



Minutes of the 275th Meeting

Board of Directors Meeting
Sheridan Student Union Incorporated (SSUI)

Date: March 31st, 2020

Time: 8:00 PM

Location: Video Conference

Directors Present: Xinxin Zhang, Director, TRA, Chairperson
Yash Amitbhai Karkar, Director, DAV, Secretary
Chiragkumar Patel, Director, DAV
Mireille Dubé, Director, DAV
Maiya Samuel, Director, HMC
Ty Defreitas, Director, HMC

Directors Late: N/A

Directors Absent: Michelle Lee, Director, TRA, Vice-Chairperson

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, Sheridan Student Union
Jessica Marshall, Vice-President, TRA, Sheridan Student Union
Abhishek Hastir, Student, DAV

I **Call to order** at 8:05 PM by the Chairperson.

II **Quorum** 6 Board members present. (6 required for quorum)

III Declaration of Conflicts of Interest

- LeBlanc advises that if anyone is interested in running in the election, they should declare that conflict.
- Karkar states his interest in running and declares his conflict of interest on items related to the general election.
- Samuel states her interest in running in the fall by-election, Zhang states that he does not interpret it to be a conflict as the discussion is on the 2020-2021 General Election.

Hastir joins the meeting at 8:06 pm.

IV Approval of the Agenda

BE IT RESOLVED that the SSUI Board of Directors approve the 275th Board Meeting Agenda as presented.

Moved: Zhang
Seconded: Defreitas

Motion Carries (7 In favour, 0 against, 0 abstain)

Hastir voted in favour

V Approval of the 274th Meeting Minutes

BE IT RESOLVED that the SSUI Board of Directors approve the 274th Meeting Minutes as presented.

Moved: Zhang
Seconded: Defreitas

Motion Carries (7 In Favour, 0 Against, 0 Abstain)

Hastir voted in favour.

VI Item One: 2020-2021 General Elections Policy and Direction

- DiViesti and LeBlanc provide the Board with detail on the direction and policy for the revised election. This revised process would reduce the requirements for nomination, including eliminating the need to collect Peer Signatures, include the introduction of an Application Review Committee, and continue to have the student body casting their votes to elect the incoming Board. These revisions are in place due to the need to conduct the election entirely remotely due to the COVID-19 pandemic and resulting college closure, as well as the time period in which we are conducting the election to meet the need to fill seats for May 1st 2020.
- Upon reviewing the proposed timeline, Dube recommends adjusting the timeline to move the committee review period to after final exams, where it is currently scheduled. No objections are made by other Directors, the timeline is amended to reflect that.
- Concerns are raised by Hastir, Zhang and Karkar about a lack on continuity between the current Board and the future Board should the new Board consist of an entirely new group of Directors given the amount and gravity of decisions needing to be made as a result of the Student Choice Initiative and COVID-19 pandemic. Hastir suggests appointing two current Director per campus to the 2020-2021 Board.
- Karkar states that he feels the election does not need to be run as there are no students on campus to participate. The current Board should continue forward until all students are back on campus and then an election can be held.
- Hastir mentions that in the past LeBlanc has discussed the need for stability of the organization in these times and asks how not keeping stability at the Board having by bringing on a group of new Directors would help support the need for stability. LeBlanc states that stability from a governance perspective, requires student voice at the table which has always been important to us as an organization. He notes that he feels an election is the best process is because it maintains student voice but has been scaled back to reflect the restrictions currently in place from COVID-19. While continuity of directors from this term to next term may give the appearance of stability, it may not in practice create stability as there may not be two directors per campus eligible to sit in office. Right now, we need to be succession planning in a time that we do not have a clear sense as to the length of this remote-working. Based on items related to COVID-19 that require Board responses, he struggles to find one that is so complex we cannot train someone on it as stability can be developed overtime. While continuity might be a good idea, this is also an opportunity to get new voices around the table providing ideas we may not have heard otherwise.
- Patel suggests not having an election and continuing the entire board across to the new term.
- King notes that it is entirely the Board's decision, but in regard to current Directors continuing he hopes as a housekeeping item the Board can take care of remaining business surrounding Hastir's eligibility for office before deciding on a continuation plan. Zhang agrees that if the Board appoints current Directors all outstanding business regarding eligibility should be resolved first.
- Dube suggests having current Directors aid in the transition and training process to mentor the new Directors. LeBlanc notes that if the mentoring concept is desired, he can work with DiViesti to incorporate that into the training plans.
- Zhang notes that we facilitate a way to assist new Board members catch up. He suggests having one director per campus extending their term for the summer semester until a fall by-election, while also holding an election for the remaining seats. LeBlanc suggests an alternative could be having those 3 Directors serving in an ex-officio capacity as an advisory resource to the new Board members. Hastir agrees with Zhang's idea. Zhang asks if any Directors would be interested in this idea; a few Directors state their interest. Zhang suggests we not appoint anyone at the current time but continue to explore the idea of appointment.
- King states that the Board needs to be aware of a lack of adherence to bylaws, as the terms of Directors are clearly outlined within the Bylaws. He has spoken with our Lawyer to advise him of the pressures we are facing that may result in breaking bylaws. He suggests that any pursuit on a path that is inconsistent with bylaws be as straight forward as possible, including an explanation as to the reasoning behind the change and attempt to maintain the integrity of the original process as much as possible. This would include he ability for students to participate in some form of an elections process or ability to declare interest in becoming a Directors, and have the Board determine a strategy to fill those gaps should not all seats be filled.
- Zhang asks Directors to indicate their interest in proceeding with an election and the assessing an appointment method for empty seats. Most Directors are in favour of proceeding this way. The Board will proceed with finalizing the election process and then assessing appointment of current Directors.
- King suggests that if the concern is surrounding a lack of participation/interest in election by candidates, the Board can determine the appointment process upon the completion of the election. DiViesti notes that the last Board meeting will be on April 28th when the election results will be ratified, which should make the process smooth as the Board will see exactly what seats will remain empty at that meeting.
- Karkar asks if interested individuals will be able to complete all the forms such as meeting with Student Rights and Responsibilities and completing the Proof of Enrollment form as these offices are not operating in person. DiViesti reiterates that the requirements and forms have been reduced to ensure the process is optimal from a remote perspective, including removing the need to interact with college departments.

