

Student Association of George Brown College

Board of Directors Meeting Minutes

Date: Monday, May 15, 2017

Time: 3:00pm – 5:00pm

Location: Casa Loma Campus – Games Room

Board of Directors – Voting Members:	
Executive Members:	
Director, Communications & Internal	Riddhi Modi
Director, Campus Life	Mercedes Burrowes
Director, Education	Tiffany White
Director, Equity	Alex Stewart
Director, Operations	Vacant
Campus Directors:	
Casa Loma Campus Director	Jasmyn St. Hilaire
St. James Campus Director	Francis Torres
Satellite Campuses Director	Ashley Cammisa
Waterfront Campus Director	Vacant
Educational Representatives:	
Arts, Design and Information Technology Representative	Alejandro Prieto
Business Representative	Ron Greenberg
Community Services and Early Childhood Representative	Tisha Graham
Construction and Engineering Technologies Representative	Vacant
Health Sciences Representative	Vacant
Hospitality and Culinary Arts Representative	Chioma Adaeze Ogbonna
Preparatory and Liberal Studies Representative	Vanessa Truong
Constituency Representatives:	
Accessibility Representative	Yuseph Jackman
First Nations, Métis and Inuit Students' Representative	Leslie Van Every
LGBTQ Students' Representative	Garth Vernon
International Students' Representative	Kushagra Manchanda
Women and Transgendered Students' Representative	Tiah Beckles
Black Students' Representative	Sabrina Mohammed
Student Association Staff and Board Liaison:	
General Manager	Vacant
Resources:	
Chair	Alastair Woods
Operations Manager	Faris Lehn
Equity and Advocacy Manager	Rosalyn Miller
George Brown College Representative	Gerard Hayes
Minute Taker	Jessica Pasion/Tiffany White
Interpreters	
Guests:	
	Dialog Staff
	Cindy Gouveia
	Jerry Gou

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1. Roll Call:

Board of Directors: Voting Members	Present	Absent	Regrets Sent
Executive Members:			
Director, Communications & Internal		✓	✓
Director, Campus Life	✓		
Director, Education	✓		
Director, Equity	✓		
Director, Operations	N/A		
Campus Directors:			
St. James Campus Director	✓		
Casa Loma Campus Director	✓		
Satellite Campuses Director		✓	
Waterfront Campus Director	N/A		
Educational Representatives:			
Arts, Design and Information Technology		✓	
Business	✓		
Community Services and Early Childhood	✓ (late – 4:08pm)		✓
Construction and Engineering Technologies	N/A		
Health Sciences	N/A		
Hospitality and Culinary Arts	✓ (late – 4:08pm)		✓
Preparatory and Liberal Studies	✓		
Constituency Representatives:			
Accessibility	✓		
Black Students	✓		
First Nations, Métis and Inuit Students		✓	
LGBTQ Students	✓		
International Students	✓		
Women and Transgendered Students	✓		

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Land Recognition Statement:

I would like to take a 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: 3:26 pm

3. Ratification of the Chairperson

Be it resolved that the Board of Directors of the Student Association of George Brown College appoint Alastair Woods as the chairperson of all Board meetings for the 2017-2018 term.

Moved by: Tiffany White, Director of Education

Seconded: Francis Torres, St. James Campus Director

Vote: Carries

4. 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 time.

Discussion:

Jasmyn – amend to add a motion to ratify an ad hoc committee to item #20

MOTION: Be it resolved that the agenda be amended to add a motion after item #19.

Moved by: Jasmyn St. Hilaire, Casa Loma Campus Director

Seconded: Tiffany White, Director of Education

Vote: Carries

Tiffany – amend to move #26 to #32

MOTION: Be it resolved that the agenda be amended to moved item #26 to the end of the agenda before “other business”.

Moved by: Tiffany White, Director of Education

Seconded: Mercedes Burrowes, Director of Campus Life

Vote: Carries

Moved by: Tiffany White, Director of Education

Seconded: Mercedes Burrowes, Director of Campus Life

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Vote: Carries

5. 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: Alex Stewart, Director of Equity

Seconded: Tiah Beckles, Women and Trans Students' Representative

Vote: Carries

6. Limitation of Speakers

Be it resolved that all discussions and/or debates be limited to three (3) speakers for and three (3) speakers against each individual motion.

