

# Student Association of George Brown College

## Board of Directors Meeting Agenda

**Date:** Monday, August 15, 2016

**Time:** 3:00pm-5:00pm

**Location:** Casa Loma Campus - Boardroom

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<b>Board of Directors – Voting Members:</b>	
<b>Executive Members:</b>	
Director, Communications & Internal	<b>Vacant</b>
Director, Campus Life	Brittney DaCosta
Director, Education	Tiffany White
Director, Equity	Rajai Refai
Director, Operations	Gemeda Beker
<b>Campus Directors:</b>	
St. James Campus Director	Francis Torres
Casa Loma Campus Director	Naqeeb Omar
Satellite Campus Director	<b>Vacant</b>
Waterfront Campus Director	<b>Vacant</b>
<b>Educational Representatives:</b>	
Business	Ron Greenberg
Community Services	Andrew Murrell
Construction and Engineering Technologies	<b>Vacant</b>
Health Sciences	<b>Vacant</b>
Hospitality and Culinary Arts	Cathy Chung
Liberal and Preparatory Studies	Michelle Harrypaul
Art and Design	Rajat Sood
<b>Constituency Representatives:</b>	
Accessibility Representative	Carolyn Mooney
First Nations, Métis and Inuit Representative	Leslie Van Every
LGBTQ Representative	Sheldon Mortimore
International Student Representative	Gurjot Singh
Women and Trans People Representative	<b>Vacant</b>
<b>Non-Voting Members:</b>	
Executive Director	Lorraine Gajadharsingh
<b>Resources:</b>	
Chair	Alastair Woods
Equity and Advocacy Manager	Rosalyn Miller
George Brown College Representative	Gerard Hayes
Interpreters	
<b>Guests:</b>	
Publications and Communications Coordinator	Mick Sweetman
Dialog Assitant Editor	Steve Cornwell

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### 1. Roll Call:

Board of Directors: Voting Members	Present	Absent	Regrets Sent
<b>Executive Members:</b>			
Director, Communications & Internal	N / A		
Director, Campus Life			✓
Director, Education			✓
Director, Equity	✓		
Director, Operations	✓		
<b>Campus Directors:</b>			
St. James Campus Director	✓		
Casa Loma Campus Director	✓ (late)		
Satellite Campus Director	N / A		
Waterfront Campus Director	N / A		
<b>Educational Representatives:</b>			
Business			✓
Community Services	✓		
Construction and Engineering Technologies	N / A		
Health Sciences	N / A		
Hospitality and Culinary Arts	✓		
Liberal and Preparatory Studies			✓
Art and Design	✓		
<b>Constituency Representatives:</b>			
Accessibility	✓		
First Nations, Métis and Inuit	✓		
LGBTQ	✓		
International Student	✓		
Women and Trans People	N / A		
<b>Non-Voting Members:</b>			
Executive Director	✓		

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### ***Land Recognition Statement:***

*I would like to take a brief moment before we continue to recognize that as many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is traditional territory of the Mississaugas of the New Credit First Nation and that we are here because this land was occupied. In recognition that this space occupies colonized First Nation territories, and out of respect for the rights of Indigenous people, it is our collective responsibility to honour, protect and sustain this land.*

### **2. Call to Order**

**Time:** 3:33PM

### **3. Approval of the Agenda**

**Be it resolved** that the Board of Directors accept the agenda as presented. Any amendments to the Agenda should be made at this point in time.

**Moved by:** Director of Equity, Rajai Refai

**Seconded:** St James Campus Director, Francis Torres

**Vote:** Carries

### **4. Speaking Time**

**Be it resolved** that the Board of Directors, resource persons and guests respect Robert's Rules of Order and, when invited to speak by the Chair, limit their speaking time to 3 minutes per item.

**Moved by:** Hospitality and Culinary Arts Representative, Cathy Chung

**Seconded:** Arts and Design Representative, Rajat Sood

**Vote:** Carries

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### **5. Approval of Meeting Minutes**

**Whereas** the meeting minutes from the June 27, 2016, board meeting require approval (see Appendix I); and

**Whereas** the meeting minutes from the July 18, 2016, board meeting require approval (see Appendix II); therefore

**Be it resolved** that the Board of Directors accept the meeting minutes as presented (please refer to Appendix I and II). Any amendments to the meeting minutes should be made at this time.