- Zhang seeks clarification on how long this policy will be in place; will it only be binding for the 2020-2021 General Elections, or will this be the policy moving forward for all elections? LeBlanc states that this policy is not intended to replace the existing policy entirely, and after this election we will revert to the previous version of the policy and process, while making modifications based on what we see working from this format. Typically, the policy is amended prior to each election. Zhang seeks that the motion reflects the fact that the policy will only be in effect for this election cycle.
- Hastir asks if the ratification of newly elected Directors will take place on April 28th, how the current board will be able to appoint Directors to fill empty seats. DiViesti explains that a Board meeting is scheduled for April 28th, which would provide the opportunity to the current Board to see if/how many empty seats there are after the election and before the end of their term. Zhang states also that once the Elections Application Review Committee reviews the applications, there will be a sense as to how many seats there might be empty.
- Zhang notes his concern about the number of seats on the review committee, currently sitting at 6, given the time of year and struggle it could be to have all 6 folks meet at once on the timeline. He suggests reducing the number of Directors on the committee down to 3. Directors are split on the number of committee members, between 5 and 3; due to the time of year and time commitment this committee requires the Chair breaks the tie to have 3 directors on the committee. Additionally, the recommendation to have the CRO as Chairperson of the committee is agreed upon.

BE IT RESOLVED that the SSU Board of Directors approve the elections policy as amended to be in effect for the 2020-2021 General Elections in light of the challenges posed by the COVID-19 outbreak. This policy shall only be in effect from April 2020 until May 2020.

Moved: Dube
Seconded: Karkar

Motion Fails (4 In Favour, 0 Against, 3 Abstain)

Hastir abstained from voting.

- Zhang seeks the motion be restated to ensure that the voting count is captured correctly.

BE IT RESOLVED that the SSU Board of Directors approve the elections policy as amended to be in effect for the 2020-2021 General Elections in light of the challenges posed by the COVID-19 outbreak. This policy shall only be in effect from April 2020 until May 2020.

Moved: Dube
Seconded: Patel

Motion Carries (5 In Favour, 0 Against, 2 Abstain)

Hastir abstained from voting.

- DiViesti presents the timeline again as amended based on suggestions from Dube about moving the date of Committee Review considering in the suggested timeline the review overlapped with final exams.

BE IT RESOLVED that the SSUI Board of Directors approve the 2020-2021 General Election Timeline as amended.

Moved: Karkar
Seconded: Samuel

Motion Carries (6 In Favour, 0 Against, 1 Abstain)

Hastir abstained from voting.

- Finally, DiViesti seeks Board direction on using Single Sign On integration in the Simply Voting software as opposed to the Standard Authentication used in the Fall 2020 By-Election, as many students were unable to find the email within their inbox allowing them access to the ballot. Single Sign On authentication would not require students to find the ballot via email, students would use their existing Sheridan Credentials to access the ballot from the Simply Voting website. No Directors raise any concerns with that path.

VII Item Two: Elections Application Review Committee

- DiViesti mentions that as a result of the policy being passed, the Board would need to strike the Elections Application Review Committee tonight.
- Zhang requests all Directors interested in sitting on the committee raise their hand. Zhang, Dube, Hastir, and Samuel express their interest.

