



SENECA STUDENT FEDERATION INCORPORATED
Central Level Meeting
PUBLIC SESSION

Seneca@York Campus
SSF Boardroom

Tuesday, July 9, 2019
11:00 a.m.

Student Representatives Present: (Voting Members)

Palak Chawla	Vice President, Seneca@York/SSF Inc.
Charanpreet Deu	SSF President/Chair/SSF Inc.
Navneet Kaur	Vice President, Markham/SSF Inc.
Nicole Lentini	Vice President, Newnham/SSF Inc.
Sarah Lopes	Vice President, King Campus/SSF Inc.

Guest Regrets

Mario Di Carlo	Executive Director/SSF Inc.
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Guests Present:

Nicole Alvarez	Coordinator, King/SSF Inc.
Brenda Fairbanks-Smith	Manager, Corporate Administration/SSF Inc./Recording Secretary
Steve Mattar	Manager, Campus Operations/SSF Inc.

1. Call to Order

This meeting is called to order at 11:00 a.m.

2. Introductions/Announcements

- Steve Mattar will represent Mario Di Carlo at today's meeting
- Nicole Alvarez, King campus, is a guest at today's meeting
- Nicole Lentini is working with Christine Blake on the Red Dot Project. Sarah Lopes will also be participating
- Charanpreet's announcements:
 - Spoke with Christine Blake regarding the college's participation in Council training, i.e. by-stander training, etc. It is hoped that training will take place beginning either August 22 or 23, 2019
 - Continuing to work on signage (bulletin boards)
 - Continuing to work on clarification of registration fees
 - System is being worked on re. SSF fee payments, i.e. opt in/out, etc.

- Discussion taking place on SSF communication plan, including SSF newsletter and SSF President's message to be sent to students at the end of August.
- A newsletter and President's message will be sent each semester

Navneet Kaur enters meeting at 11:05 a.m.

- College will be creating an all-campus student newsletter to be sent out every Thursday beginning in September which will include a link to the SSF website
- Club/Association Policy is being worked on. Christine Blake will provide York University's best practices for our consideration
- The SSF team will be added to the college's employee newsletter
- Will be meeting with President Agnew next week. Members are asked to let Charanpreet know of any topics they would like to have discussed
- Currently, SSF fees (other than Build fees) are optional. Should a student opt out of SSF fees, we should have a way to let them know what services they will not receive. The question is asked how we will know if students pay our fees. Steve asks if the SSF can create a list serve for all students who opt in to our services
- Although not approved yet, Charanpreet participated in a panel discussion regarding the upcoming GT20 Cricket competition which the college would sponsor. Players from over 70 countries will be participating. A meeting will take place today between the SSF and Recreation to discuss possible participation. Members agree that should the event be approved, they are in favour of providing \$2,000.00. Charanpreet will forward additional information to members so an informed decision on the donation can be made
- The college has agreed to fund all mental health awareness event costs. Going forward, we will send all events to Christine Blake to see what the college will pay for. All SSF event calendars will also appear on Seneca's website
- A meeting will be taking place tomorrow with the HR and International departments regarding SSF events. Steve will send an e-mail with details and dates

3. Acceptance of Agenda for Tuesday, July 9, 2019

It was MOVED by Nicole Lentini, and SECONDED by Sarah Lopes, "that the agenda for Tuesday, July 9, 2019 be accepted as presented".

Unanimous

C A R R I E D

4. Acceptance of Central Level Public Session Meeting Minutes

a) Tuesday, May 28, 2019

It was MOVED by Nicole Lentini, and SECONDED by Palak Chawla, "that the Central Level Public Session meeting minutes be accepted as presented".

Unanimous

C A R R I E D

5. New Business

a) Final Event Calendars (to April 2020)

Calendars were received from Newnham and Seneca@York, however, both campuses will continue to add events. Newnham will also confirm times.

Central

- Tentative date of Boat Cruise is September 20th
- Niagara Falls – October 5th
- Halloween Haunt – October 30th
- SSF Holiday Dinner – either December 16 or 17
- Will find out if Hanukkah lights are acceptable
- By-elections – October 16 & 17 to fill positions at King, Seneca@York and the Board
- By-election Packages will be available beginning September 9th
- Charanpreet would like to propose e-voting to allow students the opportunity to vote anywhere, with no polling stations

Newnham

- All Newnham pub nights will be paid for through the Central budget with discussion for possibly holding pubs at other campuses
- Formal date is being determined. Possibly Valentine's Day
- Managers will be deciding on International Days dates. A meeting will be taking place tomorrow to decide

King

- Calendars are still being worked on. Nothing is approved yet
- September schedule not yet available

King must submit their calendars for the remainder of the year by Friday of this week.

