

SHERIDAN STUDENT UNION AGENDA

Meeting: 252

Date: May 14th 2019

Time: 1:00 pm

Campus: Davis Campus, SSU Boardroom

AGENDA ITEMS	MOTION	PRESENTER	TIME
Call to Order/Declaration of Conflict of Interest/Approval of the Agenda	BE IT RESOLVED that the SSUI Board of Directors approve the 252nd meeting agenda as presented.	Xin Zhang	1:00 pm
Approval of Meeting Minutes	BE IT RESOLVED that the SSUI Board of Directors approve the 251st Meeting Minutes as presented.	Xin Zhang	1:05 pm
Capital Requests - Trafalgar Marquee Main Entrance & Doors	BE IT RESOLVED THAT the Sheridan Student Union (SSU) Board directs SSU management to access the SSU Building Fund Reserve for an amount no greater than \$29,425 plus taxes to perform necessary fire code upgrades and repairs to the Marquee main entrance vestibule at the Trafalgar Campus Student Centre in the summer of 2019.	Dan Casey	1:07 pm
Capital Requests - Trafalgar Reception Area	BE IT RESOLVED THAT the Sheridan Student Union (SSU) Board directs SSU management to access the SSU Capital Fund for an amount no greater than \$25,000 plus taxes to refurbish and redecorate our SSU reception area at the Trafalgar Campus Student Centre in the summer of 2019.	Dan Casey	1:15 pm
Capital Requests - Davis The Den Improvements	BE IT RESOLVED THAT the Sheridan Student Union (SSU) Board directs SSU management to access the SSU Building Fund Reserve for an amount no greater than \$50,000 plus taxes to finalize design and construction of a new fence and landscaping at The Den patio at the Davis Campus Student Centre in the summer of 2019; BE IT RESOLVED THAT the Sheridan Student Union (SSU) Board directs SSU management to access the SSU Building Fund for an amount no greater than \$35,000 plus taxes for lighting and finishing upgrades at the Davis Campus Student Centre in the summer of 2019.	Dan Casey	1:25 pm
Capital Request - Trafalgar Union Burrito	BE IT RESOLVED that the SSUI Board of Directors support the introduction of a Booster Juice franchise at the Trafalgar SSU Student Centre in place of the existing Union Burrito, and direct SSU management to access the Building Fund Reserve for an amount no greater than \$210,000 plus taxes to account for construction, design, and building the outlet with a scheduled opening date of September 3rd 2019.	Dan Casey	1:35 pm
Goal Setting	N/A	Xin Zhang	1:45 pm
Summer Meeting Schedule	BE IT RESOLVED that the SSUI Board of Directors hold the summer board meetings biweekly on Thursdays at 5pm	Xin Zhang	2:15 pm
Belawal's Absence	TBD	Xin Zhang	2:30 pm
New Business	N/A	Xin Zhang	2:40 pm

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Time: 2:00 pm

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<i>AGENDA ITEMS</i>	<i>MOTION</i>	<i>PRESENTER</i>	<i>TIME</i>
Adjournment	BE IT RESOLVED that the SSUI Board of Directors adjourn the 252nd meeting.	Xin Zhang	2:45 pm



Minutes of the 252nd Meeting

Board of Directors Meeting
Sheridan Student Union Incorporated (SSUI)

Date: May 14th, 2019

Time: 1:00 PM

Location: SSU Boardroom, Davis Campus

Directors Present: Michelle Lee, Director, TRA, Vice-Chairperson
Mireille Dube, Director, DAV, Secretary
Chiragkumar Patel, Director, DAV
Abhishek Hastir, Director, DAV

Teleconference: N/A

Directors Late: Xinxin Zhang, Director, TRA, Chairperson at 1:20

Directors Absent: Belawal Singh Chhina, Director, DAV

Ex-Officio Members Present: Ben LeBlanc, President, Sheridan Student Union
Jamie King, General Manager, Sheridan Student Union

Ex-Officio Members Absent: Maria Lucido-Bezely, Dean of Students, Sheridan College

Guests Present: Laura DiViesti, Special Projects Coordinator & CRO, Sheridan Student Union
Ayush Gupta, Vice President, Sheridan Student Union, HMC
Jessica Marshall, Vice President, Sheridan Student Union, TRA

I **Call to order** at 1:20 PM by the Chairperson.

II **Quorum** 4 Board members present, **then 5 once Hastir was voted on the Board.** (4 required for quorum)

III **Approval of the Agenda**

BE IT RESOLVED that the SSUI Board of Directors approve the 252nd Board Meeting Agenda as presented.

