



**Humber Students' Federation
Board of Directors 2015-2016
Second Meeting
September 16, 2015
Lakeshore Campus**

Members Present

Cristina Bianchi
Andriana Crawford
Marium Qadir
Emma Kelly
Brittani Cowell-
Gardner
James Pashutinski
(Chair)

Staff

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

Guests

Lynne Bentley (*Director Libraries*)
Jeff Noble (*BDO/Comp Comm Chair*)
Joanne Dumo (*Student*)

Excused

Joseph Gibson

1. CALL TO ORDER at 6:00pm.

J. Pashutinski called the meeting to order at 6:00pm. A quorum of Directors was present.

2. APPROVAL OF THE AGENDA

J. Pashutinski amended the agenda to include a Compensation Committee update by Jeff Noble; this will become item number 6 on the agenda.

Motion to approve the agenda as amended.

Moved by: C. Bianchi

Seconded by: B. Cowell-Gardner

CARRIED: YES

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

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.



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

Motion to approve the minutes from the First Meeting of the HSF Board of Directors 2015-2016 on May 6th, 2015 as presented.

Moved by: E. Kelly

Seconded by: M. Qadir

CARRIED: YES

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

5. FEE PROTOCOL OVERVIEW: LIBRARY SERVICES

Lynne Bentley, Director Libraries, presented on the Library Services fee. Highlights of her presentation are below:

- Provided a budget breakdown of library expenditures for last academic year, anticipated expenses for this academic year (print books/eBooks, database subscriptions, journal subscriptions, AV resources, collection services)
- Library fee supports the costs of online library collections including databases, eBooks, e-journals, and screamed videos acquired for research, learning and information needs of students
- Library Services fee accounts for approximately 34% of total funding sources

6. COMPENSATION COMMITTEE UPDATE

J. Noble, A. Tahir and M. Schaefer provided an update from the Compensation Committee regarding the process of the Executive Director Performance review. Over the summer, the Compensation Committee accomplished the following and explained the new process in which the Executive Director’s performance review will be conducted:

- Recommendations from last year’s process were reviewed and will be implemented into this year’s process (rating scale, inclusion of Guelph-Humber throughout 360, review of questions asked)
- Part one of the Executive Director performance review is delivered in a 360 degree survey format given to all HSF full-time staff, Board of Directors, Executives and various Institutional staff
- Part two is an evaluation of the Executive Director’s completion of established SMART goals are a direct reflection of Strategic Plan objectives
- Rating on the SMART goals in addition to the 360 degree survey results are combined to determine compensation



7. CHIEF EXECUTIVE OFFICE MONITORING REPORT

a. President Report

A. Tahir explained his responsibility as President is to manage the advocacy plan and the Executive committee to ensure objectives and goals are met. Three main responsibilities of the Executive team are to focus on advocacy, engagement of students and offer input to the organization through a student perspective. Current advocacy initiatives include: implementation of Fall reading week, Know Your Rights campaign, continuous work on Fee Protocol process and Sleeping Lounges.

b. Executive Director Report – Strategic Plan

As part of E. Perrone’s CEO Monitoring Report, the Board was provided a full account of all activities from May 1st, 2015 to August 31st, 2015. This presentation focused on the strategic plan. A new strategic plan has been finalized after several rounds of internal consultation and discussion. The new plan has maintained core elements of previous iterations however now also includes new strategic objectives and outcome measures that better reflect the organizations commitment to the five pillars of Advocacy, Developing Leaders, Unite the Student Community, Helping Students in Need and Operational Agility. Highlights of the presentation included:

- Advocacy: as determined by the Executive committee who will have the full responsibility for executing the action plans for this pillar.
- Develop Leaders: will focus on the three broad areas of board effectiveness, growing internal student leadership and experiential learning.
- Unite the Student Community: will focus on the three broad areas of first year interaction, diversified outreach and student engagement benefit.
- Help Students in Need: will focus on supporting personal success with respect to students’ mental health and wellness and at risk outreach.
- Operational Agility: this is an internally focused pillar that will focus on aligning operational decisions with strategic plan objectives as well as strategic investments in the areas of human resources, information technology and facilities.

Motion to approve the Strategic Plan for 2015-2016.