Moved by: Tiffany White, Director of Education

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

7. Tabled Item (February 28, 2017): Approval of Meeting Minutes

Whereas the meeting minutes from the February 13, 2017, Board meeting requires approval (please refer to Appendix I); therefore

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

Discussion:

Tiffany – motion to table to next meeting due to minutes not being completed; former board member was note taker, need to obtain information from that person to complete the minutes

MOTION: Be it resolved that the motion to accept the meeting minutes from the February 13, 2017 Board meeting be tabled until the next Board meeting.

Moved by: Tiffany White, Director of Education

Seconded: Sabrina Mohammed, Black Students' Representative

Vote: Carries

Moved by: Tiffany White, Director of Education

Seconded: Sabrina Mohammed, Black Students' Representative

Vote: motion has been tabled

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8. Tabled Item (April 24, 2017): Approval of Meeting Minutes

Whereas the meeting minutes from the February 28, 2017, Board meeting requires approval (please refer to Appendix I); therefore

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

Discussion:

Tiffany – motion to table to next meeting due to minutes not being completed; former board member was note taker, need to obtain information from that person to complete the minutes

MOTION: Be it resolved that the motion to accept the minutes from the February 28, 2017 Board meeting be tabled until the next Board meeting.

Moved by: Tiffany White, Director of Education

Seconded: Mercedes Burrowes, Director of Campus Life

Vote: Carries

Moved by: Tiffany White, Director of Education

Seconded: Mercedes Burrowes, Director of Campus Life

Vote: motion has been tabled

9. Approval of Meeting Minutes

Whereas the meeting minutes from the April 24, 2017 board meeting requires approval (please refer to Appendix II); therefore

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

Moved by: Mercedes Burrowes, Director of Campus Life

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

10. Food Court Social – GBC Foundation

Presentation: Jerry Gou and Cindy Gouveia, GBC Foundation

Discussion:

Guest Speaker – Chris Davis, former student of the Augmented Education program

Jasmyn – inquiry: statistics on enrollment versus graduates

Mercedes – inquiry: who to contact for volunteering

Jerry – he is the one to be contacted for volunteering

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Tiffany – will send out presentation and contact information for those who wish to volunteer

11. Smoke-Free Campus

Presentation: Gerard Hayes, George Brown College’s Director of Student Experience (Student Life)

Gerard – stated maybe it shouldn’t be called “smoke free campus” but rather “smoking on campus”.

Faris has represented the SA at the meetings thus far.

The committee decided on whether the college wants to go completely smoke free or if they wish to identify/create designated smoking areas. The committee ultimately decided on making designated smoking areas.

The St. James patio is a big issue, so there will be a designated smoking area identified there. The issue is that the planters are being used for discarded cigarette butts, but the planters are for the culinary students to grow their own herbs and spices.

The committee will set up more tabling for helping students quit and will blitz all of the campuses in September, make announcements at orientation.

If students are outside of the designated smoking areas, they will be fined. Will start off as warnings. Could call the by-laws officers to enforce fines.

Security has agreed to take information from the offenders outside of designated smoking areas to identify repeat offenders. Discussions still taking place to determine how best to tackle that situation.

Gerard - seeking support from Student Association in this initiative.

Mercedes - volunteered to participate in the committee to provide students’ input from the Student Association for students that are smokers.

Rosalyn - Recommends that the Board compile information re: smoking on campus to provide to Mercedes and/or Faris to have presented to the committee.

12. Board Meeting Schedule

Be it resolved that the Board of Directors will continue to have every Board meeting scheduled for the third Monday of each month (exceptions: holidays, intersession, College closures) to maintain consistency of the meetings to encourage engagement of the members for the 2017-2018 term.

Discussion:

Ron – concerned about no statement of time, will it be consistent? Will times of meetings change from summer to academic year?

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Tiffany – recommends amending the motion

Jasmyn – one of the board meetings falls during staff/board retreat, would it still happen or would it be cancelled/postponed?

Tiffany – that meeting would happen at the retreat, as quorum would still be achieved; would need to determine availability of Chairperson and arrange transportation

Ron – feels that the motion should be amended to be from 6-8pm the whole year

Jasmyn – does not feel that the summer is the best time to have such a late meeting (6pm to 8pm)

Alex – feels that the amendment should wait until next meeting to determine a time since there is much debate

Jasmyn - moved a motion to refer to motion to the execs

MOTION: Be it resolved that the motion to determine the schedule of Board meetings be referred to the Executive Committee for consideration and review.