- July 18<sup>th</sup> 2016 board meeting minutes will be presented at the next board meeting.

**Moved by:** Arts and Design Representative, Rajat Sood

**Seconded:** Director of Equity, Rajai Refai

**Vote:** Carries

### **6. Fall By-Elections – Hiring of CRO**

**Whereas** a Chief Returning Officer (CRO) is required, as per SAGBC By-laws (see Appendix III), as a member of the Election Committee and for overseeing the elections process (SAGBC By-Laws Article 13, Section 13.2); and

**Whereas** our previous CRO is no longer available for our elections period; and

**Whereas** the hiring of a new CRO is required in order to commence with the fall by-elections; therefore

**Be it resolved** that the Board of Directors approves the hiring of a new CRO; and

**Be it further resolved** that the hiring of the CRO be referred to Jessica Pasion, Internal Co-ordinator.

#### **Discussion:**

**Moved by:** St James Campus Director, Francis Torres

**Seconded:** Accessibility Representative, Carolyn Mooney

**Vote:** Carries

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### **7. Fall By-Elections – Timeline**

**Whereas** there are currently seven (7) vacant positions within the Student Association's Board of Directors; and

**Whereas** those vacant positions are the Director of Internal and Communication, Waterfront Campus Director, Satellite Campus Director, Engineering Representative, Health Sciences Representative, Women and Trans Gender Peoples Representative, and the Board of Governors Representative; and

**Whereas** a full Board of Directors is required for proper representation of all student members within George Brown College; and

**Whereas** the requirement of holding a fall by-election has been recognized by both the Elections Committee and Board of Directors; and

**Whereas** the Elections Committee has considered the timeline of by-elections, as per the Student Association By-Laws document (please refer to Appendix III in the highlighted areas); and

**Whereas** it has been recognized that notice of the date of the by-election and the nomination procedures must be given to members by publication in a campus newspaper at least fourteen (14) days prior to the start of the nomination period (SAGBC By-laws Article 13, Section 13.5); and

**Whereas** it has been determined that the first date of publication of the Student Association's campus newspaper, The Dialog, will be on August 22, 2016; and

**Whereas** the nomination period has to be at least five (5) business days and must be advertised on all Student Association bulletin boards and in the campus newspaper (SAGBC By-laws Article 13, Section 13.11); and

**Whereas** there is no specified timeline given in the by-laws as to when the All Candidates Meeting should be held after the nomination period ends, so it is assumed to be left to the discretion of the Elections Committee to determine the date and period of time that is appropriate to elapse after the nomination period ends (SAGBC By-laws Article 13, Section 13.10); and

**Whereas** the campaign period shall last for a period of a minimum of ten (10) business days, including a five (5) business day overlap with the voting period (SAGBC By-laws Article 13, Section 13.12); and

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**Whereas** voting will take place on each day between Monday and Friday for over a period of not more than two (2) weeks (SAGBC By-laws Article 13, Section 13.16), which implies that the minimum number of days for voting to take place is no less than five (5) days, as per the required overlap of the campaigning period and voting period (SAGBC By-Laws Article 13, Section 13.12); and

**Whereas** ballot counting to take place no later than 24 hours after the official poll stations close (SAGBC By-laws Article 13, Section 13.17); and

**Whereas** results must be announced as unofficial for 24-48 hours following the ballot count (SAGBC By-laws Article 13, Section 13.17); and

**Whereas** the Board of Directors have already begun verbally advertising the upcoming fall by-elections at GBC functions/events, such as Up & Running, and the SLA Retreat; and

**Whereas** the Board of Directors have plans in place to verbally advertise the upcoming fall by-elections through presentations at orientation, Frosh Week/Week of Welcome, class talks, and the Fall Week 3 Service Fair; therefore

