



**Humber Students' Federation
Board of Directors 2015-2016
Eighth Meeting
February 10, 2016
Guelph-Humber Campus**

Members Present

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

Staff

Ercole Perrone
Ahmed Tahir
Frank Rizzi
Mikki Decker
Vanessa Silaphet

Guests

Gina Antonacci (*Assoc. VP Academic*)

Excused

Andriana Crawford

1. CALL TO ORDER.

J. Pashutinski 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. Kelly

Seconded by: F. Fan

CARRIED: YES

"Be it resolved that the Agenda for the Eighth 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 SEVENTH MEETING OF 2015-2016

Motion to approve the minutes from the Seventh Meeting of the HSF Board of Directors 2015-2016 on January 20th, 2016 as presented.



Moved by: E. Kelly
Seconded by: F. Fan
CARRIED: YES

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

C. Bianchi left the meeting.

5. FEE PROTOCOL OVERVIEW (ADMINISTRATION)

Gina Antonacci, Associate Vice President Academic, presented on Administration Fee:

- Purpose is to enhance the academic equipment across the college
- Fee is \$59.06/term for full-time students – approximately \$3M in revenue; total amount spent over the past few years, \$9-11M; College contributes \$5-7M
- Adjudication of enhancements does not include student input – hope for future contribution. Currently, Deans create annual request list of priorities (upgrades, enhancements)
- School of Media Studies and Information Technology requires most equipment/enhancement/upgrades
- Recent enhancement/upgrade examples include: Lakeshore Art Commons, School of Social and Community Services SIM, crime, and forensic labs, HRT Food Truck, School of Business Trading Floor
- Moving forward/aspirations: Adjudication process to include HSF, acknowledge support of HSF

6. CHIEF EXECUTIVE MONITORING REPORT (FIRST SEMESTER FINANCIAL STATEMENTS)

a. Strategic Plan Progress – Operational Agility

Execution of the strategic plan is reflective of the Executive Director’s performance. E. Perrone reviewed the progress to date on the Operational Agility component of the strategic plan.

He presented his interpretation of the strategic plan objectives. The plan includes elements that are the responsibility of the Executive Director and some of the President, under the Advocacy pillar. The Operational Agility pillar is to ensure the organization remains agile on items such as the human capital and resources required to meet objectives of the strategic plan.

- Increase internal collaboration – integrated monthly calendar
- Visible decision making processes – five ad-hoc committees, organization-wide rebranding, numerous meetings allow decision making
- Human resources – succession planning, development of knowledge transfer plans
- Finances – Return on investment (big, medium, small events’ cost per student, investment plan)
- Facilities – space planning consultations, capital/investment plan created

b. 2016-2017 Operating and Capital Budgets

F. Rizzi presented the Operating Budget for approval:

- Bursaries increased by \$75,000
- Asking the Board to approve a budget with a deficit of \$400,000 – This is due to the organization rebranding process; funds are required to replace all corporate assets and promotional material.



Unable to reallocate funds from current initiatives therefore required to extract funds from restricted funds account.

- Restricted funds account aka “savings” – funds are available, collection of 16 years’ worth of surpluses. This account is specific for any big ideas/initiatives HSF wants to pursue that would better student lives ex. Centre for Student Entrepreneurship, Student Housing concept
- Capital budget – reflects purchase of assets, not part of the operating budget as these items get depreciated over the life cycle.

Motion to approve the 2016-2017 Operating budget as presented.

Moved by: E. Kelly

Seconded by: F. Fan

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the 2016-2017 Operating budget.”

Motion to approve the 2016-2017 Capital budget as presented.

Moved by: A. Nyatwa

Seconded by: F. Fan

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the 2016-2017 Capital budget.”

7. APPROVAL OF GRC RECOMMENDATIONS

A. Tahir presented all Governance Review Committee amendments to the following documents.

a. Constitution

- Article 5.3 Board of Directors [Vacancy] – replaced Executive Director with CEO, clarified language regarding when Directors are in office, “AGM” and appointments
- Article 5.6 Board of Directors [Eligibility] – replaced 70% GPA requirement to no academic probation. Seventy per cent is arbitrary, whereas not “on academic probation” is a better barometer as it’s defined by program, by Institution. Removed failure of course, academic probation shows to be more indicative of what kind of student they are
- Article 6.1 Officers [Election] – created a new Executive committee (President and one Vice President for each campus, North, Lakeshore, Guelph-Humber). These VPs will reflect similar workload of current President, be full-time staff members, optional part-time academics
- Article 6.6 Officers [Eligibility – President] reflected similar eligibility amendments from the Directors section
- Article 6.7 Officers [Eligibility – Vice President] – reflected similar eligibility amendments from the Directors section to reflect new VP positions
- Article 6.8 Officers [Suspension or Removal of Vice Presidents] – decision made by CEO, Board may approve an appointment recommended by CEO
- Article 6.9 Officers [Suspension or Removal of President] – decision made by two-thirds (2/3rds) majority vote by Board, Directors may appoint in consultation with Executive Director



b. Executive Limitations Policy

This policy will act as the code of conduct/code of ethics to organization behaviour. Its purpose is a catch all policy to set legal limits on what HSF can do to exist and achieve strategic objectives. Any void or gaps other policies may have, this policy takes precedence over all. Ultimately, policy states not to do anything illegal, imprudent, or unethical.

c. Board Committees Policy & Terms of Reference

The only amendment to this policy is removing the “expectations” section of each committee and transferring it to the Terms of Reference. The Terms of Reference is a supplementary document that defines the facilitation, conduct, members and expectations of all committees.

d. Clubs Policy

One amendment includes the removal of the clause that states “no clubs may be sanctioned as academic”. Recognized that academic student groups exist on campus however do not have any support by means of funding, resources etc. Therefore, removing this provision, HSF will accept all clubs. Second amendment includes removal of the provision stating that Institutional names may not be included in titles of clubs. Purpose of this amendment is to allow the ease in creation and encourage clubs to exist for students to be involved. All clubs are open to all students.

Motion to approve the GRC recommendations of the Constitution, Executive Limitations policy, Board Committees policy and its TOR, and the Clubs policy as presented.

Moved by: A. Nyatwa

Seconded by: J. Gibson

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the GRC recommendations of the Constitution, Executive Limitations policy, Board Committees policy and its TOR, and the Clubs policy.”

8. BOARD MONITORING REPORT

This Board Monitoring report was focused on the strategic pillar of Help Students In Need. These are some commonalities in the feedback collected:

- Students are utilizing services offered on campus to help de-stress (ex. athletics, games room, counselling, Student Lifeline, Humber Spa)
- Some students’ answers reflected more awareness may be necessary for what is available on campus
- Suggestion of more workshops/fairs to create awareness and education on mental health and wellbeing, increase lounge areas
- Most common factors of stress include: assignments/exam schedules (condensed), course load, class hours, time management skills



- Majority of students polled agree that a \$500 bursary available to more students is preferred over a larger bursary amount available to less students
- Before graduation, most students indicated the following of importance: time management skills and ability to find employment (resume building, interview and networking skills)

9. IN CAMERA SESSION

Motion to move into in camera session.

Moved by: R. Smith

Seconded by: E. Kelly

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves to go in camera.”

Motion to move out of in camera session.

Moved by: E. Kelly

Seconded by: A. Nyatwa

CARRIED: YES

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

10. ADJOURNMENT

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

Moved by: R. Smith

Seconded by: F. Fan

CARRIED: YES

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

The meeting adjourned at 8:14pm.

_____**James Pashutinski**_____

Chairperson

_____**Vanessa Silaphet**_____

Recording Secretary