

MEETING MINUTES

STUDENT ASSOCIATION BOARD OF DIRECTORS MEETING

STUDENT CENTRE BOARDROOM, MAIN CAMPUS

JUNE 14, 2014

9:00AM – 12:00PM

PRESENT:

Spencer Allison
Salam Alsadi - Skype
Justin MacFadyen
Raef Roman
Johnny Stavrou
Savanah Watters
Ramez Zarifa

Ryan LePage, President
Ashley Bennett, VP College Affairs
Sameer Khan, VP University Affairs

Dino Erodoutou, Director of Operations
Chantal James, Campus Club Coordinator

REGRETS:

Mike Burton
Faaris Suhail
Thurinaa Karunagaran
Priyanka Bahl, AVP University Affairs

MINUTE TAKER:

Donna Judson, Executive Assistant and Health Plan Coordinator

OPENING:

Ryan LePage, Acting Chair called the meeting to order at 9:16am and reported that quorum was met with 10 voting members in attendance.

AGENDA ITEM	DISCUSSION	ACTION ITEM/FOLLOW UP
ADDITIONS OR AMENDMENTS TO THE AGENDA	The following amendments were made to the agenda: Approval – Elect Chair and Vice Chair of the Board Approval – Executive Director	
APPROVAL OF THE AGENDA	Moved by Ashley Bennett; seconded by Raef Roman; That the Student Association at Durham College and UOIT Board of Directors approve the amended agenda. Motion Carried	



DECLARATION OF CONFLICT OF INTEREST	No conflict of interest was declared.	
APPROVAL OF CONSENT AGENDA	<p>Consent Agenda Moved by Ashley Bennett; seconded Savannah Watters;</p> <p>That the Student Association at Durham College and UOIT Board of Directors approve the consent agenda.</p> <p>The Consent Agenda included approval of the February 25, 2014 meeting minutes and Chantal James, Campus Club Coordinator as an observer at the meeting.</p> <p style="text-align: right;">Motion Carried</p>	
ORDER OF AGENDA	<p>Order of Agenda Moved by Raef Roman; seconded by Johnny Stavrou;</p> <p>That the Student Association at Durham College and UOIT Board of Directors approve the elections of the Chair and Vice Chair moved to first item of business on the agenda.</p> <p style="text-align: right;">Motion Carried</p>	
ELECTION OF CHAIR AND VICE CHAIR	<p>Election of Chair and Vice Chair Moved by Savannah Watters; seconded by Spencer Allison;</p> <p>That Raef Roman be nominated as Chair of the Board of Directors</p> <p style="text-align: right;">Motion Carried</p> <p>Moved by Justin MacFadyen; seconded by Sameer Khan;</p> <p>That Ramez Zarifa is nominated as Chair of the Board of Directors.</p> <p style="text-align: right;">Motion Carried</p> <p>Board voted by secret ballot. Chantal James counted the votes.</p> <p>Raef Roman was voted as Chair of the Board; 7 in favour, 3 against.</p> <p>Justin MacFadyen nominated himself to stand as a candidate; seconded by Johnny Stavrou.</p> <p>Moved by Raef Roman; seconded by Johnny Stavrou ;</p> <p>That Salam Alsadi is nominated as Vice Chair of the Board of Directors.</p> <p>Board voted by secret ballot and Chantal James counted the votes.</p>	



	<p>Salam Alsadi was elected as Vice Chair for the Board of Directors; 7 in favour; 3 against.</p> <p>Moved by Ryan LePage; seconded by Savanah Watters;</p> <p>That the Student Association at Durham College and UOIT Board of Directors ratify the vote; Raef Roman is Chair of the Board of Directors and Salam Alsadi is the Vice Chair of the Board of Directors with the term ending April 30, 2015. Motion Carried</p> <p>Moved by Ryan LePage; seconded by Justin MacFadyen;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve Ryan LePage step down as Acting Chair and Raef Roman assume his duties as Chair. Motion Carried</p>	
INFORMATION FEES	<p><u>Fees/MOU</u></p> <p>VP of College Affairs provided the Board with an update on the executives meetings with Meri Kim Oliver, VP of Student Affairs at Durham College. The SA has a deadline of July 30 to have a signed MOU in place or the institution will not be collecting the SA fee for the upcoming academic year. The executives are working with the institution on an agreement and have conferred with SA staff for feedback on what they feel should be included in the MOU.</p> <p>Board members requested the MOU stipulate that the SA will receive updated membership lists and that the institution take a role in assisting the SA to rebuild the relationship with students. A suggestion was an email informing students that the SA has worked with the institutions to rebuild the relationship and a thank you for the excellent services that we provide.</p> <p>Dino Erodoutou, Director of Operations arrived.</p>	
INFORMATION DOWNTOWN OUTREACH SPACE/RETAIL STORE	<p><u>Downtown Outreach Services/Retail Store</u></p> <p>VP of University Affairs provided an update on the SA s efforts to expand downtown Outreach Space. The current space is not sufficient for the services offered in the space. There is a lack of privacy for students to meet with Outreach staff, not enough space for the Food Service or to display materials. Outreach has suggested the Academic Learning Success Office that is only used two days a week. Executives will continue to work with UOIT for additional space. The institution will be opening a retail store in the area of Outreach Services and Tuck Shop to sell apparel, books, etc. The SA will be sharing advertising with UOIT for Outreach and</p>	