**Be it resolved** that the publication of the by-election dates and nomination procedures will commence on August 22, 2016, with the fourteenth (14<sup>th</sup>) business day of publication being September 9, 2016 (refer to Appendix IV); and

**Be it further resolved** that the nomination period will take place from September 12, 2016, to September 16, 2016 (refer to Appendix IV); and

**Be it further resolved** that the All Candidates Meeting will be tentatively scheduled for September 19, 2016, and requires input from the CRO to determine the confirmed date (refer to Appendix IV); and

**Be it further resolved** that the campaign period will tentatively be scheduled to commence on September 20, 2016 and will end on October 3, 2016, which will be confirmed upon consultation with the CRO (refer to Appendix IV); and

**Be it further resolved** that the voting period will tentatively be scheduled to commence on September 27, 2016, and will end on October 3, 2016, which will be confirmed upon consultation with the CRO (refer to Appendix IV).

**Moved by:** Director of Equity, Rajai Refai

**Seconded:** LGBTQ Representative, Sheldon Mortimore

**Vote:**

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### **Discussion:**

- Carolyn – has concerns about the notification period and how effective it will be as student are just coming back from holidays, also for new students as they will not be exposed to the Dialog ad campaign until late in the notification period.
- Lorraine – Scheduling should take into consideration religious holidays, Rosh Hashanah Oct 2-4.
- Rosalyn – Yom Kippur is also Oct 11-12. In accordance with our new goals of civic action and student engagement, we should really try to have the option to run available for all returning and new students. Think of giving them more time as the first few weeks of school are always hectic and students are overloaded with information.
- Cathy – We can also use the Week 3 Service Fairs to help promote the elections if they are held later.

**Amendment** to amend Be it further resolved that the nomination period will take place from September 26, 2016, to September 30, 2016 (refer to Appendix IV); and

**Amendment** to amend Be it further resolved that the All Candidates Meeting will be tentatively scheduled for October 5<sup>th</sup>, 2016, and requires input from the CRO to determine the confirmed date (refer to Appendix IV); and

**Amendment** to amend Be it further resolved that the campaign period will tentatively be scheduled to commence on October 6, 2016 and will end on October 21, 2016, which will be confirmed upon consultation with the CRO (refer to Appendix IV); and

**Amendment** to amend Be it further resolved that the voting period will tentatively be schedule to commence on October 14, 2016, and will end on October 21, 2016, which will be confirmed upon consultation with the CRO (refer to Appendix IV).

**Moved by:** LGBTQ Representative, Sheldon Mortimore

**Seconded:** Hospitality and Culinary Arts Representative, Cathy Chung

**Vote:** Carries

## 8. Dress Code

**Whereas** a current dress code specific to the Student Association's Staff and Board of Directors currently exists (see Appendix V); and

**Whereas** there are currently no consequences for violation of this dress code; and

# Student Association of George Brown College

## Board of Directors Meeting Agenda

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**Whereas** there have been instances when the dress code has not been respected; and

**Whereas** the dress code has been examined in detail and it has been found that many aspects of the dress code are sexist; and

**Whereas** dress codes are not always intended to be oppressive, as they help with maintaining professionalism in the workplace; and

**Whereas** it is within the SAGBC Mandate that the Student Association will represent student members not only within the college, but on a municipal, provincial, and federal level; therefore

**Be it resolved** that the current dress code be reviewed by the Board of Directors as an ad-hoc committee, with membership of the committee open to any and all interested Student Association Board of Directors and staff; and

**Be it further resolved** that the current dress code be revised and updated by the ad-hoc committee in order to eliminate sexist provisions; and

**Be it further resolved** that the ad-hoc committee will be chaired by Tiffany White, Director of Education; and

**Be it further resolved** that there is strong recommendation for Karla Orantes, Senior Academic Advocacy Coordinator, to be a supporting staff member within the ad-hoc committee; and

**Be it further resolved** that an accountability process be implemented into the revised dress code.

**Moved by:** LGBTQ Representative, Sheldon Mortimore

**Seconded:** Accessibility Representative, Carolyn Mooney

**Vote:**

### **Discussion:**

- Carolyn – The motion is somewhat open-ended, make a bring-back date deadline so there is definite progress or lack-of.

