

Minutes
Student Administrative Council (SAC)
January 15th, 2021
Via Zoom

Present: Kaivalya Dahale, Board Chair

Cole Ayerst, Director
Naznin Akter, Director
Suman Moira D'Sa, Director
Vishal Harikrishnan, Director
Kavya Kozhiparambil Pradeep Kumar, Director – left at 3:15 p.m.
Katyayini Thakur, FSU President
Stacyann Stanley, Director – left at 3:00 p.m.

Thomas Hutchison-Hounsell, Board of Governors Student Representative
Paul Masse, General Manager
Bonnie Williams (Recording Secretary)

This meeting was called to order at 2:11 p.m.

Approval of the Agenda

11.1 It was:

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

Approval of Minutes

11.2 It was:

MOVED by Cole Ayerst, SECONDED by Kavya Kozhiparambil Pradeep Kumar and CARRIED to approve the Minutes from Meeting #10.

Action Item Review

The 'International Fee Increase Letter' was added as a New Business Item for Board Meeting #11.

Director Status

It was stated that Allan Saji Chakkupurackal did not meet the minimum GPA requirements, as per the Bylaws, and has resigned from the position of Director.

11.3 It was:

MOVED by Cole Ayerst, SECONDED by Kavya Kozhiparambil Pradeep Kumar and CARRIED to accept Allan Saji Chakkupurackal's letter of resignation.

A vote was held and the motion was passed.

It was noted that there is one vacant position on the Board. It was explained that there is no obligation to fill the vacant position, as the Board could function with seven Directors, however, it would be a Board decision. A discussion was held with two options; hold a bi-election or operate with seven Directors for the remainder of the term, being presented by the Board. Pros and cons for both options were explored which included the acknowledgement of the 2021-2021 Elections nominations that will open soon and potential confusion of both elections being ran at the same time.

11.4 It was:

MOVED by Cole Ayerst, SECONDED by Kavya Kozhiparambil Pradeep Kumar and CARRIED to hold a Bi-Election to fill the vacant position on the Board.

A vote was held and the motion did not pass.

The Board will operate at seven Directors for the remainder of the 2020-2021 academic year.

Chair's Report – Kaivalya Dahale

No report at this time.

President's Report - Katyayini Thakur

In accordance with the Provincial Government and Middlesex-London Health Unit's Health and Safety Instructions, the Student Wellness Centre has been shut down. Katyayini noted the FSU has collaborated with the Student Wellness Centre to offer virtual wellness workouts to students in the interim.

To be consistent with the newly revised Bylaw Amendments, the Clubs Policy and the Election Policy will require some changes to align with the current Bylaws. Katyayini noted these policy changes are subject to Executive (Clubs Policy) and Board (Election Policy) approval. Katyayini noted the Clubs Policy was approved at the Executive Committee Meeting. Winter Orientation went well and attended the International Welcome Session. Additionally, Katyayini notes the Online Academic Learning Focus Groups (6 Groups – 3 Domestic and 3 International) have been scheduled from January 20th – January 21st, 2021.

Katyayini noted that all FSU events have been switched from a hybrid model to a fully virtual format which are stream across all social media platforms. Katyayini noted a promotional campaign for the FSU Elections is being organize and will include Koffee with Katy – Student Governance Edition and Koffee with Katy and Coordinators – Executive Team Edition videos. Katyayini noted the Winter edition of the Navigator: London's Student Lifestyle Magazine has been released and is available in print and digital formats for students. Additionally, Katyayini noted the Biz Booth and the Gamesroom will be closed through to at least January 24th, 2021, due to the Provincial COVID-19 lockdown.

Katyayini provided an update regarding food services and noted due to the Provincial COVID-19 lockdown, the FSU had to rationalize the hours of operation and food options, however, the FSU sees the value in continuing to provide food services on Campus for students. Katyayini noted Poblanos will be closed, the take out window will be open and there will be no seating options in

the Oasis. Katyayini noted the Oasis Express is set to re-open on January 25th, 2021 beginning at 9:30 a.m. in the DEF Junction.

