

**Minutes**  
**Student Administrative Council (SAC)**  
August 27<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  
Lakshmy Trikkur Muraleedharan, Director  
Perna Yadav, Director  
  
Paul Masse, General Manager  
Bonnie Williams (Recording Secretary)

This meeting was called to order at 1:02 p.m.

Approval of the Agenda

4.1 It was:

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

Approval of Minutes

4.2 It was:

MOVED by Cole Ayerst, SECONDED by Stacyann Stanley and CARRIED to approve the Minutes from Meeting #3.

PricewaterhouseCoopers Audit Report

Jennifer Costa and Beth Janzen, representatives from PricewaterhouseCoopers, presented the 2019-2020 Audit Report and Financial Statements to the Board. It was explained that the financial audit was completed for the FSU by PricewaterhouseCoopers and the Audit Report indicated an unqualified opinion. It was noted that last year's internal control recommendation to take minutes during the in camera sessions in meetings has not been an issue this year. However, there is a current recommendation of distributions being authorized by all approved individuals prior to the processing of payment. It was noted there were no fraudulent purchases and management agrees with the proposed recommendation and is seeking changes to the process to improve this control moving forward. Additionally, it was explained that the total Student Fee Revenue and the total Bus Pass Revenue will be adjusted on the financial statements to reflect the correct amounts; Student Fee (\$129, 621.50) and Bus Pass (\$569,608.00). It was explained that the Financial Statements will be added to the FSU Website as well as be published in the Interrobang, after the approval by the Board.

4.3 It was:

MOVED by Naznin Akter, SECONDED by Stacyann Stanley and CARRIED to approve the Audit Report and Financial Statements with the noted adjustments to the Financial Statements, as presented.

A vote was held and the motion was passed.

#### Action Item Review

The action item ‘Co-Op Students and FSU Membership’ is an ongoing item and it was explained will be addressed as a part of the Governance Review process. It was noted that the item will be addressed by the end of the academic year as any changes will need to be approved by the Members at a Members Meeting.

It was noted the College will be providing two cloth masks to every student when they arrive at Campus through a few different avenues which include Residence Kits for those students living in Residence. It was explained that if a student arrives at the College without a face covering, they will be given a disposable mask.

It was explained that Plexiglas shields have been purchased and will be used where social distancing is not possible within the College, not only the professor’s desks in classrooms.

The recommendation of the addition of Honors Distinction on Diplomas was brought forward to the Registrar. It was noted that this recommendation will be kept in mind for any future updates.

The Class Representative Distribution Document will be sent to the Board after the Board Meeting.

#### Chair’s Report – Kaivalya Dahale

Kaivalya noted a concern regarding the bus pass fee and the fee amount already being paid for online students. It was explained that there is a disclaimer before the Fee Breakdown document on the Fanshawe College Website which notes the fees outlined on the document were based on the originally intended delivery of programs for the 2020-2021 academic year. Furthermore, it was noted that fully online students will not pay for London on-campus services and the LTC Bus Pass and invoices have been adjusted to reflect the differences in fees. It was encouraged for students to check their invoices for actual fee amounts and reach out to the Office of the Register if there are any questions and/or discrepancies in regards to fees.

Kaivalya noted a concern regarding a student wanting to defer certain courses to the next semester to lighten their course load. It was noted that certain courses require a pass to progress into the next set of courses and encouraged the student to reach out to the International Centre and meet with a Student Success Advisor to discuss options.

Kaivalya asked for an update regarding fully-online students and the LTC Bus Pass. It was noted that the FSU is in negotiations with the LTC regarding an option for fully-online students, however, nothing has been determined as of yet. It was explained that students in a blended delivery will have access to the bus beginning September 1<sup>st</sup>, 2020.

The College is currently working on a process to get FANCards out to new students and the FSU is advocating for students to receive their cards prior to the beginning of school.

### President's Report - Katyayini Thakur

Katyayini noted all the 2020 Winter Programs have been successfully completed by students.

Katyayini explained that the FSU Office will be open in the Fall Semester with select staff members being in the office to control traffic and support social distancing. The office will be open from 9 a.m. – 4:30 p.m. (tentatively). The Hub will be open for students from 10 a.m. – 7 p.m. in the Student Wellness Centre.

All staff and students will need to complete and pass a daily online COVID-19 screening form prior to coming onto Campus and non-medical face coverings are to be worn at all times when in publicly accessible places (ie. hallways, open offices, washrooms, reception areas and food services).

Katyayini noted that Clubs and the Class Representative System will be active in a virtual format for the Fall Semester and Katyayini has filmed five webisodes of Koffee with Katy which are available for students to watch on the FSU Website and Social Media. Katyayini completed a radio interview to discuss Orientation and Fall Events and explained these plans to the Board. Katyayini noted Welcome Packages for new students will include hand sanitizer, pen, masks, condom, handbook and noted events will be presented in a hybrid model to allow for online and face-to-face presence at events. Katyayini noted the a few proposed events which included Deal or No Deal, Blanket Movie Nights and Fireworks and noted that there will be a no show procedure for students that will request in a ban to allow for students an equal chance to attend/participate in the events.

