



SENECA STUDENT FEDERATION INCORPORATED
Board of Directors' Meeting
PUBLIC SESSION

Newnham Campus
Newnham SSF Boardroom

Tuesday, September 17, 2019
6:00 p.m.

Student Representatives Present: (Voting Members)

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

Board Members Present: (Non-Voting Member)

Charanpreet Deu	SSF President/SSF Inc.
Mario Di Carlo	Executive Director/SSF Inc.
Brenda Fairbanks-Smith	Manager, Corporate Administration/Recording Secretary/SSF Inc.
Gabriel Huston	College Representative

Guests

Palak Chawla	SSF Vice President/Seneca@York/SSF Inc.
Navneet Kaur	SSF Vice President/Markham/SSF Inc.

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

1. Introductions/Announcements

None.

2. Acceptance of Agenda for Tuesday, September 17, 2019

The agenda for the SSF Board of Directors' Public Session for Tuesday, September 17, 2019 is accepted as presented.

3. Standing Reports

a) Executive Director

Mario Di Carlo's report was provided to members prior to today's meeting. Mario's report includes updates on various capital approvals over the past few years.

Thomas Tsao enters meeting at 6:03 p.m.

Navneet Kaur and Gabriel Huston enter meeting at 6:06 p.m.

Financial reports were not included in Mario's report since they are not current, due to a three week gap in reporting. Once financials are updated they will be sent to the Board.

All campuses are within budget for the summer semester with the only update being that frosh expenses will be moved from the summer budget to the fall.

Mario is currently waiting for the college to provide the registration list, showing opt out rates which appear to be considerably lower than anticipated. Once received, this information will be sent to the Board. Mario and Charanpreet will then begin work on budgets.

It is requested by Sukhbeer Dhillon that up-to-date budgets, reflecting registration list information, be provided to the SSF Board of Directors by Friday, September 25, 2019.

Included in Mario's report are the following Board Directives:

- Tracking Students/SSF Events
 - Originally, the plan was to purchase machines to track students participating in SSF events, however, drawbacks were encountered. Currently, we are tracking students attending SSF events through manual sign-ins. This information will be used to populate reports.
- Surveys
 - Students from the Creative Marketing Team program at Seneca, who are being supervised by college faculty, will be working with the SSF who will be acting as their client (for the fall semester only), to develop an SSF student survey. This survey will be distributed after the fall study break. Questions will focus on whether students know about the SSF; SSF services and programs; if and why they opted out of SSF ancillary fees; and how the SSF may improve their services/programs, etc. Should the SSF wish to continue doing surveys after the fall semester, this can be done through the college's system. The college is concerned, however, not to inundate students with too many surveys. Results from this survey will be presented to the SSF by the Creative Marketing Team.
- Student Card Swiping
 - Mario demonstrates a swiping device for student cards. Each time a card is swiped for an SSF event, an Excel file will be created for that event, allowing the SSF to determine how many unique visitors we have. Sukhbeer asks to be provided with the Excel files and information gathered. Mario does not believe this is a long term solution for tracking students, however, the college's IT department does not appear to be interested in providing an alternate solution.

Param Patel enters meeting at 6:30 p.m.

Steve Mattar, Manager, Campus Operations contacted a webpage developer regarding the creation of a program to track students. Sukhbeer reminds members that the SSF Board of Directors passed a policy to ensure proper business paths are followed and asks if the college is aware of how we are using the student data. Mario reports that the college does not appear to have an issue with the SSF collecting student data and that they are open to any ideas the Board may have.

A question and answer period follows, including:

- Blackboard's reliability at the time a student is swiping their student card
- Who has access to student numbers? (SSF Executive Director, SSF full-time managers and SSF President)
- Can students opt-in/out throughout the year? (Currently, students cannot opt-in/out after day 10)
- Conflicts with the program showing information that the student disagrees with, i.e. student says they did pay fees but system shows they did not. (No rules have been set up at this time and since the opt-out rate is low for this semester, leniency will be given)

b) SSF President

Charanpreet Deu's report was sent to members prior to today's meeting. Charanpreet reviews his report. Additional items include:

- A new committee is being formed regarding master space at Newnham and Seneca@York. A meeting will be taking place tomorrow which Palak will attend, in Charanpreet's absence
- Complaints received about microwaves. The SSF will initiate bringing in more microwaves
- Central frosh held at Seneca@York was a success with 500 students in attendance

Charanpreet asks for clarification regarding campaigning dates since within the Election Policy it states that the campaigning period ends at 5:00 p.m. on October 17th; and voting ends at 5:00 p.m. on October 17th. The Board recalls discussion and approval that campaigning is to end before voting begins. Brenda is asked to send an e-mail to Nancy Oomen, CEO, regarding this.