**Amendment** to add a Be it further resolved that the ad-hoc committee update the Board of Directors on progress no later than October 31, 2016, to be ready before the November Board Meeting.

**Moved by:** Accessibility Representative, Carolyn Mooney

**Seconded:** LGBTQ Representative, Sheldon Mortimore

**Vote:** Carries

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### **9. Orientation Week – August 30 to September 6**

**Whereas** the Student Association of George Brown College Board of Directors are responsible for the engagement of its student members; and

**Whereas** it is within the SAGBC mandate to work with the College to maintain a positive environment for every student, and promote awareness of pertinent College activities and policies; and

**Whereas** it is the duty and responsibility of each and every board member to ensure students within their constituency, and the student members at large know who they are and how to contact them; and

**Whereas** the executive members of the Board of Directors are required to perform a presentation on the Student Association's programs and services at the Dean's Welcome during orientation; and

**Whereas** the Board Members outside of the executives are not required to be present, but are strongly encouraged to assist in the George Brown College orientation; therefore

**Be it resolved** that the Board Members who are not a part of the executive committee and/or are not already committed to participating in orientation come together to plan out which dates they will be available and present; and

**Be it further resolved** that the Board Members who are available for August 30 to September 1 will coordinate with Student Life staff, Student Association staff and the executive committee to determine how they will participate in orientation (please refer to Appendix VI).

**Preamble:** At the beginning of every semester, there is an orientation conducted specific to the programs. Student Life organizes these orientations. The role of the Student Association (SA) in these orientations is to present the programs and services of the SA at the Dean's Welcome. This is largely the responsibility of the Executives.

The remaining Board Members, in the past, have had little to no participation in orientation. However, there is an opportunity for Board Members to participate in one of two ways.

Student Life has a team of volunteers called the "O-Crew", and their job is to lead the groups of new incoming students on campus tours and ensure that they make it to where they need to be. They will be hosting two training days for those interested in taking part in the campus tours, which will be on Monday, August 22, at the Casa Loma campus in room 321. The second training date will be on Tuesday, August 23, at the Waterfront campus in room 237. Both of these days will run from 10:00am until

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3:00pm, with high probability of an earlier dismissal. There will be general training in the morning, followed by lunch, which is provided, and campus tours will follow in the afternoon. Tuesday will have tours at both St. James and Waterfront campuses. Those interested in participating in the O-Crew **must** contact Norman Javier and confirm attendance to the training.

The second option to participate will be as an SA representative stationed at the Student Association office at the respective campuses where orientations are occurring. This role would be to introduce yourself, as well as any staff present, to the tour groups and briefly discuss some of our services and programs, and to encourage them to contact you further should they have any additional questions (please refer to Appendix VI for list of dates and locations respective to orientation).

### **Discussion:**

- Cathy – Already volunteering, as are Sheldon and Francis. Maybe make a quick schedule of who is interested so we can spread the SA representation across the three campuses/days.
- Lorraine – Make sure dates are not conflicting with SA events.

**Moved by:** Director of Equity, Rajai Refai

**Seconded:** St James Campus Director, Francis Torres

**Vote:** Carries

## **10. Annual General Meeting – Proposal of Dates**

**Whereas** the Student Association of George Brown College is required to have at least one (1) Annual General Meeting (AGM) of the Members to be held in or around the fall of each year (Refer to Appendix VII; SAGBC By-Laws Article 9, Section 9.1); and

**Whereas** the AGM's purpose is to present the corporation's financial statements, reports of the Board of Directors, and the report of the auditor (SAGBC By-Laws Article 9, Section 9.1); and

**Whereas** it is the responsibility of the Director of Internal and Communications to call the Meeting of the Members (SAGBC By-Laws Article 4, Section 4.1.f & Article 9, Section 9.2); and

**Whereas** Tiffany White, Director of Education, has been appointed as the interim Director of Internal and Communications until the fall by-elections are completed; and