Board of Governors Report - Thomas Hutchison-Hounsell

No report at this time.

Director Reports

Cole Ayerst – No report at this time.

Naznin Akter – No report at this time.

Suman Moira D'Sa – Suman held a Class Representative Meeting on January 13th, 2021 with Vishal Harikrishnan. Suman noted a concern regarding the Photography Program and not being able to attend in-person classes due to COVID-19. It was noted that students want in-person lectures, but the program is being offered online for the Winter 2021 Semester. It was explained that if students feel as though the course is missing and/or lacking materials due to it being offered in the online program delivery for the students to reach out to the Program Coordinator.

Suman presented the idea of individual surveys for classes to receive feedback from students. It was explained that some students want to contribute feedback, however, do not feel comfortable sharing this feedback with professors. It was suggested for these surveys to be distributed twice in a semester. Additionally, Suman noted that online class expectations must be set, especially for students that are new to the online program delivery. It was suggested that an universal platform to chat with classmates and professors should be established as students are not receiving responses and thus missing deadlines with the Fanshaweonline Forums.

Suman noted that there are several issues in the School of Information Technology and showed interest in overseeing this academic school.

Vishal Harikrishnan – Vishal held a Class Representative Meeting on January 13th, 2021 with Suman D'Sa. Further to Suman's report, Vishal noted a concern regarding a delay in deliveries from Retail Services. It was explained that Retail Services are trying to fulfil orders as fast as possible, however, students will not be penalized if assignments are late, if linked to the delayed book delivery. Vishal inquired about a lost book access code and asked if the student would need to purchase the book to receive a new access code. It was noted that the student will need to purchase the book to receive a new access code.

A discussion was held regarding student concerns and the importance of relaying information received from Board Meetings to Class Representatives to ensure them that concerns are being heard. A discussion was held regarding Class Representative Meetings and communication from Directors to Class Representatives regarding concerns. In a previous Board Meeting, the idea of Board established questions for Class Representative Meetings were discussed. It was suggested that each Board Member to brainstorm at least five questions to ask at Class Representative Meetings to spark discussion and conversation. It was noted these questions will be discussed at the next Board Meeting.

Action Item – Add ‘Class Representative Questions’ as a New Business Item for the next Board Meeting.

Kavya Kozhiparambil Pradeep Kumar – Kavya’s report was read by the Board. Kavya’s report is a joint report with Stacyann Stanley.

Kavya held a Class Representative Meeting on January 14th, 2021 with Stacyann Stanley. Kavya shared details about the free Adobe and Microsoft Downloads for students and reminded the Class Representatives about CCR. Kavya noted students wanted to confirm how many CCR hours that were earned thus far in the semester. It was noted that students can reach out to the Advocacy and Communications Coordinator to inquire how many CCR hours the student currently has for the semester.

Kavya noted a concern regarding what measures Fanshawe College would provide to a student if the student contracted COVID-19. It was noted that the College is being flexible, however, it would be the responsibility of the student to inform professors. If a student does contract COVID-19, the student is encouraged to stay home and not attend any in-person classes. Kavya noted students that attend in-person classes wanted to know specifics in regards the COVID-19 protocols at the College which included the indication of how often classrooms are sanitized. It was explained that classrooms are sanitized after every class and several videos have been created by the College to outline the procedures that the College is following to keep students safe on Campus. Furthermore, it was noted that if someone is not abiding by the COVID-19 protocols while on Campus to inform Security immediately to take-action of the situation.

Kavya noted a concern regarding the labs still being open despite the provincial lockdown and curfew. It was explained that Ontario does not have a mandate curfew, however, labs are open on Campus to allow students without laptops to complete assignments.

Kavya noted a suggestion for FSU Events to be advertised within the College to ensure student participation. It was noted that FSU events shared on FSU social media platforms are re-shared on the College social media accounts. It was encouraged for students to Get Connected to stay informed with everything happening with the FSU as well as events. A suggestion for FSU Events to be promoted on 106.9, the College radio station to further advertisement for events was brought forward by the Board.

