

SHERIDAN STUDENT UNION AGENDA

Meeting:

Date:

Time:

Campus:

<i>AGENDA ITEMS</i>	<i>MOTION</i>	<i>PRESENTER</i>	<i>TIME</i>



Minutes of the 265th Meeting

Board of Directors Meeting
Sheridan Student Union Incorporated (SSUI)

Date: November 13, 2019
Time: 6:30 PM
Location: President's Boardroom (B228), Trafalgar Campus

Directors Present: Xinxin Zhang, Director, TRA, Chairperson
Michelle Lee, Director, TRA, Vice-Chairperson
Mireille Dubé, Director, DAV
Abhishek Hastir, Director, DAV
Chiragkumar Patel, Director, DAV
Yash Amitbhai Karkar, Director, DAV
Ty Defreitas, Director, HMC
Tarek Al-Shawwa, Director, HMC
Maiya Samuel, Director, HMC

Teleconference: N/A

Directors Late: N/A

Directors Absent: N/A

Ex-Officio Members Present: Ben LeBlanc, President, Sheridan Student Union
Jamie King, General Manager, Sheridan Student Union
Maria Lucido-Bezely, Dean of Students, Sheridan College

Ex-Officio Members Absent: N/A

Guests Present: Laura DiViesti, Special Projects Coordinator & CRO, SSU, Acting Recording Secretary
Azhar Ahmed-Ali, VP DAV, Sheridan Student Union
Jessica Marshall, VP TRA, Sheridan Student Union
Anton Gemarino, Student, DAV
Richard Mohorovich, Student, DAV

- I **Call to order** at 6:47 PM by the Chairperson.
- II **Quorum** 9 Board members present. (6 required for quorum)
- III **Declaration of Conflicts of Interest** None were identified.
- IV **Approval of the Agenda**

BE IT RESOLVED that the SSUI Board of Directors approve the 265th Board Meeting Agenda.

Moved: Zhang
Seconded: Karkar

Motion Carries (9 In Favour, 0 Against, 0 Abstain)

V **Approval of the 264th Meeting Minutes**

BE IT RESOLVED that the SSUI Board of Directors approve the 264th Meeting Minutes as presented.

Moved: Zhang
Seconded: Al-Shawwa

Motion Carries (9 In Favour, 0 Against, 0 Abstain)

VI Item One: Annual General Meeting Follow Up

- LeBlanc discusses the positive feedback about the online impact report and shares that it has been sent through the Sheridan Insider to our partners at the College. He thanks Directors for attending the meeting, and states that this was a great turnout as compared to years past with lots of student feedback voiced.
- King adds that we had a very engaged group of students this year who were eager to provide feedback, and thanks the President and other staff for their work on the event.
- Zhang thanks Directors for coming.
- DiViesti seeks Board feedback on the new systems implemented this year:
 - Directors state that the mixed voting systems (online and via paddle) was confusing and suggest using a clicker system instead.
 - Mohorovich states that due to the voting being online there was less transparency as to who voted each way. LeBlanc responds that on the back end, we can see how each member voted.
 - A suggestion was provided to add more time for registration and have a second staff member there to help with it to avoid going over the allotted times.
 - Hastir suggests having a microphone in the audience for questions so everyone can hear.
 - Dubé suggest more email communication with more logistical information such as what to bring and expect.
- Samuel brings up some of the concerns brought up including transportation (U-Pass and Shuttle Bus), Parking, Advertising & Communications, and the Health and Dental Opt Out
 - LeBlanc informs her that management has been in touch with StudentCare to gain insight into their email communication. He states that this year there was only a 3% open rate for emails, which is extremely low as compared to the 30% we typically see. Management will continue to explore the problem and find new solutions for communication.
- Mohorovich asks the Chair why the second amendment was not added onto the agenda at the AGM despite being told via email “this item will be added to the agenda at the AGM tomorrow night”. He questions what ground made the amendment “illegal” as stated by the Chairperson at the meeting. Zhang clarifies that it was not stated that the amendment was “illegal”, the amendment needed legal review and the SSU did not have time to provide enough notice to the membership of the amendment. At the meeting, the membership voted to approve the agenda as presented and not add the second amendment.

