



**IGNITE Student Union  
Board of Directors 2018-2019  
Fifth Meeting  
December 12, 2018  
Lakeshore Campus**

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<b>Members Present</b>	<b>Staff</b>	<b>Guests</b>	<b>Excused</b>
Shayan Shakil	Ercole Perrone	Paul Iskander ( <i>Director Campus Services</i> )	Parth Amin
Kevin Siery	Monica Khosla	Jeff Snook ( <i>Campus Store Manager</i> )	Nisha Haroon
Christian Semerjian	Vanessa Silaphet		
Saffiya Lulat			
Tashornna			
Simpson			
Rohit Sharma			
Margarita Bader			

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**1. CALL TO ORDER.**

Chairperson called the meeting to order at 5:54pm. A quorum of Directors were present.

**2. APPROVAL OF THE AGENDA**

*Motion to approve the agenda as presented.*

**Moved by:** C. Semerjian

**Seconded by:** S. Lulat

**CARRIED: YES**

***“Be it resolved that the Agenda for the Fifth Meeting of the IGNITE Board of Directors 2018-2019 is approved as amended.”***

**3. DECLARATION OF CONFLICT OF INTEREST**

No conflict of interest was declared.

**4. APPROVAL OF MINUTES OF THE FOURTH MEETING 2018-2019**

*Motion to approve the minutes from the Fourth Meeting of the IGNITE Board of Directors 2018-2019 on November 14, 2018 as presented.*



**Moved by:** M. Bader  
**Seconded by:** K. Siery  
**CARRIED:** YES

***“Be it resolved that the IGNITE Board of Directors approves the minutes of the Fourth Meeting of the 2018-2019.”***

## **5. ACADEMIC RESOURCES PRESENTATION**

P. Iskander, Director Campus Services, and J. Snook, Campus Store Manager, presented highlights on the Campus Bookstore and textbooks. P. Iskander manages the services component of the College, including contract reviews where the college meets regularly to monitor objectives and new asks of on-campus service offerings. A summary of their presentation included:

- Three campus stores – North, Lakeshore and Orangeville (online). Pop-up stores in Carrier three times a year based on intake; pop-up at Res move in and at athletic events.

Four primary pillars of Post-secondary education:

- Student success (improve retention rates and learning outcomes)
- Affordability and accessibility (student affordable access to learning materials)
- Classroom experience (student and faculty success through instructional tools and services)
- Online enablement (seamless integration and implementation of services)

Textbook Adoption process for post-secondary:

- Textbooks are designed by publishers
- Publishers send faculty textbooks, faculty choose and adopt which textbooks will be used for their course
- Goal is to ensure students have affordable and accessible content – textbook negotiations happen between faculty, publisher and the bookstore to determine final pricing (Program Coordinators approve and Associate Deans authorize). Faculty co-authors are expected and required to put in more effort to have their textbook considered and selected. Institution may ask for a portion of sales be returned to the College.

Evolution of course materials:

- Publishers will sell packages – coupling books, digital component, integration to blackboard
- Campus bookstore works with publishers and faculty to package items for a cheaper rate
- Rentals: students can save up to 80% of cost; Open Educational Resources (OERs) and Massive Online Open Course (MOOC) resources are designed for students at no fee. Humber is currently exploring OERs/MOOCs. Campus bookstore is also exploring its ability to distribute OERs and MOOCs while working with the Institution to integrate these

National Association of College Stores textbook specific statistics:

- 1 in 4 faculty do not require textbooks
- 1 in 5 students defer a required course due to cost
- 1 in 3 students do not purchase anything for their course
- 1 in 3 students use free materials (borrowing, sharing and downloading)

- National average cost of textbooks in 2017: \$1,168 per year
- Humber average cost per academic year:
  - Year 1 varies \$400-1200/year
  - Year 2 varies \$275-750/year
  - Year 3 varies \$200-675/year
  - Year 4 varies \$175-550/year
  - Certain programs are on the higher spectrum ex. business, nursing
- Used textbooks and digital options are approx. 25% cheaper – however there is a finite number of used books. Required components of a textbook are required, without these the textbook is ineligible to be resold
- Resell prices are affected by various factors, for example: will resell up to 50% of the textbook value if course is offered the following semester. If course is not offered, will ship to another school that will use them (condition is considered as well)
- Percentage of used sales goes back to the Institution in a contractual agreement: used in forms of awards, bursaries, scholarships or expenses spent within college
- Currently trying to figure out a strategy for loose leaf textbooks

Humber trends:

- Courses moving to blackboard/digital
- Courses that have a grade designed to the book or digital content is directly a part of the book, only 70% of students buy these textbooks
- Campus bookstore does price match the textbook store across the street – Campus bookstore will increase promotions of this through faculty, signage, posters, social media
- Digital textbook sales up almost 75% YOY

GIVE BACK program:

- Percentage of every purchase goes to Humber College to assist student success and student experience
- Through used book and rent-a-text program, price matching and buy back programs, this saves Humber and GH students over \$750,000 annually
- Each academic year the Campus bookstore employs over 40 H&GH students, which makes up 90% of staff
- Purchasing textbooks from other retailers/online adds no value to the HC community

P. Iskander will return to a future Board meeting present on Food Services and Chartwells.

## **6. ADVOCACY INITIATIVES UPDATE**

M. Khosla presented the advocacy initiatives update, highlights include:

- Accessibility –
  - Conducted focus groups to find out what barriers exist for Humber & Guelph-Humber. Hosted three focus groups during October and November. Themes focused on barriers in classrooms, attitudinal barriers and physical structure of campus buildings
- Academic –
  - Objective is to determine where the Institution is lacking and address these issues with the appropriate Institutional staff. Meetings with Gina Antonacci, Associate VP Academics to discuss academic scheduling, specifically feedback related to class conflicts, trends, etc. Goal is to increase SFQs participation – this will aid in lending legitimacy to the process and help influence change. Currently

determining if paperless would create a better turnout. Challenge is getting results from the SFQs as faculty are reluctant to release. Guelph-Humber – APRs week and Mix n’ Mingle event, profiling this position in the new semester, promote what the role is, success will be measured based on engagement.

