

Meeting Minutes
Board of Directors Meeting
Sheridan Student Union Incorporated (SSUI)

Meeting #:	342
Date:	Thursday, June 8th, 2023
Time:	6:21 PM [EST]
Location:	HMC Board Room

Director	In Attendance	Calling In	Absent	Late (Time Arrived)
Chairperson: Harjot Sidhu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darshil Vaviya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gulsher Cheema	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ademidun Abimbola	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kishan Khavas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mohammedsaifali Multani	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nhu Y Lai Tran	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rajdeepkaur Jat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Haider	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shrey Jani	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siddhi Gandhi	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vidhya Ganapathy Subramanian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	8	3	1	0

Quorum is reached with 11 directors being present.

Ex-Officio Member	In Attendance	Calling In	Absent	Late (Time Arrived)
Kyle Budge, President	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jamie (James) King, Managing Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria Lucido-Bezely, Dean of Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piya Priyanka Moraes, Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guests In Attendance	Purab Goswami
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Agenda Item 01	Call to Order
Notes:	
<ul style="list-style-type: none"> Meeting is called to order by Harjot Sidhu at 6:21 PM [EST]. 	

Agenda Item 02	Roll Call
Notes:	
<ul style="list-style-type: none"> The Board has reached quorum and is able to proceed with the meeting. 	

Agenda Item 03	Opening Remarks
Notes:	
<ul style="list-style-type: none"> Harjot Sidhu welcomes the board to the 342nd Board Meeting. They also introduce Purab Goswami, the guest speaker to the board. 	

Agenda Item 04	Land Acknowledgement
Notes:	
<ul style="list-style-type: none"> Harjot Sidhu says the Sheridan Land Acknowledgement. 	

Agenda Item 05A	Approval of Current Meeting Agenda		
Motion:	I move that we approve the agenda for the 342 nd SSU Board Meeting.		
Moved By:	Sara Haider	Seconded By:	Darshil Vaviya
Notes:			
<ul style="list-style-type: none"> N/A 			
Motion Carries			
Votes:	For:	Against:	Abstain:
	11	0	0

Agenda Item 05B	Amendment to the Current Meeting Agenda		
Motion:	I move that we amend the motion to read we approve the agenda for the 342 nd SSU Board Meeting with the addition of Ancillary Fee Committee Member Appointment after Student Request.		
Moved By:	Harjot Sidhu	Seconded By:	Mohammedsaifali Multani
Notes:			
<ul style="list-style-type: none"> Kyle suggested adding an additional item to the agenda: Ancillary Fee Committee Member Appointment. They mentioned that this item could be placed after any existing agenda item. 			
Motion Carries			
Votes:	For:	Against:	Abstain:
	11	0	0

Agenda Item 06		Approval of the Previous Meeting Minutes	
Motion:	I move that we approve the 341 st Meeting Minutes, as presented to the Board.		
Moved By:	Harjot Sidhu	Seconded By:	Darshil Vaviya
Notes:			
<ul style="list-style-type: none"> • NA 			
Motion Carries			
Votes:	For:	Against:	Abstain:
	11	0	0

Agenda Item 07		Declaration of Conflicts of Interest	
Notes:			
<ul style="list-style-type: none"> • N/A 			