**Whereas** at least five (5) days prior notice of the AGM is required (SAGBC By-Laws Article 9, Section 9.3); and

# **Student Association of George Brown College**

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**Whereas** quorum for the AGM is thirty (30) current members in person or by proxy (SAGBC By-Laws Article 9, Section 9.4); and

**Whereas** providing only five (5) days' notice of the AGM is not sufficient to properly garner interest and encourage participation; and

**Whereas** the fall by-elections are tentatively scheduled to conclude on the week of October 3 to 7; and

**Whereas** intersession falls on the week of October 24 to 28, and students will not be present on campus during this week; and

**Whereas** it is beneficial to the Student Association to begin planning immediately to reduce potential setbacks and to ensure adequate advertisement to the student members of the AGM's purpose and dates; therefore

**Be it Resolved** that the Board of Directors accepts and understands the need to begin planning and preparation of the Annual General Meeting of the Members; and

**Be it further resolved** that the Annual General Meeting be scheduled for a date within the week of October 17 to October 21, to be agreed upon collectively by the Board of Directors.

**Moved by:** Casa Loma Campus Director, Naqeeb Omar

**Seconded:** LGBTQ Representative, Sheldon Mortimore

**Vote:**

### **Discussion:**

- Dates conflict with new election period dates
- Lorraine – Lots of prep required for the AGM including: 1. The yearly audit, would be nice to present it; 2. Would like the new board members trained and up to speed; and 3. Booklet for attendees of the AGM. Also generally has been held in November.
- Carolyn – We still have not done any serious by-law review, committee has not met once. Also practicing due diligence, maybe not scheduling at a time when students are stressed with exams, elections, etc.

**Moved by:** Casa Loma Campus Director, Naqeeb Omar

**Seconded:** Hospitality and Culinary Arts Representative, Cathy Chung

**Vote:** Carries

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### **11. Other Business**

Alastair: CFSO AGM Details

- Held at the Yorkdale Holiday Inn. Thursday Aug 18 - Registration starts at 1:00PM, Sessions start at 3:00PM. Sunday Aug 21 sessions finish by 3:00PM latest. Own transportation.

Naqeeb: CAMH Mental Health App

- Crowd-sourced review about mental health services across the city, like Yelp for Mental Health-related resources. Focus group-participants needed, email Naqeeb if you want to get involved.
- Brittany and Carolyn have also been contacted about this separately, good initiative.

Carolyn: Monthly Board Reports

- Current format taking too much time/energy, people are struggling. Is the time well spent when reports are taking hours away from other front-facing service/event work? Board has not received promised training or examples from June Board Meeting.
- Lorraine will facilitate training, will set up doodle poll for dates that work. Meanwhile, 1-on-1 training always available in the meantime.

### **12. Motion to Adjourn**

**Moved by:** Community Services Representative, Andrew Murrell

**Seconded:** St James Campus Directors, Francis Torres

**Vote:** Carries

# Student Association of George Brown College

## Board of Directors Meeting Agenda

**Date:** Monday, June 27, 2016

**Time:** 9:00am-10:30am

**Location:** Kempenfelt Conference Center, Barrie, ON (SA Staff and BOD Retreat)

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<b>Board of Directors – Voting Members:</b>	
<b>Executive Members:</b>	
Director, Communications & Internal	<b>Vacant</b>
Director, Campus Life	Brittney DaCosta
Director, Education	Tiffany White
Director, Equity	Rajai Refai
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St. James Campus Director	Francis Torres
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<b>Educational Representatives:</b>	
Business	Ron Greenberg
Community Services	Andrew Murrell
Construction and Engineering Technologies	<b>Vacant</b>
Health Sciences	<b>Vacant</b>
Hospitality and Culinary Arts	Cathy Chung
Liberal and Preparatory Studies	Michelle Harrypaul
Art and Design	Rajat Sood
<b>Constituency Representatives:</b>	
Accessibility Representative	Carolyn Mooney
First Nations, Métis and Inuit Representative	Leslie Van Every
LGBTQ Representative	Sheldon Mortimore
International Student Representative	Gurjot Singh
Women and Trans People Representative	<b>Vacant</b>
<b>Non-Voting Members:</b>	
Executive Director	Lorraine Gajadharsingh
<b>Resources:</b>	
Interim Operations Manager	Faris Lehn
Chair	Rosalyn Miller
Minute Taker	Jessica Pasion
Interpreters	
<b>Guests:</b>	