Moved: Zhang

Seconded: Lee

Motion Carries (4 In favour, 0 against, 0 abstain)

IV **Approval of the 251st Meeting Minutes**

BE IT RESOLVED that the SSUI Board of Directors approve the 251st meeting minutes as presented.

Moved: Zhang

Seconded: Patel

Motion Carries (4 In Favour, 0 Against, 0 Abstain)

V **Item One: Abhishek Hastir's Presence**

- LeBlanc suggests after looking at the Agenda to 1 item higher up from New Business – discussing why Hastir, a runner up 2019-20 Director candidate, was invited to today's meeting
- Zhang explains that Varun Sharma's seat was vacated and that Hastir was a runner up, in which the Board is offering Hastir the position until the next by-elections
- Hastir inquires why he would still have to go through the by-elections
- LeBlanc informs him that it's in the bylaws that if the Board of Directors appoint someone before the by-elections, the member has to run again during that period.

BE IT RESOLVED that the SSUI Board of Directors appoint Abhishek Hastir to the Board of Directors effective May 14th, 2019 until the 2019 Fall by-election.

Moved: Zhang
Seconder: Dube

Motion Carries (4 In Favour, 0 Against, 0 Abstain)

Hastir is now a voting Director; 5 voting Board members present

VI Item Two: Capital Requests – Trafalgar Marquee Main Entrance & Doors

- Dan Casey, explains that the main entrance of the Marquee was identified about 2 years ago as being deficient to fire code
- Casey goes over some history of the issue
 - Sheridan College has come under a lot of scrutiny by the Oakville fire department regarding fire code issues around campus
 - The college did an internal audit – deemed the current Marquee doors not fire rated proper fire separation. The doors are made out from wood, they have not tempered glass. The doors do not create a proper fire separation.
 - Before we receive an order from Oakville Fire to proceed with this, we have an understand with the College that we will get this done. Tried to get it done during reading week in February 2019, but due to the scope of the project, they required 2 weeks. In result, the decision was made to hold off until this Summer 2019.
 - In the last week of April 2019, there was a leak in a pipe that burst which caused the drywall to fall out. It was patched up with the understanding of proceeding with this repair.
- Casey goes over the current scope of work as detailed in the report provided, including the installation of a new door, and patching of the drywall and re-painting the door.
 - There was a slight change in installation price as compared to what was originally scoped out, the new total amount is under \$28,000
 - Merritt Security is the College's approved contractor for all the alarms, doors and external security separations on Campus – their cost will be under \$4,000
 - Overall the project addresses operational needs and brings it up to current Building and Fire Code.
- Casey explains that there is a similar situation at Davis but is not as bad as Oakville. The doors are proper fire separation, but they are not tied into the fire alarms.
- Zhang inquiries about the new installation price of \$1500 less
 - Casey explains that is including a contingency to address the additional drywall repairs. Will have to do some patch work and paint the vestibule.
 - Casey states that the \$28,000 is the maximum budget and believes it can come closer to the \$25,000-\$26,000. However, he is seeking a contingency in case something gets opened when they take out the rest of the ceiling.
- Zhang further inquires about Student Choice Initiative and how it will impact the operations of the Marquee. Casey informs the Board that probably a lot of operational changes on the day-to-day will occurs. Casey informs that this project would be tied to the building fund, which is part of that essential fund, like all his following requests. He continues to explain that there are wholesale operational changes that will be coming along with the Student Choice Initiative and would lead to using a leaner model than the model they use currently.
- King provides further information with regards to the Student Choice Initiative, there should be some clarity where the SSUI stands in 3 to 4 weeks. King states that it is looking quite promising, in that the SSUI will continue to be able to collect a building and capital fund to contribute towards a reserve as essential funding. That access to funds like this should continue to be available to the SSUI. The balance as of April 30th in SSUI's Building fund is at about \$11 million. King states there the SSUI does have sufficient capacity within the reserve for this project, in his opinion.
- Zhang expresses that this project is a necessity and appropriate.

BE IT RESOLVED THAT the Sheridan Student Union (SSU) Board directs SSU management to access the SSU Building Fund Reserve for an amount no greater than \$28,000 plus taxes to perform necessary fire code upgrades and repairs to the Marquee main entrance vestibule at the Trafalgar Campus Student Centre in the summer of 2019.