VII Item Two: International Student Committee

- Samuel asks for the Board’s feedback on the concept of creating an international student committee as suggested at the AGM.
- Zhang states that if one is made it would need to involve directors and students from all three campuses and be to serve all international students.
- Lucido-Bezely states that the College’s goal is to create cohesiveness between both domestic and international students at Sheridan. She also adds that the current focus is on the pre-arrival stage.
- Ahmed-Ali expresses interest in sitting on the committee, but questions what the scope and intent of the committee is.
- LeBlanc suggests that we start with examining what the Student Union’s lens on International Students are through our advocacy, programming, and services
- Ahmed-Ali states that we should ensure we are conscious of the magnitude of speaking about “international students” and that tackling the international student concerns will not be as easy as it sounds. He voices concerns with the amount of work required and the ability of board members to execute given their busy schedules.
- Al-Shawwa states that he has received feedback from international students saying that their interactions with the international centre employees can sometimes be condescending or passive aggressive in nature. He adds that in his experience as a Peer Mentor on campus, he has notices that many students experience language barriers on campus and suggests looking into a translation service.
- LeBlanc adds to Al-Shawwa’s point about translation services that a large number of SSU staff are multi-lingual, but we do not advertise that as the demand could be higher than what the staff can handle. He also states that he believes the review should be limited to SSU for now so we can lead by example and then perhaps expand to other areas of the college.

- Zhang asks if it is possible to have a joint committee with SSU and the International Centre. LeBlanc states the he feels it is best to remain internal depending on the scope and purpose of the committee. If it is only related to SSU practices, it would be best to have the International Centre staff advising the committee, not participating on it.
- Zhang tables the topic until the next meeting.

VIII Item Three: Board Email Set-Up

- LeBlanc and DiViesti walk the Board through adding the new Board email to Director's outlook.
- Zhang requests that DiViesti add a 'how-to' guide/FAQ document to the SharePoint for those who require more assistance.

IX New Business

- Executive Updates
 - Marshall presents updates for the Trafalgar Campus:
 - Connected with a student coalition from Ryerson about increasing access to free menstrual product on campus for students.
 - Assisting a student creating an anonymous substance support group through our club department.
 - As part of the upcoming awareness campaigns, she is looking at putting a fashion show together on either topic (sustainable thrifted fashion or cultural fashion).
 - Ahmed-Ali presents updates for the Davis Campus:
 - Starting to work on the planning for the Polar Plunge happening in March 2020 and encourages all Board members to participate and support the cause.
 - Participated in Open House on November 9th and met lots of prospective students.
 - Planning for New Student Orientation is starting, Davis dates will be January 2nd and 3rd 2020 and all Board members are encouraged and welcome to attend.
 - LeBlanc presents updates on Ayush Gupta's behalf for the HMC Campus:
 - Previous engagement opportunities Gupta has been able to participate in include the Nexus Youth Services Event, Open House and an SSU Services Fair.
 - LeBlanc presents his updates:
 - Currently sitting on the Sexual Assault and Sexual Violence Policy Committee which is reviewing and revising the current policy, there will be more opportunities for Board members to be involved in feedback sessions.
 - He and Ahmed-Ali participated in a Bus Tour of Brampton with Sheridan and City officials, which provided a good opportunity to learn from and about the community.
 - In collaboration with the College's VP, Inclusive Communities and Event Services he is looking to create a more cohesive and centralized communication for Black History Month programming.
- Al-Shawwa brings up an item from last meeting about a student looking to connect with the Board about a Sleep Room. Zhang tables the discussion to the next meeting and informs Al-Shawwa that he can pass along the document from the student to the rest of the board and add it to the next meeting's agenda.
- Defreitas presents the idea of getting busses for students to be able to commute to Sheridan Bruin's athletic games. Lucido-Bezely states that is a great idea, and questions if that would be for home games or away games? Defreitas clarifies that both would be best, but whatever is logistically able to be executed. Lucido-Bezely suggests piloting it on a small scale with home games only travelling from campus to campus.
- Defreitas brings up concerns brought to him regarding IT Services and student's ability to access software to which Karkar echoes concerns from the Davis community on this topic also. LeBlanc states that in the future concerns like that can be sent to the VP for faster ability to investigate and act on the concern.
- Dubé asks LeBlanc for a Campus Wellness Strategy update; LeBlanc will be meeting with the new health promotion staff soon and will provide an update to the Board when possible.
- Patel asks that seeing as Dubé stepped down as Board Secretary effective November 5th, 2019, what the process is moving forward and when the Board will select a new one. LeBlanc states that management is exploring options to alleviate those duties off Directors as there have been concerns dated as far back as 6 years about the challenges for

the Director acting as Secretary to fully engage in both roles at the Board table. He states that more insight can be provided at the next meeting.