Moved by: Jasmyn St. Hilaire, Casa Loma Campus Director

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

Moved by: Tiffany White, Director of Education

Seconded: Francis Torres, St. James Campus Director

Vote: motion has been referred to Executive Committee

13. Board Attendance

Presentation: Tiffany White, Director of Education; Mercedes Burrowes, Director of Campus Life; Alexander Stewart, Director of Equity

Whereas multiple attempts at engaging fellow Directors have occurred since May 1, 2017; and

Whereas a lack of attendance and engagement has been noted; and

Whereas the 2016-2017 Board of Directors of the Student Association of George Brown College collectively developed and implemented an attendance policy (see Appendix III); and

Whereas due to changes in the Bylaws regarding the wages and weekly commitment of hours for Education Centre Representatives and Constituency Representatives, a method of accurate tracking is required; therefore

Be it resolved that all Directors of the Board be required to register their work hours on Dayforce through clocking in/out to record hours spent working in the office.

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Be it further resolved that all Directors of the Board uphold the requirement of completion of monthly Board reports, as outlined in the Student Association Bylaws (Article 4: 4.1 cc, 4.2 cc, 4.3 r, 4.4 t, 4.5 t, 4.6 b, 4.7 a, 4.8 a) where all external and internal hours are to be recorded.

Discussion:

Francis – would you clock in if volunteering around the campus with student life?

Tiffany – if representing the student association, then yes; volunteering as a student not considered fulfilling role with SA unless clearly representing SA

Jasmyn – How would this work when going to conferences?

Tiah – going away during summer; concerned about effect on wages

Yuseph – would like to clarify and discuss later how to fulfill the hours, due to responsibilities existing with the athletics department and academic obligations

Jessica – clarified that if going over hours, no additional payment. Will be the one setting up the board members for dayforce and performing training

Rose – clarified Jasmyn’s question about conferences; recommends executives to really dig deep in the pros, cons, and how to properly implement the calculation of hours because of the risk of directors attempting to “bank” hours.

Moved by: Tiffany White, Director of Education

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

14. Ratification of the Executive Committee

Whereas the Executive Committee is a standing committee of the Student Association of George Brown College; and

Whereas the Executive Committee is defined in Article 7.2 of the Bylaws of the Student Association as consisting of five (5) executive members: Director of Communications and Internal, Director of Campus Life and Events, Director of Education, Director of Equity, and Director of Operations; and

Whereas the individuals elected to the Executive positions, as defined in the Bylaws, are mandated to compose the Executive Committee (please refer to Appendix IV); therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Executive Committee as presented (Appendix IV) for the 2017-2018 term.

Moved by: Tiffany White, Director of Education

Seconded: Mercedes Burrowes, Director of Campus Life

Vote: Carries

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15. Ratification of the Education Committee

Whereas the Education Committee is a standing committee of the Student Association of George Brown College; therefore

Be it resolved that the Board of Directors accepts the composition of the Education Committee as presented (Appendix IV) for the 2017-2018 term.

Discussion:

Chairperson: asks if anyone not named in the proposal would like to be considered for the committee.

Moved by: Tiffany White, Director of Education

Seconded: Francis Torres, St. James Campus Director

Vote: Carries

16. Ratification of the Equity Committee

Whereas the Equity Committee is a standing committee of the Student Association of George Brown College; therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Equity Committee as presented (Appendix IV) for the 2017-2018 term.

Discussion:

Chairperson: asks if anyone not named in the proposal would like to be considered for the committee.

Moved by: Alex Stewart, Director of Equity

Seconded: Jasmyn St. Hilaire, Casa Loma Campus Director

Vote: Carries

17. Ratification of the Campus Life Committee

Whereas the Campus Life is a standing committee of the Student Association of George Brown College; therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Campus Life Committee as presented (Appendix IV) for the 2017-2018 term.

Discussion:

Chairperson: asks if anyone not named in the proposal would like to be considered for the committee.

Alex, Tiah, Sabrina, and Kushagra – expressed interest in joining

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MOTION: Be it resolved that the proposed composition of the Campus Life Committee be amended to include Alexander Stewart, Tiah Beckles, Sabrina Mohammed, and Kushagra Manchanda for the 2017-2018 term of office.

Moved by: Mercedes Burrowes, Director of Campus Life

Seconded: Tiffany White, Director of Education

Vote: Carries

Moved by: Mercedes Burrowes, Director of Campus Life

Seconded: Tiah Beckles, Women and Trans Students' Representative

Vote: Carries

18. Ratification of the Operations Committee

Whereas the Operations Committee is a standing committee of the Student Association of George Brown College; therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Operations Committee as presented (Appendix IV) for the 2017-2018 term.

Discussion:

Chairperson: asks if anyone not named in the proposal would like to be considered for the committee.