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	<p>the retail space.</p> <p>The current Outreach location downtown was meant as office space for the VP and AVP of University Affairs but was the only space available when Outreach opened downtown.</p> <p>The Board question why SHRC is moving? VP College Affairs reported the service must move by the end of August. No decision has been made on where the service will be relocated but the institution is. A possibility is space in the residence.</p> <p>A Board member had concerns about privacy with SHRC located in the residence. The President stated it was Outreach that suggested residence as a possible location. It would be the second floor of the South Village.</p> <p>Moved by Ashley Bennett; seconded by Sameer Khan;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve the Director of Operations speaking rights.</p> <p style="text-align: right;">Motion Carried</p> <p>Director of Operations reported the SA tried to negotiate the boardroom next to Outreach but UOIT is using it for the retail store.</p> <p>Whitby Board member requested that the Board have a presentation on the cost of the expansion prior to moving forward and that creating an Outreach at the Whitby Campus a priority.</p> <p>VP of College Affairs reported speaking with Whitby students and the issues they raised were food, gym and lack of things to do. Outreach Services were not a priority.</p> <p>Board agreed it is up to directors to also speak with students.</p>	
INFORMATION APPEALS	<p>Appeals</p> <p>VP of University Affairs reported he has worked with five students regarding appeals. Two cases escalated to Academic Appeals and in both cases the students won the appeal. The other cases are ongoing. VP is also working with a couple of students with other issues.</p> <p>The SA has hired a Student Rights and Advocacy Coordinator and VP s are working to transition student appeals to the new coordinator. VP s will still continue to be involved in student appeals if necessary.</p>	
INFORMATION HEALTH PLAN	<p>Health Plan</p> <p>President reported the executive and staff are working with the insurance provider on the fee for next policy year. The executive requested Student Care to put out a Request for Quotation to receive a</p>	



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	<p>more competitive proposal. Student Care will report back the first of next week with quotes.</p> <p>Moved by Ashley Bennett; seconded by Sameer Khan;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve Director of Operations speaking rights.</p> <p style="text-align: right;">Motion Carried</p> <p>Director of Operations reported the contract with Student Care expires in one year. There will not be an increase to students for health plan fee for the 2014-2015 policy year. Director of Operations is investigating how it works without a broker and if the SA is ready to take that step. Board discussed polling students to see what they want from their health plan.</p>	
INFORMATION FOOD/ARAMARK	<p><u>Food/Aramark</u></p> <p>President reported the institutions have just signed a five year agreement with Aramark. President stated the food sold at the downtown Tuck Shop will be labeled and the Whitby Tuck Shop will have a fridge and sell products not sold by Aramark. Tim Horton s at Whitby has added an express line for students using meal plans or student card loaded with money to pay for a purchase. President stated that flex dollars can be used at the Pub but not the Tuck Shops for purchases. Aramark charges 17% fee for this service.</p> <p>Moved by Savanah Watters; seconded by Sameer Khan;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve moving the Treatment of Staff to a) under approvals.</p> <p style="text-align: right;">Motion Carried</p> <p>Moved by Ryan LePage; seconded by Ashley Bennett;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve taking a break at 10:35am.</p> <p style="text-align: right;">Motion Carried</p>	
INFORMATION STAFF/HR UPDATES	<p><u>Staff/HR Updates</u></p> <p>President reported that the Financial Controller, Suzanne Land, resigned from the organization. Executive Director was terminated. Two new staff members have been hired; Kaitlin Teller, Student Rights and Advocacy Coordinator and Sarah Cooper, Marketing and Communications Coordinator.</p>	



