SENECA STUDENT FEDERATION INCORPORATED
Board of Directors' Meeting
PUBLIC SESSION

Newnham Campus   Monday, August 26, 2019
Newnham SSF Boardroom   6:00 p.m.

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Student Representatives Present: (Voting Members)

Sukhbeer Dhillon	Director/Chair
Dev Jai	Director
Param Patel	Director
Inderjit Singh	Director
Thomas Tsao	Director
Klodian Vocaj	Director

College Representative Present: (Non-Voting Member)

Gabriel Huston	College Representative

Guests

Palak Chawla	SSF Vice President/Seneca@York/SSF Inc.
Charanpreet Deu	SSF President/SSF Inc.
Mario Di Carlo	Executive Director/SSF Inc.
Brenda Fairbanks-Smith	Manager, Corporate Administration/Recording Secretary/SSF Inc.
Nicole Lentini	SSF Vice President/Newnham/SSF Inc.
Nancy Oomen	Chief Electoral Officer/SSF Inc.

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Sukhbeer Dhillon, SSF Board of Directors' Chair, calls the meeting to order at 6:00 p.m.

1. Introductions/Announcements

    • Nancy Oomen, Chief Electoral Officer for the SSF is welcomed to the meeting and introduced

2. SSF Board of Directors' Meeting Minute Approval

    a) SSF Board of Directors' Public Session – Wednesday, July 17, 2019

    It was MOVED by Dev Jai, and SECONDED by Inderjit Singh, "that the SSF Board of Directors' Public Session meeting minutes from Wednesday, July 17, 2019 be accepted as presented".
        Unanimous   C A R R I E D

To amend the SSF Board of Directors' Public Session meeting minutes of Wednesday, July 17, 2019, agenda item 5.b) SSF Elections, to reflect the addition of two Seneca@York Coordinator positions to be open during SSF By-elections.

It was MOVED by Klodian Vocaj, and SECONDED by Inderjit Singh, "to amend the SSF Board of Directors' Public Session meeting minutes of Wednesday, July 17, 2019, agenda item 5.b) SSF Elections, to include two Seneca@York Coordinator positions be open during the upcoming SSF By-elections".

    Unanimous   C A R R I E D

b) <u>SSF Board of Directors' In-Camera Sessions – Tuesday, August 6, 2019</u>

It was MOVED by Thomas Tsao, and SECONDED by Klodian Vocaj, "that the SSF Board of Directors' In-Camera meeting minutes for Tuesday, August 6, 2019 be approved as presented".

    Unanimous   C A R R I E D

It was MOVED by Dev Jai, and SECONDED by Inderjit Singh, "that the SSF Board of Directors' In-Camera Teleconference meeting minutes for Tuesday, August 6, 2019 be approved as presented".

    Unanimous   C A R R I E D

3. <u>SSF Elections</u>

Nancy Oomen, SSF Chief Electoral Officer (CEO) attends today's meeting to discuss the SSF Election documents provided to members prior to today's meeting. Resulting from this shared information, questions were sent to Nancy from Sukhbeer Dhillon.

<u>SSF Ancillary Fees</u>
Currently, the SSF By-laws and Policies state that students who have paid the Student Activity Fee may vote and/or run for SSF positions. With the introduction of the Student Choice Initiative, giving students the choice on which fees they may or may not choose to pay (other than the SSF essential Build Fee), discussion takes place on what students are eligible to vote and/or run for SSF positions, based on the fees they have paid. Mario Di Carlo believes that a decision cannot be made at this time until further investigation and discussion takes place.

<u>Polling Stations & Clerks</u>
With the SSF By-elections being done through e-voting, the question of why polling stations and clerks are still required. It is explained that the reason for this suggestion is to accommodate students who may be unable to vote through e-voting, due to physical limitations, etc., and that polling clerks could assist the student with voting.

Param Patel enters meeting at 6:11 p.m.

It is suggested that rather than having polling stations and clerks, students requiring assistance with voting be instructed to contact either Nancy Oomen, Chief Electoral Officer (CEO), Roel Isufllari, Deputy Chief Electoral Officer (DCEO) or one of the

Managers', Campus Operations, Electoral Officers (EO) at each of the four campuses who will assist in voting. Wording will be changed in Section 10 (Assisted Voting Process) of the Election Policy and Procedures informing students if they have an accessibility issue, they can e-mail either the CEO or DCEO who will make arrangements for them to vote at one of the campuses. An arrangement will also be made with the Administration Office at Peterborough campus where students may go to receive assistance in voting. Along with including DCEO and EO's to Section 10 of the Election Policy and Procedures, the last sentence should be removed. A suggestion is also made as to the funds being saved by not having polling clerks, and that these funds be used to set up scholarships, etc. This will be considered in the future if e-voting proves to be successful.

