

Minutes
Student Administrative Council (SAC)
Meeting #1
June 6th, 2023
SC 2016

Present: Ian Foss, Executive Director – Chair
Stephin Sathya, FSU President

Krystina Chase – Director
Shade Dias - Director
Janki Hiteshkumar Gosai –Director
Larae Hormigoso – Director
Peter Ibeano – Director
Sherin Mathew – Director
Jitendra Singh Rathore – Director
Ritchie Regidor – Director

Bonnie Williams (Recording Secretary)

Observers: Carol Balzer, Senior Director of Operations
Scott McLachlan, Controller

The meeting was called to order at 10:37 a.m.

Approval of Agenda

1.1 It was:

MOVED by Krystina Chase, SECONDED by Sherin Mathew and CARRIED to approve the Agenda for Meeting #1.

Staff Introductions

Carol Balzer, Senior Director of Operations, and Scott McLachlan, Controller introduced themselves to the Board. Each explained their role at the FSU and how their position would interact and support the Board throughout the academic year.

Executive Director Update – *Ian Foss*

Ian announced his formal resignation as Executive Director of the FSU to the Board and noted his last day in the office would be Friday, June 9th, 2023.

1.2 It was:

MOVED by Krystina Chase, SECONDED by Sherin Mathew and CARRIED to accept the resignation of Ian Foss as Executive Director of the FSU.

A vote was held and the motion was passed.

The hiring process for a new Executive Director is underway and a third party, Prime Management, has been hired to assist with the recruitment and hiring for the position. It was noted the Board Chair and the FSU President will be involved in the hiring process as well.

In the interim, Carol Balzer will be the direct support for the Board and will attend the Board Meetings throughout the academic year.

Ian thanked the Board and wished them the best for the year.

FSU Budget Presentation

The 2023-2024 FSU Budget was presented to the Board. It was noted that some portions of the budget will be adjusted (highlighted), as per year end. It was explained that the budget will be reviewed on a monthly basis by Scott McLachlan, FSU Controller and the Finance Committee; any changes to the budget will be presented to the Board.

1.3 It was:

MOVED by Krystina Chase, SECONDED by Jitendra Singh Rathore and CARRIED to approve the 2023-2024 FSU Budget, as presented.

A vote was held and the motion was passed.

President's Report – *Stephin Sathya*

The President's Report was presented to the Board.

Stephin noted the Executive Goals and President Goals have been established and presented them to the Board.

Stephin explained the President Goals are focused on the four pillars of the Strategic Direction; Continuity, Collaboration, Communication and Community, and elaborated on specific goals within each pillar including 'advocating for more on-campus employment opportunities for students with a focus on faster approvals and improved funding for Work Study/ISWEP.

1.4 It was:

MOVED by Krystina Chase, SECONDED by Sherin Mathew and CARRIED to accept the President's Report, as presented.

A vote was held and the motion was passed.

FSU Strategic Direction

The FSU Strategic Direction for 2023-2024 was presented to the Board. It was explained there are two proposed changes; the removal of 'increase use and promotion of online events calendar with members' and adjusting the wording of 'increase inclusivity of diverse student groups on campus' to 'ensure responsible inclusivity of diverse student groups on campus'.

1.5 It was:

MOVED by Krystina Chase, SECONDED by Sherin Mathew and CARRIED to accept the 2023-2024 FSU Strategic Direction, as presented.

A vote was held and the motion was passed.

Action Item: Share FSU Strategic Direction with FSU Staff and add to FSU Website.

New Business

- a. Board Chair and Board Secretary – A Board Chair and Board Secretary will need to be appointed from the Board of Directors. The process for nominations and voting was explained to the Board; a ballot voting system.

Krystina Chase and Shade Dias put their names forward for the role of Chair. Each were given the opportunity to speak to the Board as to why they would be the best person for the role. A vote was held and a majority vote was reached.

1.6 It was:

MOVED by Krystina Chase, SECONDED by Jitendra Singh Rathore and CARRIED to approve Shade Dias, as the Board Chair for the 2023-2024 SAC Board.

A vote was held and the motion was passed.

Krystina Chase was nominated for the role of Secretary. A vote was held and a majority vote was reached.

1.7 It was:

MOVED by Janki Hiteshkumar Gosai, SECONDED by Sherin Mathew and CARRIED to approve Krystina Chase as the Secretary for the 2023-2024 SAC Board.

A vote was held and the motion was passed.

It was noted Board Chair and Secretary Training will be scheduled in the upcoming weeks, prior to the next Board Meeting.

Action Item: Schedule Board Chair and Secretary Training.

1.8 It was:

MOVED by Sherin Mathew, SECONDED by Larae Hormigoso and CARRIED to approve destroying the voting ballots.

A vote was held and the motion was passed.

- b. Board Committees – An explanation was given for each standing committee; Finance and Governance and noted at least two Board Members, as per the FSU Bylaws, will sit on each Committee, alongside the FSU President, Executive Director (or affiliate) and appropriate staff members.

As per the direction of the previous Board, a Sustainability Task Force will be formed this year to determine whether or not it should become a standing committee.

Meetings will be held monthly beginning in August and can be conducted via Zoom.

The Board was asked to indicate interest to join each Committee with a raised hand.

- i. Governance Committee – Krystina Chase, Jitendra Singh Rathore, Ritchie Regidor and Shade Dias
- ii. Finance Committee – Sherin Mathew, Janki Hiteshkumar Gosai and Peter Ibeano
- iii. Sustainability Task Force – Larae Hormigoso and Sherin Mathew

1.9 It was:

MOVED by Jitendra Singh Rathore, SECONDED by Janki Hiteshkumar Gosai and CARRIED to accept the members of the Governance Committee, Finance Committee and Sustainability Task Force, as presented.

A vote was held and the motion was passed.

Action Item: Send Terms of Reference to Board Members; Finance and Governance Committee.

- c. Executive Director & President Performance Management Review Committee – The creation of an Executive Director & President Management Review Committee was recommended to the Board to ensure the accountability of the roles of Executive Director and President. It was recommended that a minimum of three Board Members including the Board Chair, sit on the Committee and meet quarterly with the roles to discuss work plans as well as complete a formal performance review at the end of the term, following the established FSU Performance Management process. If approved, a Terms of Reference for the Committee will be established, with the support of the Director, People and Culture.

1.10 It was:

MOVED by Krystina Chase, SECONDED by Jitendra Singh Rathore and CARRIED to approve the creation of the Executive Director & President Management Review Committee.

A vote was held and the motion was passed.

Action Item: Terms of Reference – Executive Director & President Management Review Committee.

The Board was asked to indicate interest to join the Executive Director & President Management Review Committee with a raised hand. Shade Dias, Board Chair, Krystina Chase, Peter Ibeano and Jitendra Singh Rathore, expressed interested in joining the Committee.

1.11 It was:

MOVED by Krystina Chase, SECONDED by Sherin Mathew and CARRIED to accept the members of the Executive Director & President Management Review Committee, as presented.

A vote was held and the motion was passed.

Next Meeting – Wednesday, July 5th at 11:00 a.m. in SC-2016

Adjournment

1.12 It was:

MOVED by Krystina Chase, SECONDED by Sherin Mathew and CARRIED to adjourn the meeting at 12:17 p.m.