur and CARRIED to adjourn the meeting at 9:56 p.m.