



Meeting #:	350
Date:	14 <sup>h</sup> November, 2023
Time:	7 PM [EST]
Location:	Boardroom, HMC Campus

Director	In Attendance	Calling In	Absent	Late
Chairperson: Harjot Sidhu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darshil Vaviya	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rajdeepkaur Jat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Haider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shrey Jani	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siddhi Gandhi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vidhya Ganapathy Subramanian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	6	5	0	1

Quorum is reached with 12 directors being present.

Ex-Officio Member	In Attendance	Calling In	Absent	Late
Kyle Budge, President, Interim Secretary	<input checked="" type="checkbox"/>	<input 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"/>
Dilas Siddiqui, Governance Coordinator and CRO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria Lucido-Bezely, Dean of Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Guests In Attendance</b>	Hanh Ngo, Sawssan Matar
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<b>Agenda Item 01</b>	<b>Call to Order</b>
Notes:	
<ul style="list-style-type: none"> <li>Meeting is called to order at 7:13 PM [EST]</li> </ul>	

<b>Agenda Item 02</b>	<b>Roll Call</b>
Notes:	
<ul style="list-style-type: none"> <li>Dilas Siddiqui does the roll call and states that 6 board members would be joining in person and 6 members would be joining online.</li> </ul>	

<b>Agenda Item 03</b>	<b>Opening Remarks</b>
Notes:	
<ul style="list-style-type: none"> <li>Kyle Budge does the land acknowledgement and informs the board that Sheridan College has placed plaques around campus that recognize the treaty land on which Sheridan is situated.</li> </ul>	

<b>Agenda Item 04</b>	<b>Approval of Current Meeting Agenda</b>		
Motion:	I move that we approve the agenda for the 351 <sup>st</sup> SSU Board Meeting as presented to the board.		
Moved By:	Harjot Sidhu	Seconded By:	Vidhya
Notes:			
<ul style="list-style-type: none"> <li>Kyle Budge brings up the agenda on screen.</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	12	0	0

<b>Agenda Item 05</b>	<b>Approval of the Previous Meeting Minutes</b>		
Motion:	I move that we approve the 350 <sup>th</sup> Meeting Minutes, as presented to the Board.		
Moved By:	Vidhya	Seconded By:	Darshil Vivya
<ul style="list-style-type: none"> <li>Kyle Budge brings up the meeting minutes on the board.</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	12	0	0

<b>Agenda Item 06</b>	<b>Declaration of Conflicts of Interest</b>
Notes:	
<ul style="list-style-type: none"> <li>Kyle Budge will have a conflict of interest with the in-camera session and will be leaving for the duration of the session.</li> </ul>	

## Notes:

- Kyle gives some background information on how the capital request process was conducted beforehand and what changes were made in the updated version,
- Kyle reminds the board that the new policy does not need to be approved by them since it is an internal policy change which the board has already approved in the bylaws.
- The policy change allows for any expenses up to 25k to be approved by the President (Kyle Budge), Managing Director (Jamie King) and Director of Facilities (Giancarlo Gallo) without needing to be run by the board. The requests would need to be run by the Finance team beforehand and would need to be approved by 3 signing officers (Kyle Budge, Jamie King and Dilas Siddiqui).
- Kyle reiterated that anything above 25k would still need to be approved by the board.
- The policy is available for the board members to access through SharePoint in the 'Meeting Resources' folder.
- Harjot asks when the policy comes into effect to which Kyle replies that once it's reviewed and approved, approximately by 1<sup>st</sup> December 2023.
- Jamie Budge adds that the policy was put in place so that the SSU can immediately purchase things that are needed urgently, without waiting for when the board convenes to have it approved. He emphasized that the board would not be kept in the dark about the purchases and would still see them in the Quarterly Update.
- Sara Haider chimes in by saying that she does not approve of the capital expense policy because she would rather all purchases be approved by the board.
- Kyle replies by saying the capital expense policy does not prevent these purchases from being brought to the board for approval, rather it allows for capital requests to be purchased in a timely manner and
- Sara asks how many times purchases under 25k can be made in a month to which Kyle replies the 25k limit is for one purchase.
- Hanh and Kyle further explain, saying that multiple, separate purchases can be made as long as they fall under 25k.
- Kyle explains that the frequency of these purchases varies from month to month and that capital expenses only come out of the capital and building budgets, not individual budgets related to the different SSU departments.
- No one has any additional comments and Hanh Ngo moves to present the 2024-2025 Budget Reviewing timeline.
- When preparing the budget, Hanh mentions it is crucial to look at what enrollment and revenue streams look like to put together a solid budget and guide the SSU in creating a strategic plan for the fiscal year.
- The budget planning process is expected to start by December and hopefully end by April 30<sup>th</sup> in time for the new fiscal year.
- Hanh went on to say that the Finance department is working diligently on the budget and will involve the Finance committee (that certain board members sit on) so that they can provide feedback and review the proposed budget.
- The Finance department hopes to present the proposed budget to the committee in the week of February 12, after which the final proposed budget can be presented to the board in early March.
- Vidhya asks Hanh about the emails they were supposed to receive from Charity Village that provided them with information on how to log in since she hadn't received anything.
- Hanh replies that the emails were supposed to have gone out a couple months ago and she would make sure the board members received them in the upcoming weeks.

