

## **Minutes**

### **Student Administrative Council (SAC)**

#### **Meeting #3**

**August 28, 2023**

**SC 2016**

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**Present:** Carol Balzer, Senior Director of Operations  
John Riddell, Executive Director

Krystina Chase – Director, Secretary  
Shade Dias – Director, Chair  
Larae Hormigoso – Director  
Peter Ibeano – Director  
Jitendra Singh Rathore – Director  
Ritchie Regidor – Director  
Janki Hiteshkumar Gosai - Director

Greta Robertson (Recording Secretary)

**Regrets:** Stephin Sathya, FSU President

The meeting was called to order at 10:08am.

#### **Approval of Agenda**

3.1 It was:

MOVED by Krystina Chase, SECONDED by Jitendra Singh Rathore and  
CARRIED to approve the Agenda for Meeting #3.

#### **Approval of Meeting Minutes – Meeting #2**

3.2 It was:

MOVED by Krystina Chase, SECONDED by Peter Ibeano and CARRIED to  
approve the meeting minutes from Meeting #2.

#### **Action Item Review**

No action items to review.

#### **Director Status**

Shade reported to the Board that Sherin Mathew submitted his letter of resignation to the Board prior to the Board meeting.

Larae informed the Board that she is not registered as a full-time student for the fall 2023 term and expressed her intention to resign from the Board.

Janki and Jitendra confirmed they are both on academic break for the fall 2023 term.

Krystina and Shade confirmed they are both full-time students for the fall 2023 term.

Peter informed the Board that he is not registered as a full-time student for the fall 2023 term and expressed his intention to resign from the Board.

Shade thanked all the Board directors for their service and commitment.

3.3 It was:

MOVED by Krystina Chase, SECONDED by Janki Hiteshkumar Gosai and CARRIED to accept the resignations from Sherin Mathew, Larae Hormigoso, and Peter Ibeano.

### **President's Report**

The President's Report was presented by John Riddell in Stephin Sathya's absence.

Kara D'Arcangelo is the new Finance Coordinator for 2023-2024.

Stephin, along with John Riddell, participated in a meeting to discuss housing issues in the city of London, specifically regarding international students arriving in the city. Strong support was expressed to provide additional support to students via webinars, tables at orientation, etc. to provide information to tenants about their rights and to show them there are supports in place if they have any issues. Melissa Steadman, the new Housing Mediation Officer supporting both Western University and Fanshawe College, will be a good support moving forward. The FSU also sends out a neighbourhood letter that informs students about the services available.

It was asked if there was an action plan for how to work on the housing problem? John reported that the focus of the meeting was primarily on education and trying to find ways to encourage local landlords to include their information on places for students, to make it easier for students to find information about available places. Short term goal is education – specifically helping students be aware of their tenant rights.

3.4 It was:

MOVED by Krystina Chase, SECONDED by Jitendra Singh Rathore and CARRIED to accept the President's Report, as presented.

A vote was held, and the motion was passed.

### **FSU Update** – *Carol Balzer*

Carol reported that John Riddell began his role as FSU Executive Director on August 14, 2023. All areas of the FSU are gearing up for the start of the new semester, there will be a lot happening for Orientation! Greta Robertson is back in the office as Administrative Coordinator, as well as Katya Rivas Posada coming back as the Front Desk Clerk. The work on Innovation

Village is progressing well and a Board tour has been scheduled for September 8, 2023. Carol reported that the audit work has started and will be completed in the next few weeks with a report being presented to the Board once complete. Accounting and budget work is ongoing for Innovation Village. A tender is going out for the audio/visual components, plans are in the works for furniture and the goal is to have it ready for January 2024 opening.

In the hospitality department, a new point-of-sale system has been installed, training is happening for the new system, and it should all be ready for opening next week. The majority of the hiring has been completed, and a training/welcome session will be held in the Oasis on August 31. The summer months were very successful for all the food service departments – Oasis, OBS, Booster Juice, the hot dog cart, and FSU catering kept students well-fed.

In Communications & Marketing, all material have been printed and delivered and will be ready to hand out to incoming students, including a coupon book, the student handbook, Interrobang newspaper, etc.

An RFP for building services has been completed and the successful bidder was the incumbent, Butler Services. Butler comes in as night-time cleaners; students are hired to do the day-time work. All areas of the FSU are prepped, cleaned and ready to go for the start of the fall term.

As of today, there are 144 employees, with more to come. It was asked how many of the students are international versus domestic students and Carol reported its approximately 90% international students employed.

3.5 It was:

MOVED by Krystina Chase, SECONDED by Janki Hiteshkumar Gosai and CARRIED to accept the FSU update, as presented.

A vote was held, and the motion was passed.