BE IT RESOLVED that the SSUI Board of Directors establish an Elections Application Review Committee for the 2020-2021 General Election; WHEREAS the Elections Application Review Committee shall review and select candidates for the 2020-2021 General Election in accordance with the SSU Elections Policy; WHEREAS Xin Zhang, Maiya Samuel and Mireille Dube, shall serve as voting members of the Elections Application Review Committee; WHEREAS the SSU CRO, Laura DiViesti, shall serve as Chairperson of the Elections Application Review Committee and be non-voting; WHEREAS the Elections Application Review Committee shall report to the SSU Chief Returning Officer upon completing the review process.

Moved: Zhang
Seconded: Dube

Motion Carries (7 In Favour, 0 Against, 0 Abstain)
Hastir voted in favour.

VIII Item Three: COVID-19 Update

- LeBlanc provides another update regarding the COVID-19 pandemic and the SSU's response.
 - Our services team is working to develop a new version of the Food First program that would allow us to provide the service from a distance as opposed to in-person. The new concept involves providing students an electronic gift card for local grocery stores. This program will start next week and be funded using the food-first fee for the short-term, but if we were to look at making this program a longer-term solution the Board would be consulted with the further strategy. The college is also working with us to see how they can assist with intake such as having students meet with a student advisor to discuss other financial supports available on campus, and then refer the student to connect with us for the gift card.
 - The current stock that was used for food first has been donated to our students in residence.
 - Our finance division is developing electronic fee payments to avoid the need to create cheques which require two signatures of signing officers.
 - This past week, due to the lack of response from the Board, management along with HR and finance, determined that all part-time staff would receive pay up until April 10th, after which they would be terminated. This will allow them to apply for government supports including the Canada Emergency Response Benefit and Employment Insurance beyond April 10th. Zhang seeks clarification on who exactly this applies to; LeBlanc clarifies that this applies to our part-time student staff, most receiving their two-weeks' notice, but others depending on their length of service with us received longer notices.
 - Hastir states the notice of the previous discussion and questions why it had to be made without discussing it with the Board as originally intended. LeBlanc states that due to the need to give two weeks' notice from the last date of work, which was March 16th, 2020 when the college closed its doors to students. No indication from the Board was given to management about the meeting for March 24th, 2020 where direction would have been sought. As a result, management agreed that they have jurisdiction over this item, and determined a path forward that would keep to the timeline. Zhang states that he feels management worked in the best interest of the students and organization and made the correct decision.
 - LeBlanc is working with the college to roll out the Campus Wellness Strategy as originally planned and will send more information to the Board as it becomes available.
 - Our marketing team is executing a campaign providing our staff the opportunity to post message of encouragement for the Sheridan community on our social media channels. DiViesti has circulated an email about that, and any Directors interested in participating can connect with her on that.
 - Our programming department is developing programming and events to take place digitally, such as wellness-based activities, fitness classes and open mic nights.
 - King states that the Quarterly Fiscal Update is in the SharePoint and will be brought up at the next meeting.
- Lucido-Bezely updates the Board on the offerings and progress of the College.
 - She reminds Directors to continue to check the college's COVID-19 page on the website, as that is the key area for information, supports and FAQs; she also asks they share this with their peers.
 - All college teams are working to determine contingency plans. They are complex issues but all updates will come out regarding the summer semester in the coming days.
 - She sits on the Emergency Operation Committee (EOC) which has daily updates and creates plans to move forward, which is then communicated to the Board of Governors Executive Committee.
 - Her team funnels all students concerns daily to inform the FAQs, which are also updated daily in response to those questions being received.
 - Student affairs is currently working on sharing information and supports with the academic folks of the college, including Deans and Associate Deans, to ensure they have the tools to support students and refer them to the COVID-19 page and student advisement.