Agenda Item 08		Executive Updates	
Notes:			
<ul style="list-style-type: none"> • Piya begins to give Executive Updates; Kyle would like to move the executive updates to the last board meeting of each month rather than every board meeting since there won't be a lot to talk about every two weeks. Kyle would have things to talk about, but the Executive team puts together a monthly report, not a bi-weekly report. Doing this monthly will allow us to have bigger priorities to update the board on and not just simply fill the time. • Kyle just returned from BC at the AMICCUS Conference, which is a Student Union Managers Conference. He attended with Hanh from finance and Sawssan from HR for a 4-day conference on a variety of topics. The big topics for this year's conference were sexual violence prevention and general advocacy work. We expanded our network of student union partners and will be reaching out to a couple to partner on a few initiatives. We were also invited out to attend a tour at La Cité College in Ottawa. We will be arranging this tour while we are back in Ottawa in November for CASA's advocacy week. • One major takeaway from the conference was about diversifying our revenue streams to eliminate the complete dependence on student fees. The University of Alberta is leading the way in Canada for diversification of revenue streams, so we will be using them as a target to work towards. Kyle will be visiting their campus in March to tour the facilities, which are also fairly newly built, and to meet with their management team to discuss strategies and learn from them. This also ties into our CASA AGM that we will need to attend. This is going to be a very long-term project and not something we will be looking for input on any time soon. It will likely come up during the budget planning process, but not before. • Harjot Sidhu asked Kyle if they discovered any specific tips or methods at the conference that could be implemented by Sheridan or the SSU for prevention purposes. Kyle replied by sharing two key takeaways that could be beneficial for implementation at the SSU. Firstly, they mentioned the idea of having a code of conduct for larger events, which would complement the existing student waiver. This code of conduct would hold attendees accountable and grant the SSU more authority to take appropriate action if the code is violated. Secondly, Kyle suggested considering training sessions such as bystander training and education on recognizing warning signs. They believed it would be valuable to provide this training to the front-facing staff. However, the challenge lies in finding a workshop facilitator in Ontario, as the current trainers are based in Vancouver. Kyle expressed their intention to collaborate with the HR team to seek out a suitable facilitator in Ontario. Harjot Sidhu requested Kyle to keep them informed about the progress on this matter. • Piya continues with further executive updates; the project is officially underway and demolition is almost complete. We are very pleased with the process so far and are meeting weekly to discuss plans, 			

designs, and updates. Very recently, there was a discussion surrounding the bar counter within The Den and it was decided that we will be removing the bar top, the walk-in fridge, and the wall behind the bar top. This greatly increases the floor space within The Den and allows for greater flexibility within the space. If we do host events that require alcohol service, we will either create a setup for that event or bring in a portable bar station. This will not impact our capacity to run events with alcohol service but does redefine the space to not be designed around alcohol service. This design decision will potentially result in a delay to the project, but we can't say for certain yet. At this time, we are still planning for a September opening of the space. If there is going to be a delay, we have asked that the project be altered to allow us some capacity to use the space at the start of September so we aren't closed for the beginning of the term. We will provide more updates on delays and the project's progress throughout the project.

- Harjot Sidhu inquired about the portable bar and whether it was part of the original plan or a recent change proposed by the SSU. Jamie explained that the use of portable bars had been considered previously, but they were also exploring options to incorporate built-in bar service. One option they had explored was to modify existing windows and expand them to accommodate alcohol service. However, they hadn't initially considered removing the bar because it would require expensive polishing of the concrete floors. Additionally, removing the bar would expose piping, which would make the floor appear unsightly. Instead, they decided to opt for a more portable vinyl flooring that would cover the pipes and create a clean, uniform look. This approach would also increase the capacity of the space as the bars would be moved to the back wall, freeing up more space in the area.
- Gulsher Cheema asked if this change would increase the overall capacity, to which Jamie confirmed and mentioned that a new railing would be installed as well. Anecdotally, they estimated that the capacity would be increased by 20%. Harjot Sidhu further inquired about the impact on the budget, and Jamie reassured him that the expense had been budgeted for. While there might be some delays due to permits affecting the fire safety system and minor lighting adjustments, they didn't anticipate any budgetary issues. Jamie mentioned that the portable bar cost would depend on the specific requirements of events that require alcohol services. They aim to provide something better than simple tables, and it is currently being evaluated as part of the project budget. Expanding the food counter to be used as a bar is also being considered. However, this evaluation is not expected to impact the budget significantly.
- Kyle presented the blueprint of the Den, and Jamie proceeded to explain the modifications using the blueprint as a reference. In response to Gulsher Cheema's question about the stage, Jamie clarified that they were redesigning the stage. The new design would be smaller than the current one, and it would have an additional stage underneath. This setup would allow the stage to be extended when pulled out. The primary objective behind this design change was to create a more spacious and inviting environment in the Den. They wanted people to feel comfortable and not overcrowded, fostering the sense of a vibrant student hub rather than just a typical bar setting.
- Piya further continues, next week is COCA, which is an event, programming, and community-based conference for specific SU staff and student leaders. This is generally where a lot of ideas are crafted and partnerships are made for events that will be held throughout the year. There's a variety of different workshops and panels, but the big draw is the exhibits which show off a range of new products and services that we could purchase or hire. This also includes different performers and acts, which we typically use every year for some of our programmings throughout the year. We are sending 7 or 8 people this year out to the conference, one of whom is our VP of Engagement. Danny, our Events Manager, has been a part of the planning committee for this year's conference, so we're excited to see how it all turns out.
- Sara Haider asked if a board member could attend COCA. Kyle explained that it is not a common practice to bring board members to such events. Board members are generally not involved in the day-to-day operations, so it is more cost-effective to send individuals who can directly benefit from the conference or make connections that could lead to event services procurement.