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**Date:** Monday, June 27, 2016

**Time:** 9:00am-10:30am

**Location:** Kempenfelt Conference Center, Barrie, ON (SA Staff and BOD Retreat)

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### 1. Roll Call:

Board of Directors: Voting Members	Present	Absent	Regrets Sent
<b>Executive Members:</b>			
Director, Communications & Internal	N / A		
Director, Campus Life	✓		
Director, Education	✓		
Director, Equity	✓		
Director, Operations			✓
<b>Campus Directors:</b>			
St. James Campus Director	✓		
Casa Loma Campus Director	✓		
Satellite Campus Director	N / A		
Waterfront Campus Director	N / A		
<b>Educational Representatives:</b>			
Business	✓		
Community Services	✓		
Construction and Engineering Technologies	N / A		
Health Sciences	N / A		
Hospitality and Culinary Arts	✓		
Liberal and Preparatory Studies	✓ (late)		
Art and Design			✓
<b>Constituency Representatives:</b>			
Accessibility	✓		
First Nations, Métis and Inuit			✓
LGBTQ		✓	
International Student			✓
Women and Trans People	N / A		
<b>Non-Voting Members:</b>			
Executive Director			

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### ***Land Recognition Statement:***

*I would like to take a brief moment before we continue to recognize that as many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is traditional territory of the Mississaugas of the New Credit First Nation and that we are here because this land was occupied. In recognition that this space occupies colonized First Nation territories, and out of respect for the rights of Indigenous people, it is our collective responsibility to honour, protect and sustain this land.*

### **2. Call to Order**

**Time:** 9:25AM

### **3. Approval of the Agenda**

**Be it resolved** that the Board of Directors accept the agenda as presented. Any amendments to the Agenda should be made at this point in time.

**Moved by:** Casa Loma Campus Director, Naqeeb Omar

**Seconded:** Accessibility Representative, Carolyn Mooney

**Vote:** Carries

### **4. Speaking Time**

**Be it resolved** that the Board of Directors, resource persons and guests respect Robert's Rules of Order and, when invited to speak by the Chair, limit their speaking time to 3 minutes per item.

**Moved by:** Accessibility Representative, Carolyn Mooney

**Seconded:** Casa Loma Campus Director, Naqeeb Omar

**Vote:** Carries

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**Location:** Kempfenfelt Conference Center, Barrie, ON (SA Staff and BOD Retreat)

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### **5. Budget 2016-2017**

**Presentation:** Tiffany White, Director of Education, in absence of Director of Internal and Communications and Director of Operations; Galina Chible, Interim Finance Co-ordinator; and Lorraine Gajardhasingh, Executive Director

**Whereas** the Student Association of George Brown College requires the use of a budget during the fiscal year 2016-2017; therefore

**Be it resolved** that the Board of Directors accepts and employs the budget that has been reviewed by the finance committee as it is being presented to the board.

**Discussion:**

**Moved by:** Hospitality and Culinary Arts Representative, Cathy Chung

**Seconded:** Business Representative, Ron Greenberg

**Vote:** Carries

### **6. Student Association of George Brown College Business**

**Presentation:** Lorraine Gajadharsingh, Executive Director

**Discussion:** In Camera Session

- **Time:** 10:15AM
- **Present:** Board of Directors; Lorraine Gajardhasingh, Executive Director; Galina Chible, Interim Finance Co-ordinator (for first half, then excused)
- **Excused:** Jessica Pasion, Internal Co-ordinator; Faris Lehn, Interim Operations Manager; Rosalyn Miller, Equity & Advocacy Manager
- **Time Out of Camera:** 10:52AM

### **7. Other Business**

Any discussions regarding other business will be brought forth at this time.