### **Membership Report** – Carol Balzer

Carol reported the following:

- There are currently 78 students signed up to be class representatives for the fall semester. Multiple orientations have been scheduled to train these students as well as monthly meetings and a meet and greet.
- There are currently 10 Clubs that are active with Clubs who have held events throughout the Summer Semester for students to attend. These Clubs will be inactive as of August 31<sup>st</sup>, 2023. There is currently 1 Club that will be active for the Fall Semester with 4 Clubs pending ratification. All clubs are listed on the FSU website at [www.fsu.ca/clubs](http://www.fsu.ca/clubs).
- The Red Squad volunteer team has been established and has 36 volunteers. All volunteers have completed the mandatory orientation and safety training (safety training is new this year). Volunteer monthly meetings as well as Volunteer of the Month have been established for the Summer Semester and will continue in the Fall Semester. Red Squad Applications will open for the Fall Semester mid-September to further grow the Red Squad Team.
- Fall Planning for events and initiatives is completed. Some initiatives that are planned include but are not limited to Donut Cheat and Academic Intergri-Tea, Mindful Mondays, MOvember and Financial Literacy Month.

### **Upcoming presentations to our Membership:**

RA Presentation

Fall Orientation(s) and International Welcome

### **Ways the FSU connects to our Membership/Membership connects with us:**

FSU Social Media (Instagram, Facebook, Twitter, Snap Chat, Tik Tok) @fanshawesu

Countless videos and TikTok's, events, etc.

Chat with Us – Live Chat

3.6 It was:

MOVED by Krystina Chase, SECONDED by Janki Hiteshkumar Gosai and CARRIED to accept the Membership Report, as presented.

### **New Business**

a. Terms of Reference:

i. Governance Committee: John provided insight regarding the Governance committee, specifically that the committee is where the bulk of the work is done and then the committee brings recommendations to the Board for approval. It is important to include in the ToR that the staff positions are clearly defined as non-voting, that their role is to advise the Board and give best recommendations on how to proceed.

**ACTION ITEM:** Change membership wording in the ToR as follows: “The Committee will be comprised of the FSU President, FSU Advocacy & Communications Coordinator, a minimum of two FSU Directors and FSU General Manager and/or designate. The FSU President, FSU Finance Coordinator and FSU General Manager and/or designate are advisory, non-voting members.”

3.7 It was:

MOVED by Krystina Chase, SECONDED by Jitendra Singh Rathore and CARRIED to approve the Terms of Reference for the Governance Committee, as amended.

ii. Finance Committee: John advised the importance of including in the ToR that the staff positions are clearly defined as non-voting, that their role is to advise the Board and give best recommendations on how to proceed.

**ACTION ITEM:** Change membership wording in the ToR as follows: “The Committee will be comprised of the FSU President, FSU Finance Coordinator, a minimum of two FSU Directors, FSU Controller and FSU General Manager and/or designate. The FSU President, Finance Coordinator, FSU Controller, and FSU General Manager and/or designate are advisory, non-voting members.”

3.8 It was:  
MOVED by Krystina Chase, SECONDED by Jitendra Rathore Singh and CARRIED to approve the Terms of Reference for the Finance Committee, as amended.

iii. General Manager and President Performance Review Committee: It was advised that the Director of People & Culture be a support to this committee.

**ACTION ITEM:** Change membership wording in the ToR as follows: “The Committee will be comprised of the FSU Board Chair, two FSU Directors, and have the support of the Director of People & Culture.”

3.9 It was:  
MOVED by Krystina Chase, SECONDED by Janki Hiteshkumar Gosai and CARRIED to approve the Terms of Reference for the General Manager and President Review Committee, as amended.

b. Orientation/Events:

Directors are invited to attend Orientation events, say hi to students, introduce themselves to the students. The Front Office will be open for a few hours each day during Residence move-in.

September 4 – movie night with free pizza & pop

September 5 – Welcome Carnival

Rock Star Karaoke.

All Fanshawe campuses will have different events happening, check out [www.fsu.ca/events](http://www.fsu.ca/events) for more information.

c. Board & Committee Work Plan:

The Board needs to develop a work plan for the full board and for the committees. The different committees would have their meetings and do the work required in time to present a report of their work to the full Board. The goal is to maximize the Board’s time as much as possible. Interest in the Board committees will need to be confirmed and adjusted as needed. New Board members would be assigned to open spots on committees, as needed. Meetings will be scheduled for the fall term, allowing for the development of a work-back schedule. Vacancies on the Board need to be filled as soon as possible.

**ACTION ITEM:** Management team to figure out options for filling the vacancies on the Board and present recommendations to the Board in a special meeting for approval.

### **Next Meeting**

TBD

### **Adjournment**

3.10 It was:  
MOVED by Krystina Chase, SECONDED by Jitendra Singh Rathore and CARRIED to adjourn the meeting at 11:01am.