**Agenda Item 8****HR Session with Sawssan Matar**

Notes:

- Sawssan Matar shares some of the policies the board is expected to adhere to and describes the right chain of command that employees should take if they have a complaint.

Shrey Jaani joins in person at 7:55 PM [EST]

**Agenda Item 9****Executive Updates**

Notes:

- Kyle Budge provides an update on what the executive team has been up to this year.
- He mentioned that Sarah Stone, the VP of Advocacy decided to leave the SSU a couple weeks ago. The position would probably be filled in January at the start of the Winter Term.

Sara Haider joins in person at 8:00 PM [EST].

- Kyle mentions that foosball tables have been purchased and placed at various spots on campus. Kyle also mentioned that the SSU is currently looking at purchasing Carrom boards but would like some feedback on the price range the board would like to move forward with for buying the game and the table it needs to be placed on.
- There is a discussion on the price of carrom boards and where to buy them and where to place them on campus.
- Harjot recommends getting a cheaper model and seeing how it fares with students.
- Kyle mentions that the SSU will go ahead with ordering them and hopefully have them installed before the Winter Break.
- Kyle goes on to mention that he will be meeting with the Student Transportation team at Sheridan college to discuss options for student transportation and will discuss the Student Refugee Program at Sheridan.
- Kyle also informed the board about International Welcome Day hosted by Sheridan College that ties in with New Student Orientation. There will be networking activities and giveaways, but he would like the board to provide some feedback on what they think international students should be aware of before they come to Canada and Sheridan.

Darshil joins in person at 8:21 PM [EST].

- Darshil asks about the possibility of the SSU conducting off campus pub nights. Kyle replies by saying the SSU does not usually do those since there is an issue of liability and it's hard to control what students are doing and where they're going.
- Kyle mentions that the SSU has received some comments from a Sheridan alumnus regarding the ongoing conflict in Israel and Palestine. The SSU supports Sheridan who has and continues to support students who are affected by the situation but will do its utmost to lower the risk of students facing racism, Islamophobia, or antisemitism on campus.
- Kishan asks Kyle if students can raise flags of specific countries or stage demonstrations in student buildings.

- Kyle asks Maria for her thoughts but states that there is a process students have to go through in order to demonstrate on campus.
- Students would have to go through the process with Sheridan and Security since it would be on campus.

<b>Agenda Item 10</b>		<b>Board Retreat</b>	
Motion:	I move that the SSUI Board of Directors approve going over the allocated budget for the fiscal year 2023-2024 for the purpose of organizing and conducting a board retreat.		
Moved By:	Harjot	Seconded By:	Darshil
Notes:			
<ul style="list-style-type: none"> <li>• Dilas Siddiqui provides updates on the board retreat scheduled for the 24<sup>th</sup> of November 2023 in Ottawa and informs the board that since they had already conducted a retreat earlier in the year, they have gone over the amount allocated for a retreat for the 2024-2025 fiscal year (\$9000).</li> <li>• Vidhya asks about the costs of the trip to which Dilas replies that the amount expected to be spent during the trip would be about \$12,000.</li> <li>• Jamie adds that the amount spent will be categorized as ‘overspent’ since the board would be going over the amount allocated for this fiscal year but thinks that the SSU’s financial reserves would be able to accommodate it due to an increase in revenue from higher enrolment.</li> <li>• Dilas reiterates to the board that a motion will need to be passed if they agree on still conducting the board retreat.</li> <li>• The board agrees and passes the motion with Vidhya and Ademidun Abimbola abstaining.</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	10	0	2

