

**Minutes**  
Student Administrative Council (SAC)  
July 30<sup>th</sup>, 2020  
Via Zoom

**Present:** Kaivalya Dahale, Board Chair

Cole Ayerst, Director  
Naznin Akter, Director  
Allan Saji Chakkupurackal, Director  
Katyayini Thakur, FSU President  
Stacyann Stanley, Director

Paul Masse, General Manager  
Bonnie Williams (Recording Secretary)

**Regrets:** Lakshmy Trikkur Muraleedharan, Director  
Prerna Yadav, Director

This meeting was called to order at 1:03 p.m.

Approval of the Agenda

3.1 It was:

MOVED by Cole Ayerst, SECONDED by Stacyann Stanley and CARRIED to approve the agenda.

Approval of Minutes

3.2 It was:

MOVED by Cole Ayerst, SECONDED by Stacyann Stanley and CARRIED to approve the Minutes from Meeting #2.

Director Status

Zayaan Zakir Madari resigned from the position of FSU Director. Zayaan held the position of Secretary on the Board and a new Board Member will be appointed this position in the Board Meeting.

A discussion was held regarding holding a Bi-Election to fill the vacant position on the Board in the Fall Semester. The concern of receiving endorsement and/or collecting signatures from Members was brought forward due to the fully online and blended program delivery for the Fall Semester, however, the importance of the endorsement was noted by the Board. A discussion was held regarding the May Election and allowing the student that placed ninth in the election to take over the vacant position on the Board. Communication with this candidate and all candidates that previously ran in the May Election to reapply for the position will be encouraged, however, it was noted that individual intention and/or interest may have shifted for these individuals since the last election. A draft plan for the Bi-Election will be created and presented to the Board at the next Board Meeting.

### Chair's Report – Kaivalya Dahale

Kaivalya noted a concern regarding international students not being able to secure flights to Canada. Kaivalya explained that due to the inability to secure flights and the required 14-day quarantine, students may miss classes and/or assignments and asked if there would be flexibility from the College for these students if the student arrives late into the country. It was noted that the College is trying to be as flexible as possible in regards to international transportation and fees. However, it was noted that students coming into Canada need to follow all of the guidelines set forward for COVID-19.

### President's Report - Katyayini Thakur

Katyayini noted the College is in the midst of and focusing on the Winter 2020 Program Completion and explained it is going well.

Katyayini explained the Class Representative and Clubs Program will resume in the Fall and FSU Events and Activities will continue online for now. Katyayini noted there are four webisodes of 'Koffee with Katy' on [www.fsu.ca](http://www.fsu.ca) and encouraged the Board to watch them and use them as a resource when responding to students as questions from the Board Meetings are discussed in these videos.

Katyayini provided a LTC Bus Pass update to the Board. It was explained that online students will not receive a LTC Bus Pass, however, these students can purchase a bus pass at the reduced post-secondary rate from the LTC directly or at the Campus Bookstore. Blended students will receive an LTC Bus Pass and it was noted that the process for co-op students is the same as last year.

Katyayini noted if students are struggling to pay fees to direct them to reach out to Janice Lamoureux, Registrar, Office of the Registrar, who will be offering advice on a case to case basis for students in regards to fees. Additionally, Katyayini noted financial aid will be available for students in the Fall Semester.

The dining area and the patio (SUB Courtyard) for the Out Back Shack are now open for students. Katyayini noted take-out and ordering online from the Chow Now app to have your meal delivered on Campus are available as well. Additionally, The Fringe Hair Salon is now open, by appointment only.

Katyayini provided an update on the Online Academic Learning Survey. Katyayini noted the College will be distributing two surveys; services and online learning in August. Katyayini explained that online learning questions will be incorporated into these surveys and the results will be shared with the FSU. Katyayini mentioned that focus groups will be organized in the Fall to receive input from students regarding specific topics including online learning.

Katyayini provided an update regarding Graduation Awards. Katyayini explained a decision regarding graduation awards will be determined when the Winter 2020 Semester has been completed and grades are submitted.

Katyayini noted the College will not be providing accommodations for international students to complete the required 14-day quarantine when student arrive in the country. Therefore, students

will be responsible for booking accommodations prior to arriving in Canada. A list of accommodations has been created as a resource for these students and has been distributed to the Board as a reference.

A discussion was held regarding Director Communication. It was noted the importance of using and checking Fanshaweonline emails regularly to respond to student concerns in a timely manner.

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

No report at this time.

#### Director Reports

Cole Ayerst – Cole requested a weekly report from the President until the next Board Meeting, August 27<sup>th</sup>, 2020, to keep the Board informed. The Board was in agreement with this request and there were no objections. The request will be revisited at the next Board Meeting.