### **8. Motion to Adjourn**

**Moved by:** Casa Loma Campus Director, Naqeeb Omar

**Seconded:** Director of Campus Life, Brittney DaCosta

**Vote:** Carries

**Time:** 10:54AM

# 2016 OCTOBER

CALENDAR YEAR / MONTH

SUNDAY  
FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01 not applicable
02 not applicable	03 CAMPAIGNS DAY 10 VOTING DAY 5	04	05	06	07	08 not applicable
09 not applicable	10	11	12	13	14	15 not applicable
16 not applicable	17	18	19	20	21	22 not applicable
23 not applicable	24	25	26	27	28	29
30	31	01	02	03	04	05

# 2016 AUGUST

CALENDAR YEAR / MONTH

SUNDAY  
FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 not applicable	01 not applicable	02 not applicable	03 not applicable	04 not applicable	05 not applicable	06 not applicable
07 not applicable	08 not applicable	09 not applicable	10 not applicable	11 not applicable	12 not applicable	13 not applicable
14 not applicable	15 not applicable	16 not applicable	17 not applicable	18 not applicable	19 not applicable	20 not applicable
21 not applicable	22 DIALOG AD DAY 1	23 DIALOG AD DAY 2	24 DIALOG AD DAY 3	25 DIALOG AD DAY 4	26 DIALOG AD DAY 5	27 not applicable
28 not applicable	29 DIALOG AD DAY 6	30 DIALOG AD DAY 7	31 DIALOG AD DAY 8	01	02	03
04	05	06	07	08	09	10

# 2016 SEPTEMBER

CALENDAR YEAR / MONTH

SUNDAY  
FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
				DIALOG AD DAY 9	DIALOG AD DAY 10	not applicable
04	05	06	07	08	09	10
not applicable	not applicable (holiday)	DIALOG AD DAY 11 (new issue)	DIALOG AD DAY 12	DIALOG AD DAY 13	DIALOG AD DAY 14	not applicable
11	12	13	14	15	16	17
not applicable	DIALOG ADS WILL CONTINUE	NOMINATIONS DAY 2	NOMINATIONS DAY 3	NOMINATIONS DAY 4	NOMINATIONS DAY 5	not applicable
	NOMINATIONS DAY 1					
18	19	20	21	22	23	24
not applicable	ALL CANDIDATES MEETING (TENTATIVE)	CAMPAIGNS DAY 1	CAMPAIGNS DAY 2	CAMPAIGNS DAY 3	CAMPAIGNS DAY 4	not applicable
25	26	27	28	29	30	01
not applicable	CAMPAIGNS DAY 5	CAMPAIGNS DAY 6 VOTING DAY 1	CAMPAIGNS DAY 7 VOTING DAY 2	CAMPAIGNS DAY 8 VOTING DAY 3	CAMPAIGNS DAY 9 VOTING DAY 4	
02	03	04	05	06	07	08

**Policy:** **Employee Dress Code**  
**Purpose:** **This policy sets out the expectation for professional appearance and dress during office hours and at any other time when representing the organization**

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The dress code of the Student Association is business casual. Employees are expected to dress and present in a manner that reflects integrity and high ethical standards. Please note the following:

- Clothing must be clean
- Denim is permitted with appropriate professional attire and footwear. Please do not wear two-toned ripped, low-rise, acid washed or over-worn denim
- Torn or ripped clothing is not permitted
- Flip-flops are not allowed under any circumstances
- Baseball caps should not be worn in the office. Facial hair should be well groomed. There are exceptions based on religious practices
- Shorts, skirts, and dress lengths must be slightly above the knee or below
- Very tight and short-shorts are not permitted
- Capris are fine. Showing your midriff is not
- Lower back tattoos should be covered up and not exposed
- Halter tops or transparent tops exposing undergarments or body parts are not allowed. Spaghetti straps and muscle shirts are also on the banned list
- Clothing which have printed foul language, obscene images, political messages, reference to crime, police, jail, violence, guns, domestic assault or anything else that could be misconstrued are not allowed
- Running shoes are permitted based on the nature of your role. However, sweat pants, athletic/yoga style wear or sweat suits are not allowed
- Tights are not appropriate for the workplace
- Professional attire is expected anytime you are attending a meeting on behalf of the Student Association