Agenda Item 09**Student Request**

Notes:

- Purab Goswami introduces themselves and explains their approach to setting goals, categorizing them into short-term, medium-term, and long-term objectives. They define short-term goals as those achievable within a semester or six months, medium-term goals as goals attainable within a year, and long-term goals as those requiring five to ten years to achieve them.
- When discussing short-term goals, Purab Goswami mentions being a student at the HMC campus of Sheridan and highlights the lack of student engagement activities exclusive to that campus. Drawing a comparison to their previous experience at Conestoga College, they recall the presence of various recreational activities such as snooker, table tennis, chess, and indoor games. They express a desire for Sheridan to offer similar opportunities to foster student engagement.
- Purab Goswami emphasizes Sheridan's multicultural demographic and suggests embracing this diversity by hosting events that celebrate various cultures. They provide examples and propose involving students as volunteers, enabling them to earn credits for their participation. By organizing multiple events, they aim to enhance the sense of community and cultural exchange within the College.
- For medium-term goals, Purab Goswami addresses the underutilization of the bar at the HMC Campus. They propose hosting parties as a means to utilize this facility, which could also create job opportunities for students. Purab Goswami suggests that individuals with appropriate licensing could serve alcohol during these events, catering to students' socializing needs.
- Regarding leadership development, Purab Goswami suggests conducting workshops that cover job search tips and strategies for achieving success in life. While acknowledging the existing services offered by the college, such as peer mentoring, they propose that the Student Union (SSU) can further support students by providing additional resources like Ted Talks and conference tickets.
- For long-term goals, Purab Goswami suggests considering the construction of a swimming pool on campus. Noting the absence of such a facility across all three campuses, they highlight the previous benefits HMC students had by using a community pool for free or a discounted amount. Purab adds that the pool offers job opportunities and potentially is open to the public, including alumni, at a reasonable cost.
- Ademidun Abimbola seeks clarification, noting that table tennis is already available at the Davis Campus, and cultural events are celebrated there as well. They mention that certain activities like throwing colors may not be permitted due to the associated cleaning costs. Ademidun Abimbola also points out that the college already offers leadership workshops, though attendance may be low. They suggest that many of the requested services are already in place.
- Ademidun Abimbola further questions whether Purab Goswami is suggesting alcohol service during school hours, to which Purab Goswami clarifies that they only propose serving alcohol during specific events and not during regular school hours.
- Sara Haider inquires about the cultural events, asking if the focus is solely on Indian culture. Purab Goswami clarifies that the examples provided were based on their familiarity but emphasizes that they intend to embrace cultures from around the world.
- Harjot Sidhu asks about Purab Goswami's motivation for bringing these ideas to the board. Purab explains that it stems from both personal observations and discussions with other students, as many of them shared similar sentiments.
- Purab left at 6:53 pm.