Cole requested an update on the ‘Directors’ page of the FSU Website to include a short biography of each director as well as the academic school each Director oversees for Class Representatives. A discussion was held regarding the addition of academic school representation and potential issues as Directors do not represent a certain academic school but rather oversee an academic school to ensure maximum representation for students. An email will be sent with specific guidelines for the bio will be sent to the Directors to complete and the website will be updated when all bios are received.

Cole asked for co-op students to become members of the FSU as the College and the Province view students on a co-op term as full-time students. It was noted that there are strong points in regards to this proposal and a review of this request is important to complete. An outline of pros and cons for this addition will need to be completed and presented to the Board to vote on to than subsequently brought to a Members Meeting for approval as co-op membership is outlined in the Bylaws. This process will be completed within the academic year and will be an ongoing action item.

**Action Item:** Co-Op Students and FSU Membership (Ongoing)

Cole inquired about the Canada Emergency Wage Subsidy (CEWS) Program and it was noted that this would be addressed in the New Business Item ‘Revised 2020-2021 Budget’.

Cole inquired about the start date of the Coordinators and it was noted that the Advocacy and Communications Coordinator and Finance Coordinator have a start date of August 31<sup>st</sup>, 2020. It was explained that the Student Life Coordinator position is currently vacant and will remain vacant until back on-campus to complete the hiring process.

Cole asked if the FSU was a part of any provincial and/or federal student association groups. It was explained that there is only one, College Student Alliance (CSA) and the FSU is not currently a member. It was noted that the FSU was a member until three years ago, however, it was felt that CSA was not keeping up with the mandate focus; advocacy. Additionally, the membership was based on student population, ‘x’ amount of dollars per student, and was

upwards of \$100,000 in membership dues which with the growth of Fanshawe College would have increased with the enrollment numbers. It was noted that Katyayini meets informally on a bi-weekly basis with Ontario Student Association Presidents' to chat and discuss issues. The benefit and empowerment of members within Fanshawe College was noted regarding being a part of an association like CSA, if the focus of the mandate was being upheld.

Cole explained UWO is giving out branded cloth masks to everyone on campus and noted students would like Fanshawe to do the same to contribute to the health and safety of the Fanshawe community. A discussion was held regarding cloth masks and PPE masks. It was noted that the College will be supplying PPE masks to those students that do not have them to come on Campus and the FSU will be handing out hand sanitizers to students.

**Action Item:** Katyayini / Paul to follow-up with College re: cloth masks for students.

Cole mentioned a concern regarding Plexiglas shields being purchased for professor's desks only. Cole noted students are concerned that student's health are not being taken into account and professors will not provide students with assistance as the professors will stay behind the shields.

**Action Item:** Katyayini / Paul to follow-up with College re: Plexiglas shields.

Cole noted a concern regarding graduation. Cole noted students are disappointed with the lack of a graduation and annoyed with a lack of information being released regarding an intent for a future graduation and graduation awards. It was noted that these concerns will continue to be shared with the College.

Cole explained students at Centennial College can graduate with distinction in leadership which shows on a student's transcript. Fanshawe has similar programs and the Co-Curricular Record, however, the Co-Curricular record does not show on a student's transcript as it is a separate document that accompanies the transcript. Additionally, students would like a distinction for graduating with an above average GPA and suggested the distinction would start at a 3.5 GPA similar to Latin honors.

**Action Item:** Katyayini follow-up with College re: Honors Distinction on Diplomas.

Cole presented two ideas to the Board to think about moving forward throughout the year. These ideas included raising the GPA requirement for Presidential Candidates from a 2.5 GPA to 3.0 overall GPA instead of last semester and adjusting the Director GPA requirements that a candidate must have a 3.0 GPA to run in the election and must maintain a GPA of 2.5 overall.

Naznin Akter – Naznin noted several concerns in regards to online learning in the Summer Semester which included professors alternating the time of class, reducing the length of time of a class, professors not answering emails in a timely manner and software issues resulting in students being unable to hear the lecture. It was noted that all of the expressed concerns should be discussed with the professor and the program coordinator to be addressed and rectified. It was

explained if the issue is not rectified with the program coordinator to forward the correspondence to Katyayini to follow-up further on the issue.

Naznin asked where a student could pick-up items from a locker at the College as the student needs to pick-up their glasses and has not received any response after completing the required form. It was noted the student should be directed to the Security Office to pick up this item.