Moved: Lee

Seconded: Patel

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

VII Item Three: Capital Requests – Trafalgar Reception Area

- Casey goes over last year's renovations within the area, including the removal of glass doors which were not up to the fire code, and presents the report provided to the directors. He goes over the floor plan, furniture layout, additional storage, and relocation of the Food First storage.
- Zhang asks for clarification about the relocation of the photocopier, as he believes it may be in the way. Casey explains that there would be about 5 feet of space, and that there's enough space to meet barrier free requirements for anybody with accessibility issues.
- Casey further explains that once this request gets approved, the next step will be to go through facilities management to make sure the designs meet all their requirements. The lighting and the HVAC at Oakville have already been looked after, but a new electrical and data connection would need to be created to accommodate the relocation of the photocopier, which is built in the proposed budget; \$1,500 – 2,000.
- Zhang expresses that he does see a necessity for this project. Casey agrees, and explains the place is hard to find and not so inviting.
- Casey informs the Board that there are some long-term ideas regarding areas for club space accessible after hours and on weekends. However, want to take the time to get it right, and continues to allow groups of students and student leaders to work together as ideas evolve over time.
- Dube asks whether this project will give opportunity to students to be involved in the design. Casey explains that this will be kept limited in hopes to get this done in July. However, there are currently some part-time student staff that are part of the design team as far as talking about a colour pallet. He states that the student staff are and will continue to be involved. LeBlanc informs the Board of the Espresso Yourself project at Sheridan where student art is showcased in SSU's coffee shops, and that perhaps that could extend into the reception areas. There is potential opportunity to explore having student work or student-created designs in other the space.

BE IT RESOLVED THAT the Sheridan Student Union (SSU) Board directs SSU management to access the SSU Capital Fund for an amount no greater than \$23,500 plus taxes to refurbish and redecorate our SSU reception area at the Trafalgar Campus Student Centre in the summer of 2019.

Moved: Patel

Seconded: Hastir

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

VIII Item Four: Capital Requests – Davis The Den Improvements

- Casey goes over some history of the Den's patio:
 - A big solid wood fence came down in a wind storm, and there has been struggle to figure out what to do with the space. We are currently in a position where the patio can sit as it is but unable to host licensed events due to a lack of proper separation of 50 inches high around the area with emergency exit spaces. It is now an outdoor seating space that Den does not use in connection to their bar.
- Casey informs the Board that himself and his team has worked with facilities to come up with a few concepts that addresses the need proper legal separation to hold events.
- The request includes new fencing, relocating the emergency exit to the front and then cleaning up the landscaping in front of the patio. This will allow to secure the patio for events with a 6-foot-high fence.
- Casey addresses the budget of \$40,000-50,000, but nothing has been quoted yet. This would be an allowance budget that was put together by the college's projects team in facilities as an estimate. Currently, nothing can move forward with the design because the budget has not been approved.

- Casey states that they are looking for an allowance to move forward in firming up a design and to see if they can build something within that cap, and not putting themselves in position without going over budget.
- Zhang inquires about the budget Casey is seeking. Casey states they are looking for a budget to work with in trying to find a potential design that suits their needs and that addresses some of the longer-term traffic flow issues outside of their building. He mentions that then the space can be used as part of their programming and food and beverage operations.
- Lee asks for clarification on where most of the budget will go. Casey clarifies that this isn't the budget for the design, that it is an overall budget for the project. If they can't get anything done with the proposed budget, then they just won't do anything.
- Hastir inquires if Casey is looking to complete this project by the end of the summer
 - Casey informs the Board that potentially, and ideally before the 2019 Fall term. They would be looking at pre-fabricated, standard fence panels that can come in mounted. With the project facilities team, Casey informs the Board that they believe it could be done into July.
- Hastir inquires whether that will be an issue with the ongoing construction of the roof. Casey states that it will not since the construction should be done by the time the design for this project is completed
- Hastir then asks if the patio project will cause issues for students that take the shuttle bus and if there are any safety concerns. Casey states that they will have to determine that with Facilities. He further states that the conversations that took place about the roof, that it becomes part of the contractor's responsibility to not impeded the flow of traffic and the accessible areas.
- Dube expresses concern of the choice of using a low-cost budget instead of a medium-cost budget which may compromise long-term sustainability of the patio. Casey states that he did not include high-cost option 1 of the 2 tentative conceptual designs that were presented by the College since it would be well above \$150,000. He explains that none of the concrete of the existing patio would get broken into, and that this design addresses more of the railings and landscaping. In addressing sustainability, Casey states that wood not be used since it does not last and will instead use material that will withstand years of weather and abuse. He explains that is why he is looking more into steel or iron railing, which is more typical. He states it is not the most attractive material, but it will get glazed and painted properly. It does not require a lot of manual maintenance once it is up.