Agenda Item 10		Ancillary Fee Committee Member Appointment	
Motion:	I move that the SSUI board of directors select Mohammedsaifali Multani from the HMC Campus, Ademidun Abimbola from the Davis Campus, and Vidhya Ganapathy Subramanian from the TRC campus for the Ancillary Fee Protocol Committee for the 2023-2024 board term.		
Moved By:	Harjot Sidhu	Seconded By:	Sara Haider
Notes:			
<ul style="list-style-type: none"> Jamie emphasized the significance of the Ancillary Fee Committee, which is a crucial committee where the SSU collaborates with the college. Jamie provided detailed information about its importance. For this committee, we require one member from each campus, and it is essential that the selected members are available for all the meetings, as there will be a substantial number of them. The committee's commitment entails participating in 6-8 meetings in total. The members chosen for this committee will work closely with Jamie and Kyle. Jamie highly recommends joining this committee if you have a keen interest in Finance. Harjot Sidhu inquired about the number of committees the board has. Jamie responded that it ultimately depends on the board's decision to establish committees. Currently, the existing standing committees are the Ancillary Fee Committee and the Finance Committee. The other committees may vary over time. Darshil Vaviya asked about the maximum number of committees a director can be a member of. Jamie acknowledged that it is possible for a director to be a member of multiple committees, but emphasized that active attendance in all the meetings is crucial. Jamie added that for the Ancillary Fee Committee, we require one director from each campus. In the event that multiple directors from the same campus express interest in joining the committee, a vote will be conducted to determine the final representative. Harjot Sidhu followed up by asking about the timeline for selecting the committee members. Jamie replied that the selection for this committee needs to be completed today, especially for the Ancillary Fee Committee, although it may not be as urgent for the Finance Committee. Harjot Sidhu requested Jamie to elaborate on the responsibilities and duties of the committee members. Jamie responded by explaining that he and Maria co-chair the Ancillary Fee Committee meetings. The primary responsibility of the committee members would be to review information packages provided by various divisional areas. Jamie provided an example of the types of packages they would encounter. While being an expert is not necessary, it is crucial for the members to stay updated with the information contained in the packages. Additionally, around November-December, there will be a significant decision-making process regarding the approval of fees. All committee members will be required to give their binding agreement on the fees to be levied on students starting in the following September. These fees will be in addition to tuition, representing the total amount new incoming students will be paying. The committee's vote will carry significant weight in this decision-making process. Harjot Sidhu inquired if they would join the committee as students, to which Jamie confirmed and mentioned that student members would have equal decision-making power as any other committee member. Kyle added that active participation in reading, asking questions, and engaging in discussions about fees would be expected. Jamie further emphasized that this committee is suitable for anyone interested in affordability and ensuring that students pay appropriate fees for a range of services. Harjot Sidhu then asked the board members who were interested in joining the committee to raise their hands. Mohammedsaifali Multani from HMC, Ademidun Abimbola from Davis, and Vidhya Ganapathy Subramanian from TRC campus expressed their interest. 			
Motion Carries			
Votes:	For: 11	Against: 0	Abstain: 0

Notes:

- Jamie initiates the discussion by acknowledging the emerging discussions surrounding international Health & Dental Plan coverage. The board expresses its interest in gaining a deeper understanding of the matter. Accordingly, Jamie proposes providing an overview of the issue, offering insights into its historical context, and then opening the floor for questions. Jamie, representing the student union, will share feedback from their perspective, while Maria will provide her insights from the college's standpoint.
- Jamie begins by emphasizing that the Domestic Health & Dental plan and the International Health & Dental plan are distinct topics with different considerations. To illustrate this point, he employs a metaphor. He explains that the Domestic plan serves as supplemental health care coverage, enhancing the basic health coverage provided to Canadian citizens. On the other hand, the current international plan, GuardMe, functions as an emergency insurance plan, offering support during unforeseen medical emergencies.
- Jamie proceeds by expressing his intention to clarify the authority held by the student union in terms of collecting fees and providing the Health & Dental plan. Understanding this authority is crucial.
- Jamie proceeds by explaining the significant roles of the recently appointed Ancillary Fee Committee. He clarifies that this committee's authority is derived from the tuition ancillary fee minister's binding policy directive, a document granted by the government of Ontario. Essentially, this directive empowers the ancillary fee committee with the legal right to collect fees and provide services to students. The definition of a full-time student, as outlined in the directive, applies to both domestic and international students enrolled in a college program of instruction for at least 70% of the student contract. Jamie emphasizes the absence of differentiation between domestic and international students in this definition. Consequently, everyone falls under the ancillary fee policy statement's definition of a student.
- Jamie explains that ancillary fees are compulsory charges for support services and activities distinct from academic programs. Within these fees, one component is the Health & Dental plan. Fees for these plans can be mandatory, but colleges must allow students to opt out if they already possess pre-existing coverage. Domestic students who are already covered are not required to pay this particular component. However, for others, it remains a mandatory fee. The governance document for ancillary fees provides specifications regarding fee increases. According to the reporting regulations, any increase or expansion in institutional compulsory ancillary fees that would result in a total fee increase exceeding 20% within a single academic year must be approved through a student vote. In simpler terms, if a proposal is made to implement an idea that would raise ancillary fees by more than 20% overall, a student vote is necessary.
- Jamie delves further into the legal authority held by the student union, providing a background on its establishment and a brief history. He explains that the student union operates under a letters patent, which serves as a framework defining the fundamental rules for its existence. Within this letters patent, Jamie highlights several key elements. Jamie reads the rights granted to the student union, including the authority to collect fees from students. In addition, the union has the mandate to represent students and possesses the right to direct, sponsor, and facilitate services, activities, or clubs that cater to student interests. Jamie emphasizes that if there is a debate surrounding the right to levy fees, it is essential to recognize that the student union also has the prerogative to provide services and advocate for them in accordance with the guidelines outlined in the letters patent. Furthermore, Jamie draws attention to the fact that the letters patent explicitly endorses the student union's right to speak on behalf of international students, its role in advocating for their needs and concerns.

- Jamie continues with a historical overview, noting that the SSU (Sheridan Student Union) has existed in various forms since the 1970s. The organization was officially incorporated in 1989, and it wasn't until 2007 that the Health & Dental plan was introduced. Throughout this period, the SSU has partnered exclusively with StudentCare, which serves as a broker rather than an insurance company. Their role is to assist in finding suitable insurance coverage and provide advice on the matter. Jamie points out that international students were not included in the Health & Dental plan since its inception in 2007. He speculates that this may have been due to the significantly lower number of international students at that time. However, in the 2017-2018 period, the board at that time passed a binding motion to extend the supplemental Health & Dental plan to international students. However, circumstances changed as there were other significant financial commitments, including the introduction of the U-PASS program alongside the Health & Dental plan. Due to the associated costs, the board reconsidered its decision regarding the Health & Dental plan for international students. Additionally, the U-PASS program did not receive government approval, further complicating matters. Since then, numerous discussions have taken place between the college and the student union regarding achieving greater equity between international and domestic students. The issue was once again brought up with the previous board, and conversations were held with the college to explore the feasibility of extending coverage to international students. However, the college expressed concerns about the potential requirement for a referendum, recognizing the significant challenges associated with conducting such a vote. Currently, we have a contractual agreement with our provider that extends until August 2026. Although it may appear to be a lengthy duration, in the health and dental world, it is relatively short. Jamie emphasizes that one of the challenges we face is the declining number of domestic students, which poses a financial concern. Del, our consultant, has suggested that increasing the number of participants in the plan could help mitigate costs. Jamie concludes his remarks and invites Maria to share her perspective.
- Maria proceeds by informing the board that all colleges are obligated to ensure that international students enrolled at their institution have emergency insurance coverage. She elaborates on the concept of emergency insurance and shares her insights on the growing pressure to expand the coverage. However, Maria highlights that it's crucial to consider the financial implications for students, as increasing coverage would result in additional costs. The college is actively striving to maintain affordable fees for international students, acknowledging the significance of student well-being in this regard.
- Harjot Sidhu seeks clarification on whether the college's decision to not include international students in the health and dental plan is solely based on the high associated cost. In response, Maria explains that the college is currently exercising caution due to the financial considerations of implementing such a plan, as it would be an additional mandatory expense for all students. She emphasizes the need to approach this issue with a broader perspective. When Harjot Sidhu inquires about the college's support for the health and dental plan, Maria clarifies that the college is indeed supportive of international student wellness. However, she suggests focusing on the aspects within our control, such as the support and services funded within the college and provides specific examples.
- Sara Haider suggests conducting a survey to gather student opinions and understand their preferences regarding the health and dental plan. She also mentions researching that Sunlife Care provides insurance coverage for both our institution and Conestoga College, highlighting the differences in their respective plans. In response, Harjot Sidhu cautions against comparing the two plans, emphasizing that costs and coverage can vary significantly. Harjot further points out that other colleges have successfully combined supplement plans and emergency plans at a lower cost than GuardMe, prompting the question of exploring alternative options. Maria acknowledges the importance of considering all available options and expresses openness to exploring them.
- Kyle adds that StudentCare has a partnership with Conestoga College, and discussions have taken place regarding comparable plans and institutions to assess our health and dental coverage. The aim is to explore options and find the best possible solution.

