



**Humber Students' Federation
Board of Directors 2015-2016
Eleventh Meeting
April 13, 2016
Lakeshore Campus**

Members Present

James Pashutinski (*Chair*)
Cristina Bianchi
Joseph Gibson
Flora Fan
Arnold Nyatwa
Roxanne Smith
Andriana Crawford
Emma Kelly

Staff

Ercole Perrone
Ahmed Tahir
Andron McKoy
Ammar Abdul-Raheem
Anna Bilan
Frank Rizzi
Mike Schaefer
Vanessa Silaphet

Guests

Jeff Noble (*BDO*)

Excused

1. CALL TO ORDER.

J. Pashutinski called the meeting to order at 5:59pm. All Directors were present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda as presented.

Moved by: C. Bianchi

Seconded by: F. Fan

CARRIED: YES

“Be it resolved that the Agenda for the Eleventh meeting of the HSF Board of Directors 2015-2016 is approved as presented.”

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.



4. APPROVAL OF MINUTES OF THE TENTH MEETING OF 2015-2016

Motion to approve the minutes from the Tenth Meeting of the HSF Board of Directors 2015-2016 on March 23rd, 2016 as presented.

Moved by: F. Fan

Seconded by: E. Kelly

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the minutes of the Tenth Meeting of the 2015-2016 Board of Directors.”

5. IN CAMERA: COMPENSATION COMMITTEE

Motion to move into In-Camera session.

Moved by: J. Gibson

Seconded by: C. Bianchi

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves to move into In-Camera session.”

Motion to move out of In-Camera session.

Moved by: J. Gibson

Seconded by: E. Kelly

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves to move out of In-Camera session.”

6. CHIEF EXECUTIVE OFFICE MONITORING REPORT

a. Year End Report

Execution of the strategic plan is reflective of the Executive Director’s performance. E. Perrone presented his Year End Report, a combination of all strategic plan reports presented over this semester, with updated details.

- Only one new item to report on: the objective *manage budget so results are within 2.5%*
- Students paying tuition and ancillary fees, were updated trending towards a \$500,000 surplus and the board was then presented with various ideas for allocating this expected funding and were approved
- Revenues are driven by enrolment and the collection of it – Humber overestimated enrolment numbers and collection did not match this oversight (formula was not accurate)
- Acceptance and tuition payment deadlines are different – OSAP has changed processes to pay students directly, instead of the Institution directly, some students did not pay tuition based on this



- Numbers Institution provided started to change, results indicated no trending toward a \$500,000 budget increase. Since additional funding was approved, this resulted in a deficit – expenses exceeding revenues by \$176,704
- This was made apparent when February finances were closed and initiatives/expenditures were already approved for March
- CEO will continue to follow up with Humber to determine the accurate number
- Financial audit (end of June) will determine exact financial standpoint
- Belief to end the year in a small surplus, not a deficit
- Possibility of affecting next year's budget; will be solidified by June

b. Advocacy Report

A. Tahir presented his Advocacy report. Highlights:

- 3 basic advocacy initiatives: Ease students financial burden (effective oversight of student fees), Identify and mitigate institutional gaps (fall reading week), support student rights (know your rights campaign)
- Know Your Rights Campaign: This campaign was initiated to help students by providing them with the guidelines to typical post-secondary student processes such as understanding rights employment, landlord/tenant, etc.; launch September 2016
 - Hired student research assistants to create end of year report – reviewing all Institutional policies, and will be condensed for user friendliness
- Fee Protocol Process: continuous challenge, though there has been more discussion this year
 - Due to MTCU policy, no ancillary fee may be collected for program delivery such as academic equipment, therefore Administrative fee has been recommended for removal due to this
- Project You: This initiative was implemented in support of the Develop Leaders strategic pillar; students were recruited to engage with HSF and understand what leadership opportunities are available for students – ex. Executive, Board of Director, part-time staff positions. Greatest achievement includes many Project You students ultimately ran for a position in the Winter 2016 HSF Election
- Sleeping Lounge: initiative implemented for the first time this year; usage at Lakeshore 115 and North 86

7. FEE PROTOCOL

A. Tahir reviewed the changes and recommendations to the Fee Protocol for the 2017-2018 academic year:

- Propose increase of \$3.40 to cover increasing costs of Dental and Rx & ADD insurance
- Propose increase of \$2.60 to the Health Services Fee, in place of annual transfer from HSF
- Propose the Administrative Service Fee – Academic Equipment cease to be collected

Explanation:

- The Dental and Rx & ADD insurance premium is increasing
- Currently the Health Services fee is collected by each student, and the HSF allocates a portion of its budget to the Health Centre as well. To avoid redundancy, HSF will no longer allocate this



portion of their budget toward the Health Centre and instead increase the Health Centre fee in equivalence to the amount that the Health Centre would receive from HSF

- Due to the MTCU policy, no ancillary fee may be collected for program delivery such as academic equipment, therefore Administrative fee has been recommended for removal due to this

Motion to approve the recommended fee proposals for the 2017-2018 academic year.

Moved by: C. Bianchi

Seconded by: A. Nyatwa

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the recommended fee proposals for the 2017-2018 academic year.”

8. IN CAMERA SESSION

Motion to move into in-camera session.

Moved by: J. Gibson

Seconded by: E. Kelly

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves to move into in-camera session.”

Motion to move out of in-camera session.

Moved by: J. Gibson

Seconded by: E. Kelly

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves to move out of in-camera session.”

9. BOARD SELF EVALUATION

The Board was provided a board self-evaluation to reflect on their experience this term. This will help future boards and potentially affect any future training. Highlights of the discussion were as follows:

- Booklet on what HSF is, terms, glossary for onboarding (lingo for non-business students not familiar)
- Turn over with Directors (losing and gaining throughout term), more consistency
- Fee presentations provided in advance/with the package
- Participation, decision making and turnover is a challenge
- Tours: useful, valuable, understand where money is allocated, 1-2 is sufficient, understand broader student community as they represent students at large
- More interaction with students, ownership linkage – re: HSF initiatives



- Any requests for better/more assistance from CEO, this was deemed is sufficient
- Clarify Board and Exec roles (Board misconception of role in student engagement)
- Board training ongoing throughout term
- Summer training difficult: one day vs week long due to summer commitments
- Mentor/mentorship by outgoing – day in the life, experience, questions

10. ADJOURNMENT

J. Pashutinski thanked Execs and Full-time staff for their efforts and support this year, he also thanked the Board for their participation this year.

A. Tahir thanked J. Pashutinski for his hard efforts and dedication to the role as Chairperson.

Motion to adjourn the Eleventh Meeting of the HSF Board of Directors 2015-2016.

Moved by: A. Nyatwa

Seconded by: A. Crawford

CARRIED: YES

“Be it resolved that the Eleventh Meeting of the HSF Board of Directors 2015-2016 is adjourned.”

The meeting adjourned at 7:07pm.

_____ **James Pashutinski** _____
Chairperson

_____ **Vanessa Silaphet** _____
Recording Secretary