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<p>INFORMATION CLUB POLICY AMENDMENTS</p>	<p><u>Club Policy Amendments</u> Campus Club Coordinator, Chantal James, reviewed her recommendations for amendments to Club Policy/Procedure and Financial Policy with the Board. She reported she conducted a lot of research and worked closely with the Research and Policy Analyst last year on what issues students were having. The current policies and procedures were reviewed and along with the research that was conducted she is recommending changes to simplify the process. Campus Club Coordinator answered questions from the Board and stated she is a resource to clubs and societies and available to help. A lot of steps have been implemented to make the processes easier for clubs and societies to book and hold events.</p> <p>Moved by Savanah Watters; seconded by Ryan LePage;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve moving the Club Policy approval to first approval. Motion Carried</p>	
<p>APPROVAL CLUB POLICY AMENDMENTS</p>	<p><u>Club Policy Amendments</u> Moved by Johnny Stavrou; seconded by Ryan LePage;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve changing the wording of the Appeals Section from “done in a reasonable time frame” to “done within 5 (five) business days.” Motion Carried</p> <p>Moved by Johnny Stavrou; seconded by Ryan LePage;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve the Club Policy as amended. Motion Carried</p>	
<p>APPROVAL EXECUTIVE DIRECTOR</p>	<p><u>Executive Director</u> Moved by Savanah Watters; seconded by Johnny Stavrou;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve overturning the decision of the Executive Committee and reinstate the Executive Director with no loss of salary.</p> <p>Whereas, Executive Limitations policy (EL#2b 5.b) states that “the President will not b) Terminate the</p>	



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	<p>General Manager without (1) consultation with the Board of Directors, (2) external labour advice, and (3) Approval of Elected Officers.”; and</p> <p>Whereas, the Student Association Governance Policy has not been updated since the General manager Position was divided into two positions: the Executive Director and the Operations Manager; and</p> <p>Whereas, in practice, previous interpretations of this policy applied the term General Manager, to Executive Director and Operations positions; and</p> <p>Whereas, on June 10, 2014 the Executive Committee terminated the Executive Director; and</p> <p>Whereas, the Board was not consulted about this termination in accordance with EL#2b; and</p> <p>Whereas, members of the Board have a fiduciary responsibility to protect the integrity of the Student Association by ensuring all policies and procedures are respected and upheld; therefore</p> <p>Be It Resolved, that the Board overturns the decision of the Executive Committee and reinstates the Executive Director with no loss of salary;</p> <p>Be it Further Resolved, that the executive Committee consult with the Board into any potential disciplinary action against the Executive Director in accordance with Treatment of Staff Policy EL#2b 5.b.</p> <p>Board members discussed the issue.</p> <p>Moved by Ashley Bennett; seconded by Ryan LePage;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve Director of Operations speaking rights.</p> <p style="text-align: right;">Motion Carried</p> <p>Director of Operations stated to the Board how the decision the Board makes will affect the staff at the SA.</p> <p>Moved by Ashley Bennett; seconded by Ryan LePage;</p> <p>That the Board of Directors move to an in camera session.</p> <p style="text-align: right;">Motion Failed</p>	
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	<p>Justin MacFadyen called the question.</p> <p>Moved by Justin MacFadyen; seconded by Johnny Stavrou;</p> <p>That the Student Association at Durham College and UOIT Board of Directions approve of censuring the Executive for their actions for terminating the Executive Director.</p> <p>Justin MacFadyen stated that the executive should not vote on the motion as it directly affects them. He further stated that the executive should receive a letter of censure for their actions.</p> <p>VP of College Affairs stated that if the Board approve the motion to censure the executive without going into an in camera session to be privy to the reasons for the termination that they are not making an informed decision.</p> <p>Justin MacFadyen amended his original motion to give the executive a verbal warning not a letter of censure; seconded by Johnny Stavrou.</p> <p>Motion Failed</p> <p>Vote on original motion to censure the executives.</p> <p>Motion Failed</p> <p>Moved by Ramez Zarifa; seconded by Ryan LePage;</p> <p>That the original motion be amended from, “Be it resolved, that the Board overturns the decision of the Executive Committee and reinstates the Executive Director with no loss of salary”; to read “Be it resolved, that the Board overturns the decision of the Executive Committee and reinstates the Executive Director under suspension without pay until further decisions are made in an in camera session held as soon as possible.</p> <p>Moved by Savanah Watters; seconded by Justin MacFadyen;</p> <p>That the amendment be amended to read, “Be it resolved, that the Board overturns the decision of the Executive Committee and reinstates the Executive Director under suspension without pay.</p> <p>Be It Further Resolved that the Executive Committee must consult with the Board before any further disciplinary action be taken against the Executive Director in accordance with</p>	
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	<p>Treatment of Staff Policy EL#2b 5.b.. Motion Carried</p> <p>Vote on original amended motion to reinstate Executive Director. Motion Tied 5 for; 5 against Motion Failed</p> <p>Board member recommended the Chair should vote to break the tie vote. The Chair had already voted.</p> <p>The Board decided that the Chair would break the tie and the Chair voted in favour of the motion. Motion Carried</p>	
<p>APPROVAL 2014-2015 BUDGET</p>	<p>2014-2014 Budget Director of Operations provided the Board with an overview of the 2014-2015 budget. Director of Operations reported that 10,000 water bottles to distribute to students. Water fountains have been purchased and will be installed.</p> <p>Moved by Justin MacFadyen; seconded by Savannah Watters;</p> <p>Made an amendment to the budget to allocate \$75,000 under Executive Budget towards bursaries for our Members. The rules on distribution of the bursaries will be set out in policy by the Board by August 31, 2014. Motion Carried</p> <p>Moved by Ryan LePage; seconded by Sameer Khan;</p> <p>Made an amendment to amend the Campus Life Budget and increase the overall budget by \$50,000. Motion Carried</p> <p>Justin MacFadyen suggested the Board approved the first two months of the budget and the Board hold an emergency Board meeting to approve the entire budget after proper review.</p> <p>Moved by Savannah Watters; seconded by Raef Roman;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve taking a recorded vote. Motion Carried</p>	<p>Action: Board will approve a policy outlining the rules for distribution of bursaries.</p>