**OCrew Training – August 22-23, 2016**

**International Smart Start – Friday August 26, 2016**

**Fall New Student Orientation – August 30 – September 1, 2016**

(Set Up – Mon Aug 29)

**Tuesday August 30, 2016 – Day 1 Orientation**

**Waterfront Campus (900 students)**

1. **Start Time 8:30 AM** - Health Sciences – Dental Health – S100, S101, S124, S113, S115
2. **Start Time 9:30 AM** - Health Sciences – Nursing – C112, C118, S119, S121, S122
3. **Start Time 10:30 AM** - Health Sciences – Health & Wellness/ Health Services Mgt – C102, C115/S135, C116, C136, C139, C405, S114, S115, S117, S102, S407, S125

**St James Campus (800 students)**

4. **Start Time 8:00 AM** - Community Services – C101, C133/C104, C119, C108, C110, C114
5. **Start Time 9:00 AM** - Arts, Design & Information Technology – Design School & MPA - Media – G102, G103, G108, G109, G111, G401, G402/412, G405, G407, P107, G414, P400
6. **Start Time 11:30 AM** - Centre for Prep & Liberal Studies – A101, A102, A103, A108, H101, R107

**Wednesday August 31, 2016 – Day 2 Orientation**

**Casa Loma Campus (1400 students)**

1. **Start Time 7:30 AM** - CCET – School of Construction, Apprenticeship & Skilled Trades– T161, T105, T164, T312, T412, T160, T162, T110
2. **Start Time 9:00 AM** - CCET –Mechanical & Architecture –T121, T146, T171, T173, T132, T109, T170
3. **Start Time 10:30 AM** - Arts, Design & Information Technology – Computer Tech.— T127, T141, T147, T163, T402, T405, T411, T413
4. **Start Time 11:30 AM** - Arts, Design & Information Technology – Fashion Studies & M.P.A.- Dance – F102, F112, F113, F402/412, F105, F110, F111, F114, P101, P102, P103, P105, P106
5. **Start Time 12:00 PM** - Centre for Prep & Liberal Studies – G.A.S. only— R101, R104

**St James Campus (1200 students)**

1. **Start Time 8:00 AM** - Business – School of Marketing – B120, B108/158, B400, B406, B409, B413
2. **Start Time 9:00 AM** - Business – HR - B134, B144/154, B408, B418
3. **Start Time 10:00 AM** - Business – Management - B125, B131/B161, B123/B163, B126/B156, B122/B162, B410, B411, B412, B415, B145/B155
4. **Start Time 11:00 AM (Snacks to Start)** - Business – School of Accounting & Finance - B103, B107/157, B130/150, B302, B407

**Thursday September 1, 2016 – Day 3 Orientation**

**St James Campus (1000 students)**

1. **Start Time 8:00 AM** - Chef School – H113, H116, H119, H402
2. **Start Time 9:30 AM** - Chef School – H100, H112
3. **Start Time 11:30 AM** - School of Hospitality – H102, H103, H414
4. **Start Time 1:00 PM** - School of Hospitality – H130, H131, H311

**Friday September 2, 2016** – Early Childhood Mandatory Orientation – Facilitated by program area @ Ryerson

**Tuesday September 6, 2016** – Theatre Orientation – Facilitated by program area @ Young Centre

**Tuesday September 6, 2016** – Early Childhood Fun Fair (**450 students**)

### **Fall Week 3 Service Fairs**

- |                                       |              |                   |
|---------------------------------------|--------------|-------------------|
| • <b>Tuesday September 20, 2016</b>   | 11 AM – 1 PM | Casa Loma Campus  |
| • <b>Wednesday September 21, 2016</b> | 11 AM – 1 PM | St James Campus   |
| • <b>Thursday September 22, 2016</b>  | 11 AM – 1 PM | Ryerson Campus    |
| • <b>Friday September 23, 2016</b>    | 11 AM – 1 PM | Waterfront Campus |