



**Humber Students' Federation
Board of Directors 2015-2016
Sixth Meeting
December 9, 2015
North Campus**

Members Present

Cristina Bianchi
James Pashutinski (*Chair*)
Roxanne Smith
Flora Fan
Andriana Crawford
Emma Kelly
Brittani Cowell-Gardner
Arnold Nyatwa
Marium Qadir

Staff

Ercole Perrone
Ahmed Tahir
Frank Rizzi
Mikki Decker
Vanessa Silaphet

Guests

Scott Briggs (*Chief Information Officer*)
Barbara Riach (*Registrar*)

Excused

Joseph Gibson

FEE PROTOCOL PRESENTATION: INFORMATION TECHNOLOGY AND CONVOCATION, SWIPE CARD, TRANSCRIPT FEES

Fee protocol presentations were conducted prior to the official start of the meeting.

Scott Briggs, Chief Information Officer, presented the Information Technology Fee for Fee Protocol Presentation. Highlights of his presentation are as follows:

- HSF relationship with IT includes services, investments, issues, fees
- HSF representation on Technology Council
- Reviewed IT services offered, such as: open access labs, HTVs, Blackboard mobile app, Microsoft Office for students, etc.
- Recent wireless improvements, especially with new LRC building
- Recent improvements include North campus student centre, backyard, LRC and F Building
- Future plans for North: new open access lab (D Building); Lakeshore: Athletics, Welcome Centre and G Building

Barbara Riach, Registrar, presented the Convocation, Swipe Card and Transcript Fee.

- For next academic year, the Swipe Card fee will be reduced from \$5.08 to \$3.65. Swipe card is used for services on campus such as HSF, Library, ITS, Athletics
- Convocation – fee supports costs associated such as space, equipment, food, staffing, etc. Students are allowed an unlimited number of tickets to attend convocation, fee does not include honorary recipient
- Transcript – fee supports transcript requests and students may receive an unlimited number of transcripts at no additional cost.



1. CALL TO ORDER.

J. Pashutinski called the meeting to order at 6:54pm. A quorum of Directors was present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda as presented.

Moved by: C. Bianchi

Seconded by: E. Kelly

CARRIED: YES

“Be it resolved that the Agenda for the Sixth 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 FIFTH MEETING OF 2015-2016

Motion to approve the minutes from the Fifth Meeting of the HSF Board of Directors 2015-2016 on November 18th, 2015 as presented.

Moved by: M. Qadir

Seconded by: A. Nyatwa

CARRIED: YES

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

5. POLICY APPROVALS (PURCHASING)

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

- New definition section added to clarify language
- Cleared up some previously ambiguous language

Motion to approve the Purchasing policy.

Moved by: A. Nyatwa

Seconded by: B. Cowell-Gardner

CARRIED: YES



“Be it resolved that the HSF Board of Directors approves the Purchasing policy.”

6. CHIEF EXECUTIVE OFFICE MONITORING REPORT

a. Connect Recap

E. Perrone provided a recap on the Connect survey that was facilitated at the beginning of the academic year. He explained that the Connect launch program is associated with one of his SMART goals for his Executive Director review. The Connect program is HSF’s attempt to further understand interests and engagement touch points with the broader student population in efforts to personalize student engagement while making decisions on programming, events and services based on the data students provide and ultimately directing HSF behaviours.

This was a brand new program launched in September, though an ongoing effort to collect student information via Connect. The information gathered thus far will contribute to future decision making by HSF.

Connect will launch again for the Winter semester in January in an attempt to reach the first semester students and any student HSF may have missed in the Fall semester. Completed responses received in the Fall semester were approximately 9,500.

b. President Report

A. Tahir presented his President Report, a recap of the first semester and Executives’ initiative updates. Highlights of his report are below:

- Jason Hunter, Vice President Student and Community Engagement, was provided a proposal of a Fall Reading Week. Through the process endured, the Thursday, Friday off prior to the Thanksgiving weekend will allow for a five day weekend. The following academic year, discussions will be had around implementing a full Fall Reading Week – ideally the Fall semester would then be 7 weeks of school, 1 week off, 7 weeks of school. Discussions will be required with faculty. The University of Guelph voted three years ago to implement a Fall reading week that would also affect the University of Guelph-Humber, however this was voted down. A. Tahir is currently investigating reasons why.
- External initiatives –
 - Project YOU: formalized outreach to student leaders, encouraging them to engage with HSF in the future, run in elections, etc. Main focus thus far has been to encourage students to run in the Winter Elections. Process of elections and becoming a candidate was explained; focus on one-on-one conversations. Next Project You expected for March/April to focus on HSF part-time employment opportunities.
 - Backyard: contest was run to liven up the space, ability to utilize the space during the Winter, with its intention and purpose to enhance experiential learning. Design furniture/seating to be placed in the backyard for students to enjoy. Selected winner will have their prototype built by the Carrier Drive campus, apprenticeship students.

7. BOARD SELF-EVALUATION

HSF is invested to develop Directors’ skills and experience while providing various training opportunities. Directors already invest so much time, energy and effort into their roles, it is important to enhance that



and training is an important part of governance. An online module board course is available for board members to do as a training tool to reflect on their individual roles and a board as a whole. The goal is to improve the board's function, their understanding of what a board is meant for and to make the experience more meaningful. The online course is easy to use and includes supplementary reading resources. After completion, board members were encouraged to take notes on anything they found particularly interesting, new or relevant to the Board. This, along with results of the board self-evaluation survey, will contribute to the structure of governance training and retreat days.

8. ADJOURNMENT

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

Moved by: A. Nyatwa

Seconded by: C. Bianchi

CARRIED: YES

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

The meeting adjourned at 7:40pm.

_____ **James Pashutinski** _____

Chairperson

_____ **Vanessa Silaphet** _____

Recording Secretary