	<p>The Student Association at Durham College and UOIT Board of Directors approve the 2014-2015 budget as amended. The executive will be prepared to answer questions on the budget at the next scheduled Board meeting.</p> <p style="text-align: right;">Motion Carried</p> <p>Yes vote: Sameer, Ryan, Ashley, Ramez, Justin, Raef</p>	
APPROVAL RESTORING TRANSPARENCY & ACCOUNTABILITY AT THE SA	<p><u>Restoring Transparency & Accountability at the SA</u></p> <p>Moved by Savanah Watters; seconded by Ryan LePage;</p> <p>Whereas; trust between the Student Association and its members is at an all-time low; and</p> <p>Whereas; representative of the Board and Executive Committee are looking to restore trust and creditability in the Student Association; and</p> <p>Whereas; as a democratic organization the Student Association should strive for the highest standards of accountability and transparency;</p> <p>Therefore be it resolved that all Financial Reports, Executive Ends Reports and Executive Office Expenditures be posted online monthly.</p> <p style="text-align: right;">Motion Carried</p>	
APPROVAL PRESIDENTIAL HOUSING BENEFIT	<p>Presidential Housing Benefit</p> <p>Moved by Ryan LePage; seconded by Ashley Bennett;</p> <p>Currently the President receives a housing benefit.</p> <p>Whereas; it is a conflict of interest when the institutions pay for housing accommodations for the President; and</p> <p>Whereas; student money could be used more efficiently towards positive initiatives that benefit more students opposed to one individual; and</p> <p>Be It Resolved; that the Student Association at Durham College and UOIT remove the Presidential Housing Benefit from ist By-Laws and Policies; and</p> <p>Be It Further Resolved; that Durham College and UOIT be notified of this change so all transfer of funds stop.</p> <p style="text-align: right;">Motion Carried</p>	

NEXT MEETING	The Board members agreed the next regular meeting would be held on July 14, 2014.	
TERMINATION	<p>Termination of the Meeting Moved by Savannah Watters; seconded by Ashley Bennett;</p> <p>The Student Association at Durham College and UOIT Board of Directors approve terminating the meeting at 1:43pm.</p> <p style="text-align: right;">Motion Carried</p>	

TERMINATION

The meeting was terminated at 1:43pm.