



**Humber Students' Federation
Board of Directors 2014-2015
Seventh Meeting
January 14, 2015
Lakeshore Campus**

Members Present	Staff	Guests	Excused
Maria Artiga	Candace Pellew	Christina Romualdo (<i>Humber EtCetera</i>)	
Ayesha Azhar	Dylan Rudder		
Eric Collings (<i>Chair</i>)	Ahmed Tahir		
Erik DiVito	Odin Von Doom		
Robert Gemmell	Thomas Walton		
Rafael Gouveia	Ercole Perrone		
Kayla McTaggart	Frank Rizzi		
James Pashutinski	Vanessa Silaphet		

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

Motion to approve the agenda as presented.

Moved by: E. DiVito

Seconded by: A. Azhar

CARRIED: YES

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

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.

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



Motion to approve the minutes from the Sixth Meeting of the HSF Board of Directors 2014-2015 on December 3rd, 2014 as presented.

Moved by: A. Azhar

Seconded by: M. Artiga

CARRIED: YES

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

5. FEE PROTOCOL PRESENTATION: TRANSITION AND LEADERSHIP

C. Fitzgerald, Director Student Life Programs, and S. Walsh, Manager Transition and Leadership Programs, presented on the Transition and Leadership fee:

Highlights of their presentation are as follows:

- Review of all programs offered by Student Success and Engagement: Student Leadership Programs (Student Leadership Academy), Orientation and Online Orientation, Co-Curricular Record, Student Transition (First Year Experience – FYE, 1st Generation, Off Campus Connection, Living Learn Residence, SAWD – Students with Disabilities, International)
- Co-curricular Record Phase One to be implemented September 2015 which includes SSE and GH Student Life activities. Phase Two will include HSF and GH departments and Phase Three will include Academic Schools
- Reviewing all Student Transition programs and tweaking where necessary – any duplication, differences among campuses
- Fee breakdown
- Future plans include: Co-Curricular Record support, review of transition programs, Commuter Students Program, consistency of North, Lakeshore and Orangeville student services

6. CHIEF EXECUTIVE OFFICE MONITORING REPORT:

a. Fee Protocol Executive Summary

T. Walton presented an executive summary created by the Executive Committee related to all the various Fee Protocol committee meetings. The Executives are proposing to reduce or eliminate the Convocation, Transcript, Alumni and Photo ID fees. They are also proposing that the remaining fees adopt a “sequestered funding approach” much like the IT fee. This they believe would result in higher quality accountability on how the fee is spent.

b. CAAT Pension Plan Presentation

K. McTaggart left the meeting at 6:57pm.

E. Perrone explained to the Board that currently HSF offers a voluntary five per cent RRSP matching program to all full-time employees. The College of Applied Arts and Technology Pension Plan (CAAT)



which currently has all 24 Ontario colleges as members has recently made changes to make this plan available to the student federations of those 24 colleges.

E. Perrone went through the relative merits of such a pension plan as it relates to recruitment and retention of talented staff as well as outlining the main components of a plan from a financial perspective. Essentially, HSF employees would commit to transferring 12.2% of their salary towards the pension plan and HSF would match. The maximum financial impact of introducing such a plan to HSF in 2015-2016 would be \$71,641.00.

The CEO has received the endorsement of the Executive Committee to recommend to the Board the approval of adding the CAAT Pension Plan to the compensation program, effective April 1, 2015.

Motion to approve the CAAT Pension Plan proposal.

Moved by: M. Artiga

Seconded by: R. Gouveia

CARRIED: YES

***Abstain:** K. McTaggart

“Be it resolved that the HSF Board of Directors approves the CAAT Pension Plan proposal.”

c. Student Housing Update

As per the Board’s request last meeting in December, F. Rizzi has presented two quotes received from real estate advisors. These quotes outline the economic feasibility of the New Build Student Housing initiative. Should the Board decide to spend money, it would only be for the advisor to project the possibility and layout of a potential building with potential land. E. Perrone and F. Rizzi have recommended that the Board not allocate funds to the advisor for further exploration.