Stacyann Stanley – Stacyann’s report was read by the Board. Stacyann’s report is a joint report with Kavya Kozhiparambil Pradeep Kumar.

Stacyann held a Class Representative Meeting on January 14th, 2021 with Kavya Kozhiparambil Pradeep Kumar.

New Business:

- a. International Fee Increase Letter – The International Fee Increase Letter was presented to the Board. A discussion was held, and a few grammatical issues were amended to the letter. It was noted the letter will be sent to the Board after the Board Meeting.

b. Election Policy – The proposed Election Policy were presented to the Board. It was noted that the proposed amendments would align the policy with the FSU Bylaws. A discussion was held regarding the required number of positions for the President and Director Positions, in the current climate with COVID-19.

11.5 It was:

MOVED by Cole Ayerst, SECONDED by Kavya Kozhiparambil Pradeep Kumar and CARRIED to lower the required number of signatures for the President and Director positions for the 2021-2022 FSU Elections.

A vote was held and the motion was passed.

A discussion was held regarding the number of required signatures for the position of Directors.

11.6 It was:

MOVED by Cole Ayerst, SECONDED by Suman D'sa and CARRIED to approve 50 Signatures as the required number of signatures for the Director position for the 2021-2022 FSU Elections.

A vote was held and the motion was passed.

A discussion was held regarding the number of required signatures for the position of President.

11.7 It was:

MOVED by Cole Ayerst, SECONDED by Vishal Harikrishnan and CARRIED to approve 100 Signatures as the required number of signatures for the President position for the 2021-2022 FSU Elections.

A vote was held and the motion was passed.

11.8 It was:

MOVED by Cole Ayerst, SECONDED by Naznin Akter and CARRIED to approve the Election Policy as presented, with the noted amendments.

A vote was held and the motion was passed.

An inquiry regarding the current GPA requirements and the process to amend the current GPA requirements. It was explained that the GPA requirements tie into the Bylaws and the Bylaws need to be approved by the Members prior to be amended in the Election Policy. It was noted the next meeting of the Members will be at the Annual General Meeting.

It was noted that a Koffee with Katy – Student Governance Video will be filmed to showcase the role of Director, promote the elections and encourage students to run. Participation was asked from the Board for this video. Cole and Kaivalya expressed interest in the video.

c. Election Dates – The proposed Election Dates were presented to the Board.

11.9 It was:

MOVED by Cole Ayerst, SECONDED by Suman D'sa and CARRIED to approve the Election Dates, as presented.

A vote was held and the motion was passed.

d. Chief Returning Officer – It was explained that a Chief Returning Officer will need to be selected for the upcoming FSU Election. A recommendation to have Greg Hessian, former Ombuds, as CRO for the election. It was explained that Greg has acted as the CRO in the past and is endorsed by the General Manager.

11.10 It was:

MOVED by Cole Ayerst, SECONDED by Vishal Harikrishnan and CARRIED to approve Greg Hessian as the Chief Returning Officer for the 2021-2022 FSU Election.

A vote was held and the motion was passed.

College Council – A brief description of the College Council Meeting was shared with the Board. It was noted that two Directors, alongside the President and Coordinators, attend the College Council Meetings. These meetings are held monthly on the third Wednesday of the month at 9:00 a.m. The Board was asked if any Director was interested in attending the College Council Meetings, schedules pending, for the Winter Semester. A discussion was held and it was determined that Suman D'sa would be the first attendee, alongside Kavya Kozhiparambil Pradeep Kumar, pending interest and availability, and Cole Ayerst and Kaivalya Dahale would be back-up attendees, if needed.

New Business Items – Contact
Kavya re: College Council
Attendance.

Next Meeting – Monday, February 8th, 2021 at 2:00 p.m. via Zoom.

Adjournment

11.11 It was:

MOVED by Cole Ayerst, SECONDED by Vishal Harikrishnan and CARRIED to adjourn the meeting at 4:22 p.m.