Candidate Information Kit
The Candidate Information Kit and the Nomination Package serve different purposes. Information within the Candidate Information Kit is intended for qualified candidates and provides all information needed, i.e. number of flyers allowed; expenses, etc. The Nomination Package is a simple package handed out to students who are interested in running for a position. This package contains information on qualifications and space for nomination signatures. Through experience, Nancy reports that the two separate packages have worked well. Collecting electronic student signatures is discussed. At this time, physical signatures will continue to be collected.

Seneca College IT Team & SSF Elections
Mario and Roel, if needed, may contact Seneca's IT team, regarding the SSF election module. SSF e-voting is part of Blackboard and controlled through a college employee with specific privileges. The module is only used to set up elections and to review votes with no one actively monitoring the module throughout the election period.

Nancy has been involved in previous meetings with IT and reports this is a cooperative effort between the college and the SSF and has no concerns with the module and does not require access to it. Nancy is also in frequent contact with Roel Isufllari to monitor the module and to ensure it is working properly. Should there be a problem with the module during elections, the college is responsible for fixing any issues.

Nicole Lentini and Palak Chawla enter meeting at 6:17 p.m.

Change of Terminology
The term "Current" has been changed to "Term" throughout all documents to align with the college's terminology.

Moving Forward
- Potentially, if e-voting during the SSF By-elections is successful, it could be used during General Elections 2020. A concern is raised regarding no polling stations and the vulnerability of students being unduly influenced while e-voting. Nancy reports that when electronic voting was first introduced, there were many problems (cheating, disqualifications, high-pressure tactics), which resulted in a number of appeal hearings. Nancy cautions the Board that e-voting could result in similar problems, with the biggest risk being during General Elections, when the SSF

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President is being elected. The concerns raised will be monitored during By-elections. Nancy reports that changes were made to the Election Policy to make clear that a candidate may be disqualified if they are found to be participating in such activity and hopes that should this happen, the Board will stand behind the Policy. Changes to the Policy regarding students going around campus, with devices, will come into play during this election. The SSF will also have staff monitoring hallways during the election period.

- Fees have not been addressed for this By-election. Moving forward, "Activity Fee Paying Students" will be changed in all documents to "Full Time Students". For the upcoming By-election only, students will not be required to have paid non-essential SSF ancillary fees to either vote or run for a position. A second revision to the Election Policies and Procedures will be done for 2020, prior to General Elections. This revision will identify who may or may not be eligible to run or vote during the General Election, based on payment of non-essential SSF fees. Full time students must have paid their course fees to have access to Blackboard, allowing them to vote during By-elections.

Members are asked if they are in favour of approving the Election Policy and Procedures on the condition the changes suggested are implemented. Once changers are made, Roel Isufllari will be asked to send the revised Policy to Brenda who will send out to members.

It was MOVED by Klodian Vocaj, and SECONDED by Thomas Tsao, "to approve the presented Election Policy and Procedures; Nomination Package; and Election Candidate Information Kit, given that the changes suggested will be reflected as discussed by the SSF Board of Directors, removing Activity Fee; revising Assisted Voting Process with changes, being implemented for the SSF By-elections".
　　　Unanimous 　　　　　　　　 C A R R I E D

4. Standing Reports

a) Executive Director

Prior to today's meeting, the Executive Director's report was sent to members. Addition to Mario's report:

➢ Metro Grill – Once catering is added to the Newnham financial statement, Metro Grill will meet its goal and break even for the summer semester

b) SSF President

Prior to today's meeting, the SSF President's report was sent to members. If members have any questions, they are asked to contact Charanpreet directly.

i) Club/Association Policy

The updated Club/Association Policy is discussed, along with changes, including, Council members, Board members and any SSF part-time student

staff not being permitted to be an executive on any club/association; funding; etc.