Action item: E. Perrone request a real estate agent continue looking for potential multiplexes in the area of both Lakeshore and North campus and to present any viable options to the Board.

d. First Semester Financial Statements

F. Rizzi presented the first semester financial statements and indicated these reflect up until December 31st, 2014. Highlights of his presentation are as follows:

- Ancillary revenues are lower than budgeted due to the free play in games room and timing of graduation photography revenue recognition
- GHSA budget line is lower than budgeted due to the fact that it is hard to predict the level of activity of the GHSA. Similarly, Clubs budget line is also under budget due to the dependency of level of event activity. This is not necessarily reflective of the activity of the club, clubs most often request space not funds for events
- Election related expenses are just starting to pick up
- Executives salary line will be lower than budgeted due to seven months without a President salary
- Similarly, staff salary will be under budget due to the anticipation of a Human Resources Director starting in September, the Community Manager position leaving in December



- Currently \$22,000 over budget allocation for bursaries. This is contributory to the new implementation of the Banner system and the adjudication of applications from the Financial Aid departments of Humber, Guelph-Humber and the International Office. E. Perrone requested funding for Winter start semester students for bursaries and suggested \$50,000; F. Rizzi indicated there is room in the budget for this to be feasible

Motion to approve the allocation of up to \$50,000 for Winter semester bursaries.

Moved by: E. DiVito

Seconded by: A. Azhar

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the allocation of up to \$50,000 for Winter semester bursaries.”

e. Strategic Plan Update

E. Perrone reminded the Board that the strategic objective and outcome measures listed within this plan was formulated in collaboration with student Executives and Board Members, alongside full-time staff at the organizational retreat in May.

The Strategic Plan progress report is as of December 31st, 2014, and therefore only encompasses all HSF activities leading to the end of the first semester. Key items and issues of E. Perrone’s presentation included:

- Organization is well on its way to accomplishing its strategic objectives for the year
- Current year results are encouraging and reflect everyone’s efforts to achieve these objectives
- However, concern that the three strategic pillars in advertently have compartmentalized our departmental activities
- Some strategic objectives lack strategic value and ought to just be part of our operating environment (Collaborative Events)
- Too much similarity between the strategic objectives: Support Personal Academic Success and Promote Mental Health and Wellness
- The Board will receive the final Strategic Plan report at the last Board meeting in April

7. ACCOUNTABILITY OF CHIEF EXECUTIVE OFFICE: COMPENSATION COMMITTEE UPDATE

Chairperson reminded the Board that recently the 360 Performance Review went out for the HSF Executive Director. Directors are to be mindful of their experiences and opinions of the Executive Director and were encouraged to complete the survey as honestly and factual as possible, by Friday January 23, 2015. Any questions, comments or concerns are to be emailed to E. Collings and these will be taken into consideration for the next performance review. He reviewed next steps for the performance review once the 360 survey has been completed by all parties. Important dates to remember:



- January 12 – an email containing the link for the 360 survey was sent out
- January 19 – a reminder email will be sent to complete the survey if not yet done
- January 23 – deadline to complete the survey
- Week of January 26th – BDO will collect and collate the information from the surveys
- March 18 – Ercole will have a deadline to send document of what has been completed from strategic plan.
- Week of March 23 – compensation committee meets to discuss results and agree on next steps
- Week of March 30 – board chair, HSF president and comp committee chair (BDO) meet with the Executive Director to discuss performance, areas for improvement, progress on professional development, etc. Also, report any changes in compensation

8. ADJOURNMENT

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

Moved by: R. Gouveia

Seconded by: R. Gemmell

CARRIED: YES

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

The meeting adjourned at 8:18pm.

Eric Collings

Chairperson

Vanessa Silaphet

Recording Secretary