SENECA STUDENT FEDERATION INCORPORATED
Central Level Meeting
PUBLIC SESSION

Newnham Campus
SSF Boardroom

Wednesday, January 29, 2020
5:00 p.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.

Student Representatives Absent: (Voting Members)

Sarah Lopes	Vice President, King Campus/SSF Inc.

Guests Present:

Mario Di Carlo	Executive Director/SSF Inc.
Brenda Fairbanks-Smith	Manager, Corporate Administration/SSF Inc./Recording Secretary
Roel Isufllari	Manager, Member Services/SSF Inc.
Nick Pavlakos	Manager, Finance & Administration/SSF Inc.

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1. Call to Order

   This meeting is called to order at 5:03 p.m.

2. Introductions/Announcements

   - Palak Chawla met with the S@Y Dean to discuss the food bank; designated SSF parking spaces; expansion of SSF student space; and student feedback on microwaves
   - Charanpreet Deu will be attending an academic integrity conference and will not be in the office from March 3 to 9, 2020. A plan will be put in place for Charanpreet to sign SSF cheques prior to his absence
   - King Coordinators will be included in Central Level communications
   - Moving forward, members are asked to only use the official SSFC list serve for communications
   - Members are informed that should they not reply to e-mailed questions within 48 hours of receipt, they will lose their vote
   - A BBQ will be taking place at the Peterborough campus on February 12th
   - An all-day BOD and Visioning session will be taking place on February 25th

3. Acceptance of Agenda for Wednesday, January 29, 2020

It was MOVED by Nicole Lentini, and SECONDED by Navneet Kaur, "to accept the agenda for Wednesday, January 29, 2020 as presented".
Unanimous C A R R I E D

Amendments
Remove: 7. Giveaways
Add: 7. Academic Integrity Week

It was MOVED by Navneet Kaur, and SECONDED by Palak Chawla, "to accept the agenda for Wednesday, January 29, 2020 as amended".
Unanimous C A R R I E D

4. Central Level Meeting Minute Approval

a) Thursday, December 12, 2019

Deferred.

5. SSF IT Initiatives

Charanpreet provided information prior to today's meeting on possible SSF initiatives for the disbursement of the $155,000.00 SSF IT funds. Charanpreet also met with the college's IT representative to discuss the SSF's priorities on how the funds may be used.

Seneca's IT department will attend a future SSF meeting to present their proposal on the college's suggestions on how funds may be used. Decisions on how to use the funds should be made in a timely manner. Discussion took place.

6. Updates

a) Winter Budget

Mario Di Carlo provides a handout on Fees Estimate – Winter 2020. Winter campus budgets will be based on the number of students who opted in to pay SSF fees.

Discussion took place on the budgets and possible adjustments based on final fee numbers and expenses not yet posted.

b) Club/Association/Volunteer Management

ERP Buddies Inc. demonstrated their club/association/volunteer software template. Following the demonstration a question and answer period followed.

Approved

Should the SSF wish to purchase the software, the initial cost is $20,000.00 (product licensing fee) with an annual subscription cost also being $20,000.00/year (product licensing fee). Customization, maintenance, and costs are discussed. A breakdown of costs is requested which ERP will provide.

The Central Level meeting recesses at 6:45 p.m. and reconvenes at 6:59 p.m.

a) Winter Budgets (Cont'd)

Newnham's budgets (summer/fall/winter) are discussed. It is suggested that a one-on-one meeting be held with Newnham's Vice President and Mario Di Carlo for clarification.

Further discussion will take place regarding the Food Bank and the suggestion to move this expense to the Central budget to ensure proper staffing, operational hours and food support.

c) Formal Committee

A Formal Committee will be struck with one voting member from each campus. Roel Isufllari will act as Chair with Palak Chawla being Co-Chair. Palak will be the only S@Y committee member.

An e-mail will be sent to the individual Councils asking for volunteers for the committee. Decisions the committee will make include date, venue, entertainment, etc..

d) Club/Association Management re. Website

Currently, Clubs/Association management is being done manually as a result of Social Hive no longer being available. Manual management of clubs/associations will continue until the end of the semester. Hiring of club/association staff is also discussed.

This topic will be discussed during the BOD and Visioning Session on February 25th.

e) Volunteer Plan

It is suggested that planning for the year end Volunteer Appreciation lunch begin as soon as possible. Names of volunteers should be sent to Brenda to ensure certificates are complete ahead of time. Brenda will be in touch with the Vice Presidents regarding the planning of this event and the collection of names.

Charanpreet will contact Newnham's past Graphic Designer who worked on the Volunteer Plan, and ask for changes to the Plan. Charanpreet will also work on sharing the Volunteer Plan with students.

Approved

f) LinkedIn

Currently, only Seneca College appears on LinkedIn. This will be alleviated by creating a business account for the Seneca Student Federation. Staff and volunteers should be informed.

g) Food Bank

Discussion takes place on the Food Bank, dedicated staffing, and the suggestion to have prepackaged bags (identified as vegetarian and non-vegetarian). Discussion has already begun with the consultant regarding the Food Bank and the implementation of a formalized plan.

h) Sale of SSF Material

It is suggested that ten backpacks be donated to the college which can be auctioned off. Proceeds will go to the Campaign for Students. Each bag will contain approximately $200.00 in swag. Newnham and King will also be donating all money raised from food sales (for specified periods of time) to Campaign for Students.

7. Academic Integrity

March 23 to 27, 2020 has been dedicated to Academic Integrity Week. Council members volunteering to work this event are asked not to wear their SSF shirts. Nicole Lentini will take the lead on this. Charanpreet, along with college representatives will also be participating in a Webinar dedicated to this topic. Students are welcomed to participate.

8. Winter Events – Off Campus

An Event Charter for a trip to Blue Mountain was provided to members prior to today's meeting. The SSF will provide transportation only to Blue Mountain.

Discussion takes place including the number of buses (Newnham/2 & Seneca@York/1) with the possibility of adding one bus for King. Food vouchers are also discussed.

It was MOVED by Nicole Lentini and SECONDED by Palak Chawla, "to approve $4,000.00 for the Blue Mountain trip to take place on February 22, 2020 with student ticket cost being $10.00 and guests $20.00. All proceeds from ticket sales will go to food vouchers for the attendees".

Unanimous C A R R I E D

9. Date and Time of Next Meeting

TBD

Approved

10. Adjournment

It was MOVED by Palak Chawla and SECONDED by Navneet Kaur, "that no further business is discussed and this meeting is adjourned at 7:53 p.m.".

Unanimous C A R R I E D

Approved