Allan Saji Chakkupurackal – Allan inquired about the re-opening plan for the College to ensure the health and safety of the students. It was explained that the College has a re-opening plan that is being spearheaded by the health and safety team to ensure the safety of staff and students returning to Campus. It was noted that students are discouraged to come on Campus, unless it is needed for a specific reason to reduce the number of people at the Campus. However, it was explained that students will be living in Residence, half the capacity, food services will be open and protocols and procedures will be enforced within the FSU and College (ie., physical distancing, hand sanitizer, etc.).

Allan noted a concern regarding not having enough time to complete quizzes (ie. A quiz has 60 questions and students have 60 minutes to complete the quiz) and professors are not extending the time to complete the quiz.

Allan suggested a survey to be completed for those students studying internationally to track these students' experiences. It was explained that the surveys that the College has sent out will capture this as the information can be extracted based on location.

Lakshmy Trikkur Muraleedharan – No report at this time.

Staceyann Stanley – Staceyann noted some students are having a hard time working independently with online learning. Staceyann asked if students will need to have an appointment to use the labs on Campus. It was noted that the discussion is still ongoing however, it was explained that there was success in managing the number of students in labs when appointments were used in the Alumni Lounge. Additionally, at this time, it was noted that student lounges with physical distancing measures will be open in the Fall Semester.

Staceyann noted a concern with students not meeting the fee deadline. It was noted if students are struggling to pay fees to direct them to reach out to Janice Lamoureux, Registrar, Office of the Registrar, who will be offering advice on a case to case basis for students in regards to fees. The importance of a student reaching out was emphasised as the student will need to state their intent to be in the program for the Fall Semester.

Prerna Yadav – No report at this time.

#### New Business:

- a. Appointment of Secretary – It was explained that there is a vacant officer position 'Secretary' on the Board and a new Board Member would need to be appointed for the role. Staceyann Stanley was nominated for the role of Secretary.

3.3 It was:

MOVED by Cole Ayerst, SECONDED by Allan Saji Chakkupurackal and CARRIED to approve Stacyann Stanley as the Secretary for the 2020-2021 SAC Board.

A vote was held and the motion was passed.

- b. Class Representatives – The Class Representative Distribution document was presented to the Board. It was noted that this distribution is supported by the President and the Board Chair and explains the proposed breakdown of academic schools and the director(s) assigned. The Board was in agreeance with this plan for Class Representatives and there were no objections.

**Action Item:** Bonnie to send Class Representative Distribution Document to Board.

- c. Revised 2020-2021 Budget – The Revised 2020-2021 Budget was presented to the Board. It was noted that the original budget was presented and approved by the Board in April. It was explained that there was a smaller impact than expected from the predicted enrollment reduction and FSU Fee Credit in the Summer Semester, however there was still a \$420,000 reduction in fee revenues from the pre-COVID-19 projections. There is expected to be a 13% reduction in enrollments, same percentages for domestic and international students, for the Fall Semester due to the pandemic and it is predicted that projected enrollment numbers for the Winter Semester will be similar to the Fall. Moving forward, it was noted that food services and the games room will be open open, hours based on supply and demand, however, there will be significantly less revenue from catering which will have an impact on the overall budget. The FSU is currently receiving wage subsidy from the government, staff working 50% or less (mostly hospitality staff) with the FSU receiving approximately \$80,000 in wage subsidy. It was explained that wage subsidy has been approved until the end of the year, however, in order to qualify for the program there must be at least a 30% reduction in revenues. With these eligibility guidelines, the FSU may not qualify due to the increase of services being offered in the Fall Semester. No new staff has been hired until recently in hospitality (reduced load) and hiring in Fall/Winter is still being determined, however, the FSU will be hiring students where it is possible.

Going forward, it was explained that any major changes and/or impacts that may arise, to the budget will be presented to the Board.

3.4 It was:

MOVED by Cole Ayerst, SECONDED by Allan Saji Chakkupurackal and CARRIED to approve the 2020-2021 Revised Budget, as presented. Any major changes and/or impacts to the Budget will be presented to the Board.

A vote was held and the motion was passed.

- d. Library Furniture Input – Library Furniture samples were presented to the Board. It was explained that the Library is seeking student feedback on the presented samples. The Board liked the presented furniture samples and suggested using a faux leather instead of fabric to hide stains/reduce the chance of bed bugs as well as using a vibrant colour as an accent colour for the furniture.

Next Meeting – Thursday, August 27<sup>th</sup> at 1:00 p.m. via Zoom.

Adjournment

3.5 It was:

MOVED by Cole Ayerst, SECONDED by Allan Saji Chakkupurackal and CARRIED to adjourn the meeting at 3:51 p.m.