- A financial support fund is being created for students to apply to should they be facing any financial challenges in light of COVID-19.
- Around 250 laptops have been repurposed from faculty and staff to provide students access to technology; around 200 more laptops are waiting to be sent out via courier to more students.
- Counselling and advising provide daily updates and reports regarding key issues to Maria; this helps inform the website FAQs, EOC and supports provided to students.
- On-Campus Health Centres had to close due to the recommendations from the provincial government but have moved to virtual offerings including telemedicine and wellness outreaches to students in residence, needing medical support or those who often use the on-campus clinics.
- Equipment and supplies such as personal protective equipment (PPE) have been donated by our faculty to local Hospitals.
- She opens the floor to any questions from the Board:
 - Hastir inquires if the college has considered delaying or extending the fee deadline for the spring/summer fee. Lucido-Bezely says that more information should be determined in the coming days, as soon as she knows more, she will send it to the Board.
 - Karkar asks if there are any other supports financially for students. Lucido-Bezely notes that aside from the fund which will be announced April 1st, the food first program is moving to a monetary gift card as opposed to its traditional format as LeBlanc noted in the beginning.
 - Samuel asks Lucido-Bezely to expand on the mental health supports being provided to specifically out international students. Lucido-Bezely informs her that the international centre is working on increasing their response times to students by including front line student affairs staff for emails and phone. Additionally, they will be launching a connections campaign through phone and email to connect personally with each international student (over 8000 students) to inform them of supports available to them.
 - Samuel follows up to ask if there is a hotline available for people to call. Lucido-Bezely states that on the website are phone numbers for counselling, keep.me safe, empower me and good2talk. In addition to that, her team is working with the Student Union to create a virtual student engagement strategy around wellness, and fitness.
 - Hastir notes that he has been in touch with 10-15 international students who have been concerned about the lack of response time, so he is happy to hear it is being addressed. He adds that some students have been evicted without notice as a result of concerns from landlords and asks what can be done. Lucido-Bezely states that she has also heard cases of that happening. Housing is a provincial and municipal issue; Premier Ford has put no-eviction orders in place, but the issue is that students often do not have a formal lease with their landlord so that direction does not apply to them. She will be connecting with Sunand Sharma, Associate Dean, Community Citizenship and Student Leadership Development and Engagement, and the External Relations Department to discuss the issue.
 - Karkar asks if Lucido-Bezely can pass a message to the Operating Committee on behalf of the Board to ask the committee to extend the fee deadline of the next academic term. She will bring that to them and provide and update at the next possible time.

IX New Business

- Zhang suggests that the Board meet at an earlier time for the remaining meetings in the term.

BE IT RESOLVED that the SSUI Board of Directors amend the meeting time of the 276th and 277th meetings at 6 pm via video conference as opposed to 8 pm as regularly scheduled.

Moved: Zhang
Seconded: Dube

Motion Carries (7 In Favour, 0 Against, 0 Abstain)

Hastir voted in favour.

- Zhang asks Hastir if he would like to discuss the situation previously raised regarding his status as a Director.
 - Hastir agrees and informs the Board that due to a variety of circumstances out of his control, the college has marked his student status as graduated. This is a result of him not being able to secure a co-op placement for his last semester. He was unaware of the situation until the end of February when he inquired about extending his study permit for a month and was informed that the college had him in their system as a graduate as of December 13th, 2019.
 - LeBlanc and King state that due to the fact of him being a non-student, the automatic vacation of office bylaw would come into effect, as of this meeting. If it is in the Board's interest to have him serve in the next two meetings, they would need to re-appoint him and state the reasoning for this.

- Hastir adds that as soon as he was aware of the situation, he brought it to HRs attention, who then brought it to management and the Board.
- Defreitas asks King if this is a liability having him remain on the board. King notes that in the unlikely case that someone brings it up it could become a legal issue.
- Zhang states that his current concern with the situation is that he technically is not a student, but feels it is unfair to terminate him so close to the end. Karkar and Patel agree with Zhang's concerns about Hastir being a non-student.
- Zhang asks what the bylaws state about honorarium for vacated seats; DiViesti reads the text of Bylaw 5 Section 5.7 Item c.
- A suggestion is raised to prorate the honorarium for Hastir to reflect the number of meetings attended. Defreitas agrees with the idea given the circumstances of COVID-19 and folks losing their jobs.
- Dube is concerned about the optics for students who also face vacancy and forfeiting their honorarium.

BE IT RESOLVED that the SSUI Board of Directors will provide Abhishek Hastir his honorarium for the 2020 winter semester prorated to reflect meeting attendance.

Moved: Zhang
Seconded: Patel

Motion Carries (5 In Favour, 1 Against, 0 Abstain)

- Zhang states that the decision to prorate the honorarium despite contradiction to Bylaw 5.7 (c) is due to his extenuating circumstances of things being out of his control leading to the vacancy of his seat, as well as the outstanding work as a Director of the Board and the COVID-19 Pandemic.
 - Hastir thanks the Board for their service and asks LeBlanc if he can continue to follow up with the Office of the Registrar regarding the spring deadline for fees. LeBlanc states that he will bring it up in his meetings this week.
- DiViesti reminds the Board that those who have not completed their direct deposit forms on Dayforce should do so as soon as possible, so honorarium can be processed and delivered to Directors in an efficient manner.

X Adjournment

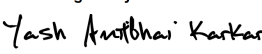
BE IT RESOLVED that the SSUI Board of Directors adjourn the 275th Meeting of the Board.

Moved: Zhang
Seconded: Patel

Motion Carries (6 In Favour, 0 Against, 0 Abstain)

Meeting adjourned at 11:16 PM

Respectfully submitted by,

DocuSigned by:

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Yash Karkar
Secretary of the Board

Adopted by the Board in the meeting

of March 31, 2020,

(Date of Meeting)
DocuSigned by:

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(Signature of Board Chair)