4. SSF Board of Directors' Meeting Minute Approval

a) SSF Board of Directors' Public Session – Monday, August 26, 2019

It was MOVED by Thomas Tsao, and SECONDED by Inderjit Singh, “that the SSF Board of Directors' Public Session meeting minutes from Monday, August 26, 2019 be approved as presented”.

Unanimous

C A R R I E D

b) SSF Board of Directors' In-Camera Session – Monday, August 26, 2019

It was MOVED by Param Patel, and SECONDED by Klodian Vocaj, “that the SSF Board of Directors' In-Camera meeting minutes from Monday, August 26, 2019 be approved as presented”.

Unanimous

C A R R I E D

5. Business Arising

a) Council Members Working Off Campus Events

Prior to today's meeting, Charanpreet sent a report on Off Campus Trip/After Hour Events. Members are asked if they would like anything added to Charanpreet's document. No additions are suggested.

Discussion takes place, with the following agreed upon:

- Council members working off campus and/or after hour events are still required to work their assigned weekly office hours. Off campus and/or after hour event hours are not to be counted as office hours
- Consistencies between campuses must be established
- By-laws should include the approval of any remuneration being paid to Council members, over and above their honorarium
- Either develop a policy or create clear expectations of Council members and/or staff while working off campus or after hours events

It is suggested that whoever works an off campus event, may be paid to a maximum of six hours and should the event last longer than six hours, the shift be split into two three hour shifts. Three hours would be worked at the beginning of the event and three hours would be paid for the final three hours of the event. Any hours in between the three hours at the start and three hours at the finish, Council members and/or staff would be on free time. Clear expectations of whoever is working will be provided, and must be consistent with staff and Council members.

It was MOVED by Thomas Tsao, and SECONDED by Inderjit Singh, “to approve Council members and SSF part-time staff to be paid a maximum of six (6) hours for working an off campus event, excluding overnight trips, at a rate of \$14.00/hour”.

Unanimous

C A R R I E D

A “trip monitor” position will be created for the payroll system.

b) Follow-up on Past Directives/Projects/Undertakings

a) Shuttle Bus

Not enough space is a problem at some campuses. Mario asks for an e-mail to record campus, date and time of issues. Since the shuttle bus service is funded by the college, the Federation doesn't have much say in additional buses. The SSF functions as a shuttle bus customer service area only.

6. Board Vision 2020

Sukhbeer would like the Board to prioritize items they would like the SSF to focus on. Once this is done, the SSF managers would be assigned items to focus on.

It was MOVED by Thomas Tsao, and SECONDED by Inderjit Singh, “that the SSF Board of Directors’ Public Session move to In-Camera at 7:55 p.m.”.

Unanimous

C A R R I E D

The SSF Board of Directors’ In-Camera Session moves to Public Session at 9:05 p.m.

The SSF Board of Directors agree that changes in the organization are needed on specific directives. Directives include:

- Confidentiality and trust within the organization. Questions and/or clarification should be directed to Sukhbeer
- Organizational communication and the elimination of miscommunication. This can be accomplished by establishing clear channels for input to the Board so they are aware of what’s happening within the organization. Also to be included are student concerns; daily work logs to be completed by the SSF full-time and part-time staff which should be made available to the Board
- Formulate projects for the term. The Board requests a summary of all projects being undertaken by all employees of the organization

Any suggestions and/or questions should be e-mailed to the Board members.

7. Date and Time of Next Meeting

Monday, October 28, 2019

Newnham Campus

6:00 p.m.

8. Adjournment

It was MOVED by Param Patel, and SECONDED by Thomas Tsao, “that the SSF Board of Directors meeting have no further business to discuss and this meeting is adjourned at 9:17 p.m.”.

Unanimous

CARRIED

Approved 10/28/19