- Student Wellness –
  - Increase accountability and effectiveness of related services to address changing needs of the student population
  - SWAC agreed to partner and develop Wellness Framework together
  - Invite stakeholders for MedAvail, discuss if installation is feasible
  - Working to confirm a recommendation for the Health Centre to acquire new student assistance program
  - Will work with SWAC to increase student participation in the National College Health Assessment survey in Winter 2019
- Professional Development –
  - Help provide better professional development opportunities for students (LinkedIn Local)
  - Engage students in the development and implementation of the institutional learning outcomes (ILOs)
  - Engage Institution on creating more in-class opportunities for students to do comprehensive projects through work integrated learning (WILs)
- Student Leadership and Communications –
  - Created and facilitated a new workshop called “Let’s Connect” for the Student Leadership Academy Path 1
  - Created a Mix n’ Mingle event for Society Executives, APRs, Guelph Senates
  - Launched #VP4Me Dec 4-7

## **7. CEO MONITORING REPORT**

### **a. Future Life**

E. Perrone presented the Future Life component of IGNITE’s strategic plan, highlights:

- Explore solutions and advocate to increase access to paid internships and placements: recognition to rephrase certain objectives to better reflect IGNITE’s ability and influence. CEO will rework and present new language for specific strategic objectives, will seek final board approval. Challenge is determining what could IGNITE do to address challenges, difficulty and costs associated with placements when often out of student’s control. Part 1 is to understand current Institution’s process for placements, internships, etc. Part 2 is to develop professional/career skills – soft skills taught outside the classroom (presentation, negotiation, etc.) to contribute to students profile and confidence when venturing out in the workplace after graduation.

## **8. FEE PROTOCOL PRESENTATION**

M. Khosla presented Fee Protocol and provided an overview of which departments are seeking requests. Highlights include: \*reorganize who is increasing, not increasing, possible\*

- Meetings conducted throughout the year with fee holders and IGNITE Executives
- Convocation, Transcript and ID Management, Guelph-Humber, Alumni, and Student Wellness and Accessibility Centre are not seeking increases, they have maintained cost effective



- Athletics is seeking a possible increase – this is largely dependent on implementation of new legislation Bill 148, minimum wage increase
- IT is seeking a possible increase – still unsure of what specifics increase would help with, annually a 2% increase is requested due to inflation, projects and exchange rate
- Library requesting increase of 3% (inflationary), specifically to cover costs of subscriptions and capital funds for an accessible machine (check-in/check-out device)
- SSE seeking a possible increase – looking to create a new program for upper year students
- Careers seeking a possible increase – looking to implement more night-time and flexible services for CE students or mature students
- Conversations will continue with Institutional staff/fee holders and IGNITE Executives

## 9. ASK THE CEO ANYTHING

Board allowed time to ask CEO of any initiatives and updates. This exercise can also serve as a trial and error as a professional growth opportunity:

- Pro bono legal clinic was presented to CEO since last board meeting. C. Semerjian inquired with relevant faculty what materials are required to implement and asked CEO if this initiative is feasible to pursue? IGNITE's application for a pro-bono legal clinic, approx. three years ago, was unsuccessful and deemed a weak application by the Institution. If the Institution has a buy-in and can help IGNITE implement this initiative, this can be something explored further. C. Semerjian will forward interested faculty contact to CEO.
- P. Amin is resigning as Board of Director North for the remainder of the year. The current Board will still be a legal, functional board with his absence. Decision is up to the Board if filling the vacancy is required. There is a minimum time required to promote, recruit, assess and interview another Director, this is important to consider as there are only four meetings left for this term. Some board members believe the only reason to replace would be for representation for the North Campus and provide a fresh perspective. Some board members believe the time consumption and duration of finding someone to be well trained and oriented in the role is not worth the return and expressed their uncertainty how beneficial a new person would be this late in the term. Ultimately, this may cause confusion with January elections occurring simultaneously. Board agreed to not fill the vacancy.

## 10. IN CAMERA

No in camera session required.

## 11. ADJOURNMENT

*Motion to adjourn the Fifth Meeting of the IGNITE Board of Directors 2018-2019.*

**Moved by:** T. Simpson  
**Seconded by:** S. Lulat  
**CARRIED: YES**



***“Be it resolved that the Fifth Meeting of the IGNITE Board of Directors 2018-2019 is adjourned.”***

The meeting adjourned at 7:34pm.

\_\_\_\_\_ **Shayan Shakil** \_\_\_\_\_  
Chairperson

\_\_\_\_\_ **Vanessa Silaphet** \_\_\_\_\_  
Recording Secretary