Katyayini provided an update on FSU hiring. Katyayini noted a receptionist and two Coordinators have been hired and the Oasis hiring is complete. Katyayini explained that hiring is in progress for other departments; Out Back Shack, Booster Juice, Biz Booth and Publications.

Katyayini noted Oasis, Out Back Shack, Booster Juice, Biz Booth and the Gamesroom will be open for the Fall as well as The Fringe, by appointment only. Additionally, Katyayini noted that the Falcon's Nest will be closed.

Katyayini explained Graduation Photos are being offered to students at a temporary location, The Park Hotel in London, by appointment and prior registration is required.

Katyayini stated that there have been international students that have confirmed entry into Canada and are now completing the mandatory 14-day self-quarantine.

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

No report at this time.

### Director Reports

Cole Ayerst – Cole inquired about Directors being issued official email accounts to increase communication with the FSU. The Board was in support of these emails, if possible. It was noted that this may be an issue as Directors are not employees, however, it will be looked into with the College.

**Action Item:** Katyayini/Paul follow-up re: Official emails for Directors.

Cole inquired about a set of questions for Class Representative Meetings, as per the recommendation from Catherine Raso. It was suggested that the Board create the questions for the meetings with input from the FSU President, Board of Governors Student Representative and General Manager.

Cole noted a concern regarding doctor notes and students needing to obtain a note from a doctor for the day the student is absent from a test or an assignment. It was noted that leeway is needed for students that do not have a family doctor and/or cannot make it to a medical office if they do not feel healthy enough to travel.

Cole suggested the creation of weekly videos from the FSU President and Coordinators, in addition to the Koffee with Katy webisodes, where students have the opportunity to send in questions and/or comments through email or video. Additionally, Cole suggested the creation of a Speakers Corner for students.

Naznin Akter – Naznin noted a concern regarding fully-online students not having access to the LTC bus pass and explained that purchasing a bus pass and/or tickets from the LTC directly is expensive for students. It was noted that the FSU is in negotiations with the LTC regarding an option for fully-online students, however, nothing has been determined as of yet.

Naznin inquired about the FANCard replacement process. It was noted that the process is being determined and the online form for replacement FANCards should be active soon for students to access. It was explained that a student will need to pay a fee for the card replacement.

Naznin asked about the Wellness Centre and whether it will be open in the Fall Semester. It was explained that the Wellness Centre is not currently open and there has been no update from the College. It was noted if an update comes in regards to the Wellness Centre re-opening, the Board will be notified. Additionally, it was explained that students have not paid the Wellness Centre and/or Recreation fee, however, if the Wellness Centre does open, students will not be charged the fee.

Allan Saji Chakkupurackal – Allan noted a concern regarding the wait times for the Office of the Register via phone and email. It was suggested that a 24-48 hour response rate be implicated, however, it was noted that the department is doing the best that it can with the influx of communication from students.

Allan noted a concern regarding a lack of response from a professor. It was explained that these concerns should be sent to the Program Coordinator to follow-up with the specific professor.

Lakshmy Trikkur Muraleedharan – No report at this time.

Stacyann Stanley – No report at this time.

Prerna Yadav – No report at this time.

New Business:

- a. Strategic Direction – This item was tabled until the next Board Meeting. The proposed Strategic Direction will be sent to the Board prior to the next Board Meeting for review.
- b. Bi-Election Plan – The proposed Bi-Election Plan was presented to the Board. It was noted that the proposed plan is in accordance with the FSU Bylaws and is supported by the FSU President and the General Manager. It was noted the nomination period would be open from September 21<sup>st</sup> at 2:00 p.m. – October 5<sup>th</sup>, 2020 at 4:00 p.m. and interested candidates would be required to retrieve 30 signatures from full-time Members as well as complete three application questions. The Bi-Election will be advertised in a virtual format with the nomination form being a fillable pdf document. Candidates would attend a specific Bi-Election Board Meeting via Zoom and will be given the opportunity to speak to the Board prior to the Board vote which will be complete via secret ballot. Board Training will be completed with the chosen candidate(s) at a later date with the FSU President, General Manager and Board Chair.

4.4 It was:

MOVED by Cole Ayerst, SECONDED by Allan Saji Chakkupurackal and CARRIED to approve the Bi-Election Plan, as presented.

A vote was held and the motion was passed.

- c. Governance Review Report – A separate Governance Meeting will be scheduled with the Board in the upcoming weeks to discuss the Governance Review Report.
- d. Fall 2020 Operational Update – The FSU Office and FSU Food Services will be open for the Fall 2020 Semester while observing social distancing practices. It was noted that the Falcon’s Nest, Used Bookstore and The Sharing Shop will remain closed for the Fall Semester.

Next Meeting – Friday, October 2<sup>nd</sup> at 10 a.m. via Zoom.

#### Adjournment

4.5 It was:

MOVED by Cole Ayerst, SECONDED by Prerna Yadav and CARRIED to adjourn the meeting.