- Hastir seeks an update on his two items from the previous meeting on the Fee Timelines and Study Space. LeBlanc informs him that he has not had the ability to meet with the Registrar yet but will aim to between now and the next meeting. Regarding the study space he states that he and DiViesti have been looking into available spaces and will speak with the scheduling office to obtain space in the last two weeks of the semester.
- Samuel inquires if the communication can be increased between the Board and the Executives. Zhang requests that executive updates are incorporated at each meeting and more updates on the monthly initiatives and events are shared with the Board. LeBlanc states he will provide directors with their respective VPs office hours. Dubé expresses concerns with Directors becoming too involved with the operations of the organization.

X Item Four: In Camera Session

BE IT RESOLVED that the SSUI Board of Directors enter in-camera session.

Moved: Zhang

Seconded: Defreitas

Motion Carries (9 In Favour, 0 Against, 0 Abstain)

XI Item Five: Reimbursement Policy for the Board

- Zhang outlines concerns with the policy including mileage for board members, parking for board members, and parking from previous summer term.
- Mileage
 - Zhang outlines that the currently policy for mileage reimbursement is one-way campus to campus for Board members for Board meetings. LeBlanc clarifies this extends to all staff as well. Zhang asks if any Board members seek to make changes to this? Dube questions if there is a way to have a section separate for the Board to ensure it is clear as to what policies impact the Board members. LeBlanc explains that he is interested in developing a separate handbook for all employee policies that apply to Board members.
 - Hastir asks for LeBlanc to clarify that currently Board members are reimbursed for travel going to meetings, but not coming back from meetings; LeBlanc states this is correct and the policy is interpreted in a way that is designed to be able to get people to be able to get there to conduct the business, not return home from said business. LeBlanc adds that the piece around one-way reimbursement was done years ago, and he is not clear on the motives behind that but has been standard for all employees. King states that he was part of the writing of this policy years ago and was largely a result of extremely large mileage expenses around \$35,000 a year. At the time there was evidence of people travelling just for the sake of getting reimbursed, so the decision was made by the President at the time to modify to one-way travel.
 - Dubé seeks clarification on who the policy applies to. King adds that we strongly discourage part-time staff from using personal vehicles for inter-campus travel largely due to insurance liability that would greatly increase the organization's insurance rate if part-time staff travelled in large volumes. LeBlanc state that it applies to full-time staff, a select group of part-time staff to which approval must go through the President which currently applies to Vice-Presidents.
 - Defreitas suggests that instead of paying for travelling, that parking can be covered instead. Zhang asks Defreitas to hold on that as this topic will be discussed later.
 - Dubé asks if all full-time staff can claim mileage for driving to work. LeBlanc clarifies that nothing is reimbursed for coming to work, regardless to what campus it is. It is only reimbursed for necessary campus to campus travel during the business day.
 - Samuel asks for clarification on how to submit a mileage reimbursement. Zhang states that the reimbursement form is available in the SharePoint.
 - King acknowledges in the past board members were encouraged to use the shuttle bus, and due to those changes to the shuttle bus operations the policy may need to be reviewed.
 - Dubé asks if it is fair for Board members to be able to claim two-way mileage for only 8 meetings per term. LeBlanc states it is not his place to judge that, he simply interprets the policy as it is there. Currently we reimburse Board members from their home campus to wherever the board meeting is held, which is not current practice for staff.