- Moving on to the second point regarding bridging gaps, Kyle acknowledges that efforts have been ongoing for some time and highlights the challenges involved. He suggests conducting thorough research, potentially through a dedicated committee, to gather accurate information and understand the students' actual needs. This research would enable us to identify the most affordable insurance coverage options.
- Vidhya Ganapathy Subramanian inquires about the previous research committee mentioned by Jamie in his presentation, questioning its timeline. Kyle clarifies that the information was collected before the pandemic, rendering it outdated and irrelevant to the current situation. Maria agrees with Kyle's assessment.
- Vidhya Ganapathy Subramanian also suggests the possibility of partnering with the college or requesting their assistance in conducting the research since they possess expertise in the field. Jamie expresses strong support for this idea, citing a positive previous experience working with the college's research department. Maria emphasizes the importance of approaching the situation collaboratively.

Agenda Item 12

Workshop Scheduling

Notes:

- Piya starts recapping the discussion regarding the refinement of the ideas, this is a potential workshop with the board to discuss and refine your ideas and priorities into something we can schedule for the year. This will also help everyone understand what can and can't be accomplished, and what is and isn't within the scope of the board. This will be one workshop and we will record the session for those that cannot make it to the session. Kyle will not be running these sessions outside of our regular office hours, and since this is an optional workshop, we won't be able to accommodate everyone. If you aren't able to attend at all, send a list of your ideas and priorities for the year and we will work through them as a group. To make it even easier, we can make this workshop virtual. This will be a one-time workshop, so please pick a date and time and I will send out an invite for everyone.
- Harjot Sidhu inquired about Kyle's willingness to conduct workshops in smaller groups, to which Kyle responded by stating that he could still accommodate two sessions if necessary. However, conducting workshops with 2-3 people at a time might hinder the collective brainstorming aspect. Harjot Sidhu asked about the flow of the workshop, Kyle explained that he would seek ideas from the participants and work on identifying achievable goals and the steps required to accomplish them collectively as a board. Kyle provided examples to illustrate the process of refining ideas into actionable goals.
- Harjot Sidhu inquired about Kyle's mention of Office Hours. Kyle clarified that they had initially thought of a 9 am – 5 pm timeframe, but was open to scheduling the workshop during regular "office hours" if preferred.
- Harjot Sidhu asked the board what they would prefer. Following a discussion among the board members, they agreed to proceed with the workshop as an ongoing process and bring the outcomes back to the board table.
- Piya continues to give the board information about Successful Committees. This board is very engaged and very interested in a variety of projects, so we recommend creating committees to help you focus your energy and get things done. Committees can be for anything and involve as many people as you like. You are also welcome to include members that are not a part of the Board of Directors, or even the SSU, but including non-board members requires some specific considerations. This is part of the process that Kyle would like to teach you about for running committees. Kyle suggests adding this to a board meeting agenda to make things easy for everyone. It should only take about 20 minutes as a workshop, and would not need to be recorded in the minutes. If everyone is open to this, it can be done during our next board meeting. You likely won't have any questions beforehand, but if you do, please send them to Kyle so he can make sure to cover them during the workshop. The other major consideration about the committees is that the director's honorariums are

also dependent on attending a committee meeting each month. We have a few that will be in place in the near future, but for those that cannot attend those committees, you will need to be a part of a created, or existing college committee.