<b>Agenda Item 11</b>	<b>New Business</b>
Notes:	
<ul style="list-style-type: none"> <li>• Shrey Jaani mentions that he heard a complaint from a student at the TRC campus who stated that there was a camera in the men’s washroom directed towards the women’s washroom.</li> <li>• Kyle replied by saying that the concern had been raised previously and object in question was a hole for a screw and not a camera.</li> <li>• Shrey also mentions that the charging dock near the Atrium at TRC was not working to which Kyle replied that he would get in touch with the Director of Facilities to ensure the issue was solved.</li> <li>• Nhu Y Lai Tran states that she has some ideas regarding scholarships available to students, with the requirements related to engagement at SSU events.</li> <li>• She mentioned that a lot of students knew about scholarships offered by the SSU but were not aware of what the SSU does. In order to counteract this, she proposed the solution of creating a scholarship that evaluated the amount of engagement (attending events and volunteering) students had with the SSU and then providing them with financial support based on that.</li> <li>• Kyle agrees that it would be a good idea and would get back to Nhu Y regarding it.</li> <li>• Jamie King mentions that the SSU recently received a proposal for a memorandum of understanding with the college surrounding the building of the new student center at Trafalgar and Davis. He went on to state that the SSU had it reviewed by their legal counsel and intended to sign the agreement, since their lawyer didn’t see any issue with it. He mentioned that the board would have every opportunity to participate and provide feedback if they wanted to do so.</li> </ul>	

<b>Agenda Item 12</b>		<b>In Camera Session</b>	
Motion:	I move that the board move in camera to discuss the current updates regarding an ongoing legal case, including all those currently in attendance.		
Moved By:	Harjot Sidhu	Seconded By:	Darshil Vaviya
Notes:			
<ul style="list-style-type: none"> <li>The board decides to move in camera in order to discuss an HR issue at 8:50 PM [EST].</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	12	0	0

<b>Agenda Item 12</b>		<b>In Camera Session</b>	
Motion:	I move that the board move out of camera and back into open session,		
Moved By:	Harjot Sidhu	Seconded By:	Darshil Vaviya
Notes:			
<ul style="list-style-type: none"> <li>The board moves back into open session at 9:45 PM [EST].</li> <li>Harjot states that the board has not reached a conclusion on the situation they talked about in the in-camera session and would probably require another in camera session at the next board meeting.</li> </ul>			
Votes:	For:	Against:	Abstain:
	12	0	0

<b>Agenda Item 13</b>		<b>Adjournment</b>	
Motion:	"I move that we adjourn the 351 <sup>st</sup> Meeting of the SSU Board of Directors."		
Moved By:	Harjot	Seconded By:	Darshil Vaviya
Notes:			
<ul style="list-style-type: none"> <li>Meeting is adjourned at 9:46 PM [EST].</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	12	0	0

**Referenced Documents:**

- ❖ 350th Board Meeting Minutes
- ❖ 351th Board Meeting Agenda

Respectfully submitted by,

*Dilias Siddiqui*

(Signature of Secretary of the Board)

Adopted by the SSU Board of Directors in the meeting of

28th November, 2023

(Date of Meeting)

*Harjot S. Sidhu*

Harjot S. Sidhu (Nov 23, 2023 00:08 EST)

(Signature of Board Chairperson)







# 351 Meeting Minutes - Template

Final Audit Report

2023-11-23

Created:	2023-11-22
By:	Dilas Siddiqui (dilas.siddiqui@sheridancollege.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAmmTUGG_TcBlwE4aGrBmFY1ei6SAb3KhW

## "351 Meeting Minutes - Template" History

-  Document created by Dilas Siddiqui (dilas.siddiqui@sheridancollege.ca)  
2023-11-22 - 9:47:09 PM GMT
-  Document emailed to harjot.sidhu@sheridancollege.ca for signature  
2023-11-22 - 9:47:47 PM GMT
-  Email viewed by harjot.sidhu@sheridancollege.ca  
2023-11-23 - 5:07:57 AM GMT
-  Signer harjot.sidhu@sheridancollege.ca entered name at signing as Harjot S. Sidhu  
2023-11-23 - 5:08:24 AM GMT
-  Document e-signed by Harjot S. Sidhu (harjot.sidhu@sheridancollege.ca)  
Signature Date: 2023-11-23 - 5:08:26 AM GMT - Time Source: server
-  Agreement completed.  
2023-11-23 - 5:08:26 AM GMT