Moved by: E. Kelly

Seconded by: M. Qadir

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the Strategic Plan for 2015-2016.”

8. APPROVAL OF REVISED OPERATING BUDGET 2015-2016

F. Rizzi and E. Perrone presented to the Board a revised operating budget for the 2015-2016 fiscal year. Revisions were made to accurately reflect the impact of three new items that were unaccounted for when the 2014-2015 Board approved this budget in February 2015. The three areas are the launch of the Connect program, introduction of the new Student Lifeline service, as well as incoming Executive initiatives. Highlights of the presentation included:



- Governance: expenditure reductions in the areas of governance training, elections administration, sponsorships; expenditure increase for advocacy resulting in a net savings of \$21,500
- Administration: expenditure reductions in professional development, part-time staff training, telephone communications, office equipment lease with increased expenses only related to legal advice; this resulting in net savings of \$57,000
- Programming: expenditure reductions in clubs, branded merchandise, technical production; resulting in net savings of \$26,000
- Services: reduction in operating expenses but significant increase investments in the Financial Relief Program and the Student Lifeline for a net increase of \$115,000
- Communications: expenditure reductions in the student agenda and branded merchandise but increases in three Connect program related expenditures around orientation, prizes and marketing campaigns for a net increase of \$42,000
- Capital: a \$15,000 net increase specifically related to IT infrastructure for the Connect program
- Leasehold: \$53,000 net savings in relation to deferred leasehold improvements, namely the microwave project
- We are still presenting a balanced budget

Motion to approve the Revised Operating Budget 2015-2016.

Moved by: C. Bianchi

Seconded by: M. Qadir

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the Revised Operating Budget 2015-2016.”

9. APPROVAL OF CONSTITUTION AMENDMENTS

As per the supporting documentation the Board has received, all proposed amendments to the HSF Constitution reflect the creation of a Vice President Student Affairs, Guelph-Humber within the Executive committee as well as updates to section references and definitions to provide clarity of previously ambiguous language.

Motion to approve the Constitution amendments.

Moved by: E. Kelly

Seconded by: B. Cowell-Gardner

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the Constitution amendments.”

10. POLICY APPROVALS (ELECTIONS AND APPEALS, EXECUTIVE HUMAN RESOURCE MANAGEMENT, FULL-TIME STAFF HUMAN RESOURCE MANAGEMENT, PART-TIME STAFF HUMAN RESOURCE MANAGEMENT, PAID TIME OFF)



The Board was given these policies in advance for review. A. Tahir highlighted all amendments made to each policy.

- Elections and Appeals: some sections were removed and will be transferred to the nomination package, addition of the Vice President Student Affairs Guelph-Humber position, addition of the Members in Good Standing clause, loosening campaign period regulations
- Executives Human Resource Management: clarity of previously ambiguous language (summer hours, absences and late arrivals), VPs' salaries are based on 20 hours per week for fall and winter semesters similar to the process of earning salary during the summer semester, VPs allocated four sick days and six personal hours, President's ten vacation days became 4% pay
- Full-Time Staff Human Resource Management: clarity of previously ambiguous language, removal of some sections to be replaced by proposed Paid Time Off, additional section of family medical leave, CAAT Pension replaced RRSP Program
- Part-Time Staff Human Resource Management: clarity of employees' hours of work and compensation
- Paid Time Off: this policy was created to provide a framework that will replace the former vacation, sick and personal time section outlined in the Full-Time Staff Human Resource Management policy

Motion to approve the Elections and Appeals, Executive Human Resource Management, Full-Time Staff Human Resource Management, Part-Time Staff Human Resource Management and Paid Time Off.

Moved by: C. Bianchi

Seconded by: A. Crawford

CARRIED: YES

"Be it resolved that the HSF Board of Directors approves the Elections and Appeals, Executive Human Resource Management, Full-Time Staff Human Resource Management, Part-Time Staff Human Resource Management and Paid Time Off."

11. ADJOURNMENT

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

Moved by: B. Cowell-Gardner

Seconded by: E. Kelly

CARRIED: YES

"Be it resolved that the Second Meeting of the HSF Board of Directors 2015-2016 is adjourned."

The meeting adjourned at 7:50pm.

James Pashutinski

Chairperson

Vanessa Silaphet

Recording Secretary