BE IT RESOLVED THAT the Sheridan Student Union (SSU) Board directs SSU management to access the SSU Building Fund Reserve for an amount no greater than \$50,000 plus taxes to finalize design and construction of a new fence and landscaping at The Den patio at the Davis Campus Student Centre in the summer of 2019.

Moved: Lee

Seconded: Patel

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

- Casey goes over the second request regarding the Den, involving an upgrade to the lighting fixtures to improve energy efficiency and reduce the number of bulb replacements required, and painting to remove the outdated and dark wall colours, and 'barcode' style accent wall on the stage and outside the front entrance.
- Zhang inquires about whether or not part time staff can paint to reduce costs, and Casey informs him that because we will be required to get lifts to reach the ceiling it would be more efficient to have the painting work contracted out.

BE IT RESOLVED THAT the Sheridan Student Union (SSU) Board directs SSU management to access the SSU Building Fund for an amount no greater than \$35,000 plus taxes for lighting and finishing upgrades at the Davis Campus Student Centre in the summer of 2019.

Moved: Patel

Seconded: Dube

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

V Item Five: Capital Requests – Trafalgar Union Burrito

- Casey presents the Board with his final report on the introduction of a Booster Juice franchise, in place of the existing Union Burrito. While the removal of Union Burrito was not an easy choice to make as it has become a campus staple, the Booster Juice would decrease staffing, prep work required, and would have a higher profit margin.
- Based off the performance of the Booster Juice introduced at the Davis Campus back in September 2017, management believes that this location will do well as a full-food menu to maintain the ability for grab-and-go food items.
- Zhang inquires about the ability to keep the food items of the Union Burrito in the full-food menu, but Casey informs him that due to the fixed menu and costs, we are required to use the Booster Juice menu as-is. Despite that, Casey sees some of the menu items currently offered at Union Burrito being adopted onto the Marquee menu.

BE IT RESOLVED that the SSUI Board of Directors support the introduction of a Booster Juice franchise at the Trafalgar SSU Student Centre in place of the existing Union Burrito, and direct SSU management to access the Building Fund Reserve for an amount no greater than \$210,000 plus taxes to account for construction, design, and building the outlet with a scheduled opening date of September 3rd 2019.

Moved: Lee
Seconded: Patel

Motion Carries (4 In Favour, 1 Against, 0 Abstain)

VI Item Six: Goal Setting

- This item has been tabled to the next meeting.

VII Item Seven: Summer Meeting Schedule

- Based on the Doodle poll sent out, it is determined that the best day for Board meetings this summer term is Thursday's from 5-7 pm.

BE IT RESOLVED that the SSUI Board of Directors hold the summer board meetings bi-weekly on Thursday's at 5:00 pm.

Moved: Lee
Seconded: Dube

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

XI: Item Eight: Belawal's Absence

- In light of Chhina's second absence, this one without notice, the board decides the seat should be vacated due to a by-law infraction.

BE IT RESOLVED that the SSUI Board of Directors seek to remove Belawal Singh Chhina from his seat as a director as per section 5.6 (b) (v) of the SSUI Bylaws.

Moved: Zhang
Seconded: Patel

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

XII: New Business

- Hastir asks if the other board members would be willing to fill this newly vacated seat with someone who ran in the 2019 General Election.

BE IT RESOLVED that the SSUI Board of Directors would like to extend an offer to Sarvesh Badhwar to sit as a member of the SSUI Board of Directors until the 2019 by-elections as per section 5.6 (d) of the bylaws.

Moved: Dube
Seconded: Hastir

Motion Fails (1 In Favour, 3 Against, 1 Abstain)

- LeBlanc informs the Board that the interviews for the Davis Vice-President position are on-going as the position has yet to be filled.
- LeBlanc informs the Board that at the next meeting he and DiViesti will be seeking establishment of a Governance Committee.
- King informs the Board that a strategy for the reserves will soon be coming to the Finance Committee, and then to the Board.
- DiViesti reminds Board members to complete the Team Branding form sent out, and that if any issues arise with staff email, or OneDrive to inform her

XIII: Adjournment

BE IT RESOLVED that the SSUI Board of Directors adjourn the 252nd Meeting of the Board.

Moved: Lee

Seconded: Patel

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

Meeting adjourned at 3:07 PM

Respectfully submitted by,



Mireille Dube
Secretary of the Board

Adopted by the Board in the meeting

of May 30, 2019,
(Date of Meeting)



(Signature of Board Chair)