



SENECA STUDENT FEDERATION INCORPORATED
Markham Local Branch Council Meeting
PUBLIC SESSION

Newnham Campus
SSF Boardroom

Friday, October 4, 2019
11:05 a.m.

Student Representatives Present: (Voting Members)

Charanpreet Deu Navneet SSF President/Chair/SSF Inc.
Kaur Vice President, Markham/SSF Inc.

Guests Present:

Brenda Fairbanks-Smith Manager, Corporate Administration/SSF Inc./Recording
Roel Isufflari Secretary Manager, Member Services/SSF Inc.

1. Call to Order

This meeting is called to order at 11:05 a.m.

2. Introductions/Announcements

None.

3. Concerns

a) Kickback

- Technical problems with screens and system which do not work all the time (televisions, projector)
- Problems with popcorn machine and two massage chairs

Roel will speak to the college regarding the problems with the technical system.
Roel and Ammar will look into the other problems.

b) SSF Office

- Some students are having difficulty printing in the SSF office. The college has been notified twice of the problems. A request was sent with the names of the staff who should have access to the printer

c) Student Staff

- Navneet reports that staff are not showing up for shifts and not advising her. Navneet is asked to remind staff that they must let her know if they are not coming in for their shift
- SSF representation at Markham is missing due to lack of communication between the SSF and the students
- Students are also reporting that they are not happy with the SSF
- Concern is raised since the Markham office is being left dirty (food & garbage left behind) with no clean-up taking place
- A meeting is suggested with Navneet, Charanpreet and the staff to explain what's expected of them
- Navneet is encouraged to let Charanpreet know if there are problems so help can be provided
- It is suggested that staff e-mail Roel if they can't work their shifts and be told they must give 48 hour notice if they cannot work
- Navneet held meeting with staff members to communicate about work hours
- Roel suggests that an e-mail be sent to all staff members to determine when they are all available for a one hour meeting to explain exactly what is expected of them, i.e. posters updated, etc.
- Charanpreet suggests scheduling someone to work the front desk every day
- It is also suggested that event staff be brought in every day and it is better to have extra staff to represent the SSF. Roel will prepare a work schedule
- Front desk and event staff booked to work every day
- Event staff will be responsible for volunteers
- Assign one staff to be supervisor. Discussion should take place to determine who the best person would be to fulfill this position. Once determine, Charanpreet will meet with them to explain their responsibilities
- An e-mail should be sent to the graphics designer with Roel cc'd to discuss posters. The graphic designer should work one day a week in the office with Navneet. Posters should be changed every week
- Discussion on class visits takes place. If Markham is unable to do them, Charanpreet should be informed. New staff members should not be doing class visits. Presentations should also be uniform. Charanpreet is unaware of any Markham class visits taking place
- Navneet believes students are being engaged through events and class presentations
- A new cereal dispenser is needed. Breakfast should be provided every day beginning the week after next and be provided out of the Kickback. Navneet will find out who is able to purchase supplies. Cereal is also available from Newnham

Chair passed to Roel Isufflari at 11:35 a.m.

It was MOVED by Navneet Kaur, and SECONDED by Charanpreet Deu, "to approve \$3,000.00 for milk and cereal for every day of the the fall semester".

Unanimous

C A R R I E D

- Every Tuesday Bubble Tea will be offered

It was MOVED by Navneet Kaur, and SECONDED by Charanpreet Deu, “to approve \$2,000.00 for bubble tea to the end of the fall semester”.

Unanimous

C A R R I E D

- Lunch specials are being offered on Wednesdays and working well. Last week 80 servings were sold out in 30 minutes. It is suggested the order be increased to 100

It was MOVED by Navneet Kaur, and SECONDED by Charanpreet Deu, “that \$4,000.00 be approved to purchase chicken dinners until the end of the semester”.

Unanimous

C A R R I E D

- Ammar should be informed that chicken is not needed for next week
- One vegetarian item should be offered during chicken sales
- 80 chicken will be ordered and 20 vegetarian. Vegetarian lunches will cost less
- \$3.00 will be charged for chicken; and \$2.00 for vegetarian

d) Events

i) United Way

The college has organized pizza sales at Markham on the 16th. The SSF may collaborate.

ii) Movie & Popcorn

Movie and popcorn will be provided on Fridays. If popcorn machine isn't working, a new one will be purchased.

iii) Spanish Heritage Month

Roel and Ammar will take care of this event. The graphic designer should be informed that posters should be prepared and posted Friday. Volunteer sign-ups are needed to help for this event. Roel will e-mail Markham staff.

iv) Hispanic Heritage Month

Sergio, from International, has planned this event with food for 250 ordered.

It was MOVED by Navneet Kaur, and SECONDED by Charanpreet Deu, “to approve \$2,000.00 for Hispanic Heritage Month”.

Unanimous

C A R R I E D

Food will be offered for free for students who have paid the SSF Activity Fee. For students who have not paid the fee, the cost will be \$3.00, this also includes Seneca staff. This should be put on posters as well.

Ammar Abdulatheem and Mario Di Carlo are asked to set up system to check student cards.

v) Thanksgiving Lunch

Thanksgiving lunch is discussed with a proposed date of Friday, October 11th with food provided by Metro Grill. If Metro Grill is not able to provide the food on the 11th, the lunch will be moved to the 15th.

It was MOVED by Navneet Kaur, and SECONDED by Charanpreet Deu, “to approve \$2,000.00 for Thanksgiving lunch”.

Unanimous

C A R R I E D

vi) Coffee & Cookies

Discussion takes place regarding coffee and cookies for exam week. Navneet will talk to Aramark regarding the order. Aramark’s invoice should be sent to Roel for coffee and cookies. Once an amount is determined, an on-line motion will take place.

vii) United Way

It is suggested that discussion take place with Caterina Ventrella regarding money raised through chicken sales be given to the United Way and that the SSF will collaborate with the college.

viii) Events After Study Break

Navneet should inform Charanpreet what activities will take place after study break. If e-mails are received at least 48 hours prior to an event, help will be provided. No last minute requests for help will be accepted (emergencies will be the only exception). The Board also wants to know what events are taking place.

iv) Diwali

It is suggested that \$3,000.00 be approved. How the money will be spent still needs to be determined and cannot just be food. It is suggested entertainment be provided, i.e. belly dancer. Diwali will take place in November. An Event Charter is requested.

It was MOVED by Navneet Kaur and SECONDED by Charanpreet Deu, “to approve \$3,000.00 for the Diwali event to be held in November, pending an Event Charter including a breakdown of costs”.

Unanimous

C A R R I E D

This meeting is adjourned at 12:00 p.m.