- Sara Haider inquired about the possibility of creating a committee and including students in it. Piya responded by stating that if the board approves it through a vote, they can establish a committee that includes students.

Agenda Item 13

Office Hours Scheduling

Notes:

- Piya begins giving information about the Office hours. There is a requirement for the board that directly impacts the honorarium that each director receives. We have waived the requirement for the first two months of your term, only because we did not have a proper schedule or procedure in place at the start of your term. We should be able to set this up fairly quickly, so as of July we will no longer be waiving the requirement. Each director is required to hold 8 office hours per month, which could be 2 hours a week or any other breakdown that works for the director. Directors can also attend office hours at the same time, but should not try to all attend the same day and time. As I have mentioned previously, we will ramp up the marketing and promotion for these office hours over time, so the first few sessions may not be very well-attended. At least for the beginning, there will be a VP alongside the directors to hold office hours. This is not just to keep each other company, but also to make sure that any issue a student brings up can be handled appropriately if needed. This is a good opportunity for the directors to see what the executive team does, and learn a little more about their roles. Since our VPs are only able to work during our regular business hours, and our offices are not open outside of regular business hours, you will be expected to attend your hours within the 9 am to 5 pm window as well. If you are completely unable to attend, we simply deduct the value from your honorarium. There's no other punishment of reprimand for this. If you are uninterested in attending these sessions, that's okay too. You simply lose out on a portion of your honorarium. You are encouraged to attend, but it's up to you if you find it valuable or not. With all that in mind, we need to decide when people will be available, at which campus, and on which days. Kyle's suggestion is to hold 2-hour sessions each week at the same time since your weekly schedule shouldn't change very much. This makes it easier for us to promote and have students actually attend. If no one is showing up to your session, you can do homework or anything else you'd like within the area. VPs will be expected to do their assigned work, but you will not be expected to do any specific SSU work. If everyone could choose a day and time that they would be available, Kyle will make a schedule and choose a space that is suitable for each session. You are all welcome to pick times together, but please limit the number of directors to 3 per session. Any more will discourage individual students from showing up as they may feel overwhelmed. One final point, these office hours will be in-person at your home campus. It's much more difficult to arrange for virtual hours, and in our experience, there is an extremely low chance of any students actually attending.
- Harjot Sidhu inquired about the preferred method of communication for sharing availability. Should it be done through individual emails or would the board collectively set it up? Kyle suggested having a discussion outside of the board meeting and emailing them available hours. If there are few people available at the same time that would help scheduling. You could have your office hours anywhere at the college. It's really up to on how you want to connect with students. But if we know this in advance we will be able to market it well.
- Sara Haider inquired about the possibility of changing the schedule once classes begin in September, and Kyle confirmed that it would be possible to make adjustments.
- Rajdeepkaur Jat sought clarification on whether office hours needed to be scheduled strictly from 9 am to 5 pm. Kyle responded affirmatively, mentioning that due to being in co-op, Rajdeepkaur may not be able to schedule office hours during this term. Rajdeepkaur Jat confirmed that they would be able to attend co-op as it starts later in the day. They further asked about the breakdown of the hours.

Kyle explained that there is a total of 14 hours per month, including 2 hours for the board meeting, 2 hours for committee meetings, and 8 hours for office hours. Kyle also mentioned that they are welcome to conduct additional office hours if desired, but the honorarium covers only up to 8 hours. Any missed hours would be deducted from the honorarium, but there would be no penalty for not attending.