Seneca@York

- All events have been approved. Charanpreet asks that dates be provided

Markham

- Discussion needs to take place on events

Members are asked to think about the big picture. The college needs dates and information of SSF events for the entire year. They also need enough lead time for posting. Discussion also takes place on Council's participation in events.

b) Update on Club/Association Policy

Members are asked to submit their suggestions for changes to the Club/Association Policy to Charanpreet, no later than Friday, July 19th.

c) Campus Updates

Seneca@York

- Providing free exam week stationery
- Finalizing Rec. dates
- Class visits arranged
- Frosh discussion with various college departments

King

- Working with Recreation and will be splitting the budget for the September 11th Frosh. Other events, on different dates are also being organized
- Working with Student Services to have an outdoor Fair on the same day
- Organizing class visits
- Town Halls are being organized

Newnham

- Working with college to better utilize club space
- Working to get bulletin boards
- New furniture is needed for the Senecentre

Markham

- Working on events and calendars
- Collecting volunteers
- Class visits are arranged for the third week of July

d) Frosh Food Coupon Sales

Seneca@York is suggesting selling Frosh food coupons, rather than providing free food. The SSF can also be promoted at the time the coupons are being sold.

King is working with Recreation on food giveaways.

Markham is still deciding on how Frosh food will be distributed.

Newnham is suggesting that Frosh be used as a selling tool for the SSF, with free food provided. Charanpreet reiterates that Frosh is a great opportunity to sell the SSF to students and will be speaking with the Board regarding Frosh funding.

e) Data Cables (King Campus)

Information was sent to members prior to today's meeting. Funds for data cables will come from Reserves.

It was MOVED by Nicole Lentini, and SECONDED by Navneet Kaur, “to approve \$7,006.00, including HST, for the installation and running of data cables in SSF locations (kitchen, club rom, food bank, tuck shop and bar)”.

Unanimous

C A R R I E D

f) Security Cameras (King Campus)

Information was sent to members prior to today’s meeting. Funds for security cameras will come from Reserves.

It was MOVED by Palak Chawla, and SECONDED by Navneet Kaur, “to approve \$8,127.00, plus HST to install 8 new security cameras with licenses in SSF locations (club room, game room, food bank, tuck shop and bar)”.

Unanimous

C A R R I E D

g) Signage for King

Information was sent to members prior to today’s meeting. Funds for security cameras will come from Reserves.

It was MOVED by Sarah Lopes, and SECONDED by Navneet Kaur, “to approve \$7,005.00, tax included, for the purchase and installation of the signs for Northern Hive bar, entrance, SSF office and way finding”.

Unanimous

C A R R I E D

h) Training Requirements

Training is planned for August, and is as follows:

Food Handling

- Steve is approved as a trainer and will work with Ammar to set training dates

Advocacy

- College will be providing training

Social Media

- Members are requesting training

Clubs/Associations & Social Hive

- Steve will assist with this training

Other Training Needed

- Smart Serve
- First Aid/CPR
- Mental Health First Aid
- Clarification on By-laws
- Clarification on budgets for the remainder of the year
- A Sponsorship Package meeting is taking place tomorrow

- Vice President training
- Accounting
- Student Development Grant
- Soft skills; more customer service training; professional training; public speaking

Members are reminded that when training is arranged, and often at a substantial cost, attendance is mandatory. Members may also check out “Linda”, an online learning portal.

6. Items to be Taken to LBC and/or SSF Board of Directors

LBC

Boat Cruise
Halloween Haunt
Club/Association Policy

Board of Directors

King Purchases (3)

7. Date and Time of Next Meeting

Tuesday, August 20, 2019
Newnham Campus
11:00 a.m.

8. Adjournment

It was MOVED by Palak Chawla, and SECONDED by Sarah Lopes, “that no further business is to be discussed and this meeting is adjourned at 12:24 p.m.”.

Unanimous

CARRIED