Ron, Jasmyn, and Francis – expressed interest in joining

MOTION: Be it resolved that the proposed composition of the Operations Committee be amended to include Ron Greenberg, Jasmyn St. Hilaire, and Francis Torres for the 2017-2018 term of office.

Moved by: Mercedes Burrowes, Director of Campus Life

Seconded: Tiffany White, Director of Education

Vote: Carries

Moved by: Mercedes Burrowes, Director of Campus Life

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

19. Ratification of the Internal and Communications Committee

Whereas the Internal and Communications Committee is a standing committee of the Student Association of George Brown College; therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Internal and Communications Committee as presented (Appendix IV) for the 2017-2018 term.

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Discussion:

Chairperson: asks if anyone not named in the proposal would like to be considered for the committee.

Ron, Jasmyn, and Francis – expressed interest in joining

Jessica – required as staff resource, as per job description as Internal Coordinator

MOTION: Be it resolved that the proposed composition of the Operations Committee be amended to include Jessica Pasion, Ron Greenberg, Jasmyn St. Hilaire, and Francis Torres for the 2017-2018 term of office.

Moved by: Tiffany White, Director of Education

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

Moved by: Tiffany White, Director of Education

Seconded: Sabrina Mohammed, Black Students' Representative

Vote: Carries

20. Ratification of Gender Neutral Washrooms Committee

Whereas every student has the right to be able to use the washroom without any discrimination; and

Whereas the current signage used to identify washrooms are gender biased and do not properly represent students that identify differently on the gender spectrum, resulting in discomfort, unease and feelings of discrimination; and

Whereas the Human Rights, Diversity and Equity department, in collaboration with the Student Association, has the "Free to Pee" campaign implemented across campuses; and

Whereas the Student Association is a safe space that values providing students with the ability to use a washroom without harassment, embarrassment, or difficulty due to enforced gender stereotypes within the College; therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Gender Neutral Washrooms Committee as presented (Appendix IV) for the 2017-2018 term.

Discussion:

Jasmyn, Mercedes, Francis, Chioma, Garth, Kushagra, Vanessa, Alexander, Tiah, Tisha, and Tiffany – expressed an interest in being members of the committee

Rosalyn – recommends self and Michelle Pettis (CAC Coordinator) as staff resources

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Tiffany – Faris should also be a staff resource due to the operational aspects of creating gender neutral washrooms

Gerard – would like to be a part of the committee as a College resource to assist in connecting to appropriate staff within the College to implement any necessary action items

Moved by: Jasmyn St. Hilaire, Casa Loma Campus Director

Seconded: Mercedes Burrowes, Director of Campus Life

Vote: Carries

21. Ratification of the Health Benefits Committee

Whereas the Health Benefits Committee is an ad hoc committee of the Student Association of George Brown College; therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Health Benefits Committee as presented (Appendix IV) for the 2017-2018 term.

Discussion:

Chairperson: states that this is a closed committee that is not open for additional members.

Rose – mentioned that Riddhi is not on the list

Tiffany – apologies for the error; will amend to add her on the list

MOTION: Be it resolved that the proposed composition of the committee be amended to include Riddhi Modi for the 2017-2018 term.

Moved by: Tiffany White, Director of Education

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

Moved by: Alex Stewart, Director of Equity

Seconded: Kushagra Manchanda, International Students' Representative

Vote: Carries

22. Ratification of the Collective Bargaining Committee

Whereas the Student Association Staff has been engaged in collective bargaining for the purpose of unionization under the Ontario Public Service Employees Union; and

Whereas the Collective Bargaining Committee is composed of managerial staff and Board representatives who are mandated to make real time decisions on behalf of the Student Association during negotiations and hearings; therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Collective Bargaining Committee as presented (Appendix IV) for the 2017-2018 term.

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Discussion:

Ron – would like to be on the committee, at least for the sake of learning

Rose – it is a committee that was agreed upon by the SA and OPSEU; not open for additional members

Chair – received a question about the vacancy of the general manager

Tiffany – the position is a bargaining position, it has to remain vacant until it is filled by a newly hired general manager

Moved by: Alex Stewart, Director of Equity

Seconded: Mercedes Burrowes, Director of Campus Life

Vote: Carries

23. Ratification of the Elections Committee

Whereas the Elections Committee is a standing committee of the Student Association of George Brown College; therefore

Be it resolved that the Board of Directors accepts the proposed composition of the Elections Committee as presented (Appendix IV) for the 2017-2018 term.

Discussion:

POINT OF PERSONAL PRIVILEGE Ron – **would** like to take a brief recess for an eating break

MOTION: Be it resolved that the meeting recess until 5:00 pm.

