



**IGNITE Student Union
Board of Directors 2018-2019
Sixth Meeting
January 16, 2019
North Campus**

Members Present	Staff	Guests	Excused
Shayan Shakil	Ercole Perrone	Azhar Khan (<i>Student</i>)	Tashornna Simpson
Kevin Siery	Monica Khosla	Mushfiq Mawla (<i>Student</i>)	
Christian Semerjian	Tara DeFrancesco	Cynthia McKeich (<i>Library Director</i>)	
Saffiya Lulat	Jeremy Largo-Afonso	Alexandra Ross (<i>Associate Director, Libraries</i>)	
Nisha Haroon	Vanessa Silaphet	Chantal Joy (<i>Associate Dean, Transition and Academic Support</i>)	
Rohit Sharma		Shaun Carson (<i>Manager, Campus Life and Student Conduct</i>)	
Margarita Bader			

1. CALL TO ORDER.

Chairperson called the meeting to order at 6:05pm. 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 Sixth 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 FIFTH MEETING 2018-2019

Motion to approve the minutes from the Fifth Meeting of the IGNITE Board of Directors 2018-2019 on December 12, 2018 as presented.

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

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

5. FEE PROTOCOL PRESENTATIONS

a. Library

Cynthia McKeich, Director Library, and Alexandra Ross, Associate Director, Libraries, presented the Library fee and the services/offerings they provide:

- Fee usage for each books, eBooks, textbooks, journals, streaming videos, eResources/databases; all of which 70% paid for by Institution.
- Usage statistics: Number of checkouts, number of access to article database/eResources.
- Eighty per cent of material are by subscription and are regularly renewed; increasing Library budgets by 3-6% annually, result of regularly increasing prices.
- Subscriptions based on FTE (full-time enrolment numbers), Humber and Guelph-Humber comprise a large institution, and therefore subscription price is large.
- Best practices include regular reviews of material usage, those not used frequently, are discarded appropriately. Fiscal practices include communal owners (resources shared with other institutions) and bulk ordering when purchasing amongst various institutions.
- Requesting \$0.20 increase for the 2020/2021 year from \$6.64 per student/per semester to \$6.84, per student/per semester.
- Lack of funding for the Library would result in making other or operational cuts within the budgets such as professional development, staffing, etc., before affecting funding allocated for collections and resources. Cannot have a library without a robust collection to serve all programs.
- Students and faculty are able to request specific books related to a course.
- Textbooks purchased are typically 2-3 only.
- Older books are donated however little to no kickback is received to aid in Library revenue.

b. Transition & Leadership

Shaun Carson, Manager Campus Life and Student Conduct, and Chantal Joy, Associate Dean Transition and Academic Support, presented the Transition and Leadership fee, specifically the introduction of the Upper Year Experience (UYE) Program:

- Revenue stream for a new program, ideally to be implemented sooner than 2020/2021 but looking to increase existing fee.

- UYE to model FYE program – mentoring program, matched up with a student, ideally within their program.
- Program was developed in recognition of mentees after first year receiving little to no support.
- Goal is to support upper year students through coaching, mentoring, retention, skill acquisition, and transition out to workforce.
- Statistics and aggregate data provided by the Institution shows that students involved with FYE are on average, 10% more likely to do well academically, reflective of their GPA and persistence year over year.
- Budget would double if expanded to both Lakeshore and North campuses.
- Some board members are concerned with overlap of services, collaboration to avoid duplicating or cross mandating.
- S. Carson and C. Joy invited dialogue and any feedback regarding the new UYE program.

6. CEO MONITORING REPORT

a. Nine Month Financial Review

T. DeFrancesco provided the nine-month financial update:

- Revenues exceeding budget due to student activity fee being higher than budget will be adjusted in future months by Humber when the enrollment for Winter semester is trued up. Expectation is for actual to be more in line with budget.
- Overall governance \$211k below budget due to \$78k to come for elections in 4th quarter, plus \$78K execs under budget due to president and VP salaries and benefits to be paid out in 4th quarter based on hours worked + honourariums for APRs and BODs to be paid out, \$40k. Also, \$21 Advocacy related expenses to come.
- Overall \$742k under budget due to full time and part time staff salaries and benefits to be paid out in 4th quarter + CAAT, \$693k + audit fee to be accrued, \$8k. Operational expenses under budget due to lower insurance premiums by new provider, BDO Cloud service 4th quarter expenses to come.
- Total programming expenses are \$245k under budget. Mainly due to: 4th quarter Salaries + benefits \$90k to come; \$129k to be spent in the 4th quarter on entertainment including Real Talk events; Club activity under budget \$20k.
- Total services expenses are \$92k under budget significantly as a result of \$84k remaining to be paid out to part time staff for salaries and benefits. Overspend on Menstrual kits \$10k offset by expenses to come - \$19k for the FRP and \$12k for Feed-it-Forward programs.
- Total communications expenses are \$232k under budget due to \$92k under budget for part time staff salaries and benefits to be paid out + \$34k under budget for general marketing including event for on boarding survey and event for next level survey + \$105K under budget due to IC group expense to come for student survey support.
- Capital expenditures are under budget \$46k. Invoices to come \$26k plus lower than budgeted software upgrade costs \$21k.
- Overall net surplus of \$1.8M expected to decrease significantly once revenue is decreased due to true up of enrollment, plus increases in expenses for 4th quarter of the year.



7. ELECTIONS

V. Silaphet informed the Board that the IGNITE Elections 2019 are underway; nomination period is currently open and will be until February 1, 2019 at 4pm. Important dates were reviewed and for more information, including job descriptions of available positions, board members were directed to ignitestudentlife.com/elections. Board members are encouraged to run as candidates themselves and encourage others they may know that would be ideal for the position(s). Promotions are happening to encourage students to run as candidates. Voting will be electronic and available online this year during the week of February 25th to March 1st.

8. GRC ADHERENCE REPORT

K. Siery, Chair of the Governance Review Committee (GRC), presented this year's Report on Reform. The report highlighted work done this year including policy reviews, specifically amendments to the Board Committees, Elections and Appeals policies and the Board of Directors Terms of Reference. Supplementary GRC work included a review of the Hybrid Electoral Proposal which will be ongoing for the remainder of their term.

Motion to approve the Governance Review Committee Report on Reform 2019 as presented.

Moved by: N. Haroon

Seconded by: C. Semerjian

CARRIED: YES

“Be it resolved that the IGNITE Board of Directors approves the Governance Review Committee Report on Reform 2019.”

9. OWNERSHIP LINKAGES

The Board reviewed the results of their Ownership Linkages (OLs) themed around textbook and course materials, highlights of their discussion include:

- 510 surveys were completed; most were GH student participants
- Consider timing of OLs; not during exam period, this may be reflective of Humber numbers/representation
- 54% of participants indicated spending \$500+ on textbooks in one academic year
- 77% of participants indicated they have gone without purchasing a required textbook or course material because of cost(s)
- Board members will continue OLs during the Winter semester
- Results will be provided to the Campus Bookstore
- Gift card incentive may assist in completions for this semester

10. IN CAMERA

No in camera session required.



11. ADJOURNMENT

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

Moved by: S. Lulat

Seconded by: C. Semerjian

CARRIED: YES

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

The meeting adjourned at 7:23pm.

Shayan Shakil
Chairperson

Vanessa Silaphet
Recording Secretary