Agenda Item 14A		Board Meeting Time Schedule	
Motion:	I move that we remove from the table the discussion in regard to the board meeting schedule.		
Moved By:	Harjot Sidhu	Seconded By:	Sara Haider
Notes:			
<ul style="list-style-type: none"> N/A 			
Motion Carries			
Votes:	For:	Against:	Abstain:
	11	0	0

Agenda Item 14B		Board Meeting Time Schedule	
Motion:	I move that the SSUI board change its meeting timings for the summer term, bi-weekly, on Wednesdays from 6 pm to 8 pm.		
Moved By:	Harjot Sidhu	Seconded By:	Darshil Vaviya
Notes:			
<ul style="list-style-type: none"> Board discussed among themselves and decided on the new meeting timings. 			
Motion Carries			
Votes:	For:	Against:	Abstain:
	11	0	0

Agenda Item 15		Government Relations	
Notes:			
<ul style="list-style-type: none"> Kyle requests the board members to propose a new date and time for a session with the government relations representative, Harinder. As a suggestion, they recommend scheduling it for next week on Wednesday at 6 pm, coinciding with the regular board meeting time. The session is expected to last for 90 minutes, but if there are numerous questions, it might extend beyond that timeframe. After a thorough discussion, the board reached a decision to hold the meeting with Harinder on Wednesday, June 14th, at 6 pm, at the HMC Campus. 			

Agenda Item 16		New Business	
Notes:			
<ul style="list-style-type: none"> Sara Haider expressed their interest in meeting with the sexual health department at the Trafalgar Campus to discuss available options and potential introductions for student welfare. However, they had a question regarding the approach as either a student or a board director. Harjot Sidhu suggested that Sara speak to Kyle outside of the board meeting, either through email or a separate meeting, as this matter does not concern the entire board. Vidhya Ganapathy Subramanian requested a change in the board's photo on the SSU website. Jamie responded by assuring them that they would discuss this with the marketing team. 			

- Darshil Vaviya mentioned Purab Goswami's ideas on recreational activities and expressed their appreciation for the ideas and their potential to enhance student engagement.
- Mohammedsaifali Multani inquired about the distribution of discount cards. Jamie responded that they would be distributed in the next board meeting as the cards had just arrived.

Agenda Item 17		Adjournment	
Motion:	I move that we adjourn the 341 st Meeting of the Board.		
Moved By:	Harjot Sidhu	Seconded By:	Sara Haider
Notes:			
<ul style="list-style-type: none"> • Meeting is adjourned at 8:40 pm [EST]. 			
Motion Carries			
Votes:	For:	Against:	Abstain:
	11	0	0

Referenced Documents:

- ❖ 341st Board Meeting Minutes
- ❖ 342nd Board Meeting Agenda

Respectfully submitted by,

Piya Priyanka Moraes
[Piya Priyanka Moraes \(Jun 27, 2023 11:20 EDT\)](#)

(Signature of Secretary of the Board)

Adopted by the SSU Board of Directors in the meeting of

Jun 28, 2023

(Date of Meeting)

Harjot S. Sidhu
[Harjot S. Sidhu \(Jun 28, 2023 07:42 EDT\)](#)

(Signature of Board Chairperson)







342nd Board Meeting Minutes

Final Audit Report

2023-06-28

Created:	2023-06-27
By:	Piya Priyanka Moraes (piyapriyanka.moraes@sheridancollege.ca)
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"342nd Board Meeting Minutes" History

-  Document created by Piya Priyanka Moraes (piyapriyanka.moraes@sheridancollege.ca)
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Signature Date: 2023-06-27 - 3:20:23 PM GMT - Time Source: server
-  Document emailed to harjot.sidhu@sheridancollege.ca for signature
2023-06-27 - 3:20:24 PM GMT
-  Email viewed by harjot.sidhu@sheridancollege.ca
2023-06-28 - 11:41:52 AM GMT
-  Signer harjot.sidhu@sheridancollege.ca entered name at signing as Harjot S. Sidhu
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-  Document e-signed by Harjot S. Sidhu (harjot.sidhu@sheridancollege.ca)
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