Moved by: Ron Greenberg, Business Representative

Seconded: Tiffany White, Director of Education

Vote: Carries

RECESS: 4:45 pm to 5:04 pm

Tiffany – reminds Directors that, if planning to run again in the spring, they should not participate in the elections committee to maintain consistency throughout the term; identifies self as someone not running again in spring elections due to ineligibility as Bylaws dictate execs can only hold office for two terms within a five year period.

Jessica – mentions need to be on the committee as a staff resource/support

Rose - not able to add Jessica as an official member due to bylaw restrictions (Article 13 defines the committee, not able to change without changing bylaws)

Chairperson – requests those interested to raise hand; if more than two interested, Board will go to secret ballot

Tiffany and Francis – express interest in being a part of the elections committee

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MOTION: **Be it resolved** that the Elections Committee proposal be amended to add Tiffany White and Francis Torres as members for the 2017-2018 term.

Moved by: Tiffany White, Director of Education

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

Moved by: Tiffany White, Director of Education

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

24. Fall By-Election 2017

Whereas there are currently four (4) vacant positions within the Board of Directors: Director of Operations, Waterfront Campus Director, Health Sciences Representative, and Construction and Engineering Technologies Representative; and

Whereas for the Board of Directors to operate at optimum levels, it is recommended that all positions be filled; and

Whereas adequate time for planning of the elections process is required to ensure proper notice is given to all students interested in running for the vacant positions; and

Whereas adequate time for the hiring of the CRO and DROs is required to ensure successful planning and execution of the Fall 2017 By-Elections; therefore

Be it resolved that the Board of Directors mandate the Elections Committee to determine dates for the Fall 2017 By-Election by May 29, 2017.

Moved by: Tiffany White, Director of Education

Seconded: Chioma Ogbonna, Hospitality and Culinary Arts Representative

Vote: Carries

25. Fall Semi-Annual General Meeting

Whereas issues in the existing Bylaws have been identified, which prohibits students from running in by-elections for executive positions; and

Whereas the revisions to the Bylaws from the 2016-2017 Board of Directors was not complete and was presented to the membership with missing revisions due to time constraints; and

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Whereas the Executive Committee has identified the need to further revise the Bylaws over the summer in preparation for the Fall Semi-Annual General Meeting; and

Whereas the Annual Report for the 2016-2017 term must be presented to the membership; therefore

Be it resolved that the Board of Directors approves of the proposed date for Wednesday, September 27, 2017, for the Fall Semi-Annual General Meeting.

Moved by: Alex Stewart, Director of Equity

Seconded: Chioma Ogbonna, Hospitality and Culinary Arts Representative

Vote: Carries

26. Board Vacancy: Director of Operations Position

Whereas the position of the Director of Operations is vacant due to unexpected circumstances occurring after the Spring General Elections; and

Whereas the Bylaws of the Student Association of George Brown College states: “in the event of a vacancy prior to September 1st in the Directors offices, the Board of Directors shall call a by-election to fill the vacant position. Until the by-election is held, an existing member of the Board shall be appointed, as agreed upon by two-thirds majority vote” (Article 5, Section 5.2); and

Whereas the Executive Committee has discussed the benefits and disadvantages of appointment versus distribution of responsibilities amongst the Executives; and

Whereas the Executive Committee recommends that the best course of action over the summer is to distribute the responsibilities of the position of the Director of Operations between the Executives; therefore

Be it resolved that the Board of Directors accepts the appointment of the Executive committee members, Mercedes Burrowes, Tiffany White, Alex Stewart, and Riddhi Modi to the position of the Director of Operations through an even distribution of the responsibilities, as determined by the Executives, until a successful candidate is elected in the 2017 Fall By-Election.

Discussion:

Ron – would like to nominate himself for the appointment until by-elections

Francis – would like to nominate himself for the appointment until by-elections

Jasmyn, Yuseph – inquiry regarding procedure (do they still perform their own position’s duties as well as the appointed position’s duties?)

Yuseph – would a by-election be able to happen during the summer?

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Mercedes – that option was explored by the execs, but the voter turnout and candidate pool would be very low

Moved by: Mercedes Burrowes, Director of Campus Life

Seconded: Vanessa Truong, Preparatory and Liberal Studies Representative

Vote: Defeated

Abstentions: Tiffany White, Director of Education

27. Director of Operations Appointment

Be it resolved that the Board of Directors accepts the appointment of Francis Torres to the position of the Director of Operations until a successful candidate