Mario conducts a demonstration on how the college will be sharing information with the SSF to identify what students have paid SSF fees. Currently, this information is being shared by the college through an Excel file, which is a concern to members. Checking whether students have paid the Club Fee should not be a long process. As well, a card reader will also be available. Sukhbeer asks that the SSF look into solutions on how this information is shared from the college. Concern is raised regarding putting student numbers on Social Hive and the Freedom of Information Act and our obligation to protect student privacy. Charanpreet reports that a meeting will be held with Dean of Students, Christine Blake, to determine who will have access to student numbers. A meeting is scheduled to address concerns with Christine. Mario will provide the Board with an update.

ii) <u>Student Development Grant Policy</u>

The SDG Policy has recently been updated to include that students wishing to be considered for a Student Development Grant must have paid the SSF Leadership Ancillary Fee.

iii) <u>Volunteer Plan</u>

The Volunteer Plan training website is demonstrated. Of specific concern is the ability to track volunteer hours which will result in monetary rewards for volunteers which can then be used to purchase SSF items. Discussion also takes place on providing volunteers with micro credentials which could appear on LinkedIn. Charanpreet is currently working on this with the college.

It was MOVED by Dev Jai, and SECONDED by Thomas Tsao, "that the SSF Board of Directors meeting recess for ten minutes and return at 7:38 p.m.".
Unanimous   C A R R I E D

The meeting reconvenes at 7:40 p.m.

iv) <u>Marketing Plan</u>

The proposed Marketing Plan and execution continues to be worked on with implementation starting this week. Within the next two weeks, the plan should be clearer. Although the SSF website was to be fully operational by July 31st, the website is not complete which is due to additional features being added. Members would like to see the SSF logo added to the Seneca app. Charanpreet will ask if the college can do this.

      v)   <u>2019/2020 SSF September Calendar</u>

A motion will come to the next meeting on how to handle Council members working off campus trips who have already completed their regular office hours for the week.

      vi)   <u>Class Visit Presentations</u>

SSF Managers will also be trained to do these presentations.

5.   <u>Business Arising</u>

    a) <u>SSF Ancillary Fees/One Card Update</u>

Members are asked to e-mail their ideas for potential software to help track which students have paid fees.

    b) <u>By-law Changes</u>

This will be discussed at a future meeting regarding the decision on how to determine who is an active member and can participate in governance. Many questions still need to be answered regarding the Student Choice Initiative and how decisions will be made, such as which students are eligible to work for us. Currently, representing students and being a member are two different things. Policy changes are also needed regarding Council members and Vice Presidents.

It is suggested that the SSF By-laws be uploaded in a Word version on SharePoint. Members are encouraged to review the By-laws and enter their comments directly onto the document.

6.   <u>New Business</u>

    a) <u>Vacant SSF BOD College Representative (Administration) Position</u>

Chris Legros, College Representative, has resigned from the SSF Board of Directors. Currently, Mario is working with the college to find another representative. With the introduction of the Student Choice Initiative, the college now has a vested right into how the SSF operates. It is suggested that a senior college representative fill the vacant position. Members are asked to provide Mario with ideas and may also recommend a replacement.

    b) <u>Newnham Purchases</u>

All purchases will come from the Reserve account. Information on the proposed purchases was sent to members prior to today's meeting.

Senecentre Security Upgrades
Due to several break-ins in the bar area, and security sensors no longer connected to the college, the purchase of security upgrades is requested with the new sensors being connected to college Security.

Renovations to Senecentre
Renovations are currently under way.

Club Space Renovations
Club space renovations are expected to be complete by reading week. Prior to opening, the security system needs to be in place. Although renovations will not be complete until reading week, clubs/associations may have access to this space beginning September 3rd. Mario will inform Security to begin installation of the security system and will inform the Board of the delivery date as soon as it is received.

c) Seneca@York Purchases
The new fridge should be delivered soon.

The motions sent to members are all based on quotes received. Renovations in the Senecentre are underway. Senecentre's security upgrade is underway. Seneca@York's refrigerator can be sourced to find the best price. The college provided prices regarding the renovations, so we will be using them.

It was MOVED by Thomas Tsao, and SECONDED by Dev Jai, that all Newnham and Seneca@York purchases be approved as presented".
Unanimous   C A R R I E D

The SSF Board of Directors Public Session meeting moves to In-Camera at 8:38 p.m.

It was MOVED by Dev Jai and SECONDED by Param Patel, "that the SSF Board of Directors In-Camera session move to Public Session at 9:50 p.m.".
Unanimous   C A R R I E D

7. Date and Time of Next Meeting

Members are asked to e-mail their timetables/availability to Brenda who will work with Sukhbeer to determine a date and time for the next meeting.

Sukhbeer asks that members compile suggestions regarding Council members being paid for off campus trips.

Thanks to Dev Jai for remaining on the Board for the summer semester.

8. Adjournment

It was MOVED by Inderjit Singh, and SECONDED by Klodian Vocaj, "that no further business is to be discussed and this meeting is adjourned at 9:55 p.m.".
Unanimous   C A R R I E D