- King states he supports the President with the idea of a separate policy handbook for Board members. LeBlanc states that he is happy to separate out within the text of the policy if the interpretation is different for board members as opposed to staff.
- Zhang asks the Board if they are in favour of two-way reimbursements for the Board members. Dubé expresses concern with the Board's ability to change policies that benefit them. LeBlanc states that this has been his concern since this came up as it is his job to act as the Board's interpreter of policy. If the Board wants the President to review them, he will, but he wants to caution that he cannot do his job properly if the Board is constantly seeking different treatment for themselves, as opposed to a system wide look at policies which management is interested in undertaking with HR.
- LeBlanc notes that it is very difficult to manage the conflict of interest that comes with retroactive policy changes benefitting board members directly. He recognizes the desire to make changes but maintains that the decision be left to this newly formed committee to prescribe changes from a multi-lens approach. He is expected to deliver this policy and enforce it for everyone and wants to recognize that there is a conflict for those who will benefit from it which is why he wanted this conversation on the minutes, as opposed to being in camera as was planned.
- Defreitas feels that the two-way reimbursement would be more beneficial for those who take transit or the shuttle bus as opposed to those who drive, due to the greater expenses incurred from using those means of travel. Zhang recognizes the time taken for directors to take transit but the wear and tear put on the cars of those directors who drive and expense of gas and insurance can be expensive too.
- Hastir suggests that the discussion be held by those who do not drive and would not benefit from this change. LeBlanc questions the conflict piece, and states that a few years back the SSU paid for an Uber to pick up the directors together, drive from two campuses to the campus of the meeting, and getting dropped back off, which removed the personal expenses and liability.
- LeBlanc adds that this policy itself can be the first on the list for the review, should that be the desire of the Board.
- Zhang asks King for clarification on the policy during his first year on the board in 2015-2016. He did not drive, but to his understanding the policy was for mileage reimbursements to and from campus. King cannot remember off the top of his head but adds that it is fair to say that different standards are being applied over the years whether written or not, and he feels that as Ben indicates we should be careful to follow policies as written.
- Zhang asks the Board if any Directors are adamant on adopting two-way reimbursement, no interest is indicated. He brings this up on the agenda to ensure everyone has the same shared understanding on the practice to avoid confusion. Samuel adds that being new to the Board she was never aware of this policy or procedure.
- Parking
 - Zhang outlines that the current policy states that parking on Sheridan campuses is not reimbursed and is a personal expense. He asks if the Board is interested in amending this.
 - Lee suggests that given the time perhaps this can be a quick conversation.
 - Samuel seeks if parking has ever been reimbursed in the past, LeBlanc nor King can recall a time where it was. Zhang adds that last year and with the former President, Sylvia, it was covered. LeBlanc regardless how the previous President interpreted the policy, that does not mean he will interpret it the same way. He states that the policy has never stated that parking is reimbursed, regardless if the practice was different than that.
- Hastir suggests that Zhang seek all Directors' input on if they want to continue the conversation now or at the next meeting. He states that he does not agree with Zhang shutting down others from speaking on topics but allowing the conversation to go on endlessly for topics he is interested in. Zhang requests an informal vote from directors about the interest in continuing the conversation until 9:30 or table it.
- Parking Continued
 - Lee states that she would vote against Board parking reimbursements as it could be seen as Board members getting special treatment. She recognizes it is expensive but is not supportive of changing the policy.
 - Hastir states that he feels directors should have access to staff parking. Karkar agrees with Hastir about the spaces, but not reimbursing the fees.

- o LeBlanc states that he cannot get temporary access to a staff lot, Sheridan parking passes work at all campuses so there should be no need to pay twice for parking, and seeks clarification for parking at HMC – is it in the city lot, or Sheridan lot?
- o Samuel states that she parks in the City lot at HMC, so she does have to pay twice as those passes aren't eligible in Sheridan lots.
- Further conversation on these topics are tabled to the next meeting.

XII Adjournment

BE IT RESOLVED that the SSUI Board of Directors adjourn the 265th Meeting of the Board.

Moved: Xin
Seconded: Patel

Motion Carries (9 In Favour, 0 Against, 0 Abstain)

Meeting adjourned at 9:30 PM


Respectfully submitted by,



Laura DiViesti
Acting Recording Secretary

Adopted by the Board in the meeting

of Nov. 27/2019,
(Date of Meeting)


(Signature of Board Chair)