



**Humber Students' Federation
Board of Directors 2014-2015
Sixth Meeting
December 3, 2014
Guelph-Humber Campus**

Members Present

James Pashutinski
Erik DiVito
Rafael Gouveia
Eric Collings
Maria Artiga
Robert Gemmell
Saurabh Kanda
Joanne Dumo
Kayla McTaggart

Guests

Odin Von Doom (*VP Student Affairs North*)
Ahmed Tahir (*VP Student Life North*)
Candace Pellet (*VP Student Affairs Lakeshore*)
Dylan Rudder (*VP Student Life Lakeshore*)
Frank Rizzi (*Finance and Operations Officer*)

Excused

Ayesha Azhar

**Recording Secretary – Vanessa Silaphet
Chairperson – Eric Collings**

1. CALL TO ORDER at 6:00pm.

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

2. APPROVAL OF THE AGENDA

E. DiVito amended the agenda to move item number 8: *In Camera Session*, to item number 5.

Motion to approve the agenda as amended.

Moved by: E. DiVito

Seconded by: R. Gouveia

CARRIED: YES

“Be it resolved that the Agenda for the Sixth meeting of the HSF Board of Directors 2014-2015 is approved as amended.”

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.



4. APPROVAL OF MINUTES OF THE FIFTH MEETING OF 2014-2015

Motion to approve the minutes from the Fifth Meeting of the HSF Board of Directors 2014-2015 on November 12th, 2014 as presented.

Moved by: R. Gemmell

Seconded by: S. Kanda

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the minutes of the Fifth Meeting of the 2014-2015 Board of Directors.”

J. Dumo entered the meeting at 6:08pm.

5. IN CAMERA SESSION

Motion to move into in-camera session.

Moved by: E. DiVito

Seconded by: K. McTaggart

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: R. Gouveia

Seconded by: R. Gemmell

CARRIED: YES

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

6. FEE PROTOCOL PRESENTATION: CONVOCAION, SWIPE CARD, TRANSCRIPT

B. Riach, Office of the Registrar, presented on the Convocation, Swipe Card and Transcript fees:

Highlights of her presentation are as follows:

Photo ID Fee:

- \$5.08 per term/semester
- Last couple years collecting surplus in this fee
- Held off reassessing the price of the fee due to the implementation of the new Banner system
- In consultation with Guelph-Humber, will bring the fee down to \$3.65 per semester which is the cost of production



- Discussions with IT to possibly implement one card system; new Banner system places the Institution in a better place to do a one card, however the Institution is a couple years away from this and will alternatively request a reduction in the fee

Transcript Fee:

- \$2.39 per term/semester, lifetime transcripts requests
- Some institutions charge per transcript fee, average \$12-15 per transcript
- EDI – Humber is able to transfer transcripts electronically
- Proposing no change to this fee
- Surplus of \$10,000; next year a deficit is possible. This is dependent on cost of paper fluctuating

Convocation Fee:

- \$16.24 per term/semester for full-time students; \$0.07 for part time students
- Construction of the new LRC building has forced the Humber to hold Convocation off campus; added costs in doing so
- Convocation fee only covers frame for honorary degree recipient
- Two sets of Convocation (June and October/November)

E. DiVito left the meeting at 6:39pm.

J. Pashutinski mentioned that the Board may want to consider the option of front loading the Photo ID Card and request it as an option for the Registrar's Office/IT to explore.

B. Riach confirmed that though the Photo ID card is a one-time received item, there is work on the backend and per semester to ensure students are still active and have access to all services on campus.

7. CHIEF EXECUTIVE OFFICE MONITORING REPORT: STUDENT HOUSING

Board had previously expressed a degree of interest in HSF pursuing the student housing concept as a new offering. They requested E. Perrone to research and create a report to be presented. E. Perrone outlined four different housing scenarios ranging from residential freehold, multiplex, low-rise apartment, high-rise apartment and new build property models. Property specifics, costing and pros and cons were highlighted for each. A sample business plan was presented.

A discussion ensued; highlights of the discussion are as follows:

- Management team: E. Perrone proposed one individual hired exclusively to maintain the facility and manage third party vendors to upkeep the building
- Specific items of logistics, lease agreements, services offered within the facility are too far in the future to consider at this point
- Proposed idea in selecting tenants: lottery style with those that meet criteria

Action Item: E. Perrone to continue research on new build option. Provide a report to the Board by the Ninth meeting, February 25th, with a detailed budget breakdown. Specifically include financial detail, cost breakdown, and quote for architect designs.



8. CHAIRPERSON UPDATE

Chairperson discussed the creation of a Chairperson Transition document. He will be working on this document and it will include: description of the position, Constitution, Policy and Procedures, communication/protocol/standards, list of resources/contacts, scenarios, suggested materials/readings, and important topics from previous years.

He addressed board conduct, specifically communication. He reminded Directors are to speak to him directly, not to HSF full-time staff.

He reminded the Board that Board Monitoring Reports are to be about strategic initiatives not operational or updates.

9. ADJOURNMENT

Motion to adjourn the Sixth Meeting of the HSF Board of Directors 2014-2015.

Moved by: R. Gemmell

Seconded by: J. Dumo

CARRIED: YES

“Be it resolved that the Sixth Meeting of the HSF Board of Directors 2014-2015 is adjourned.”

The meeting adjourned at 8:18pm.

Eric Collings

Chairperson

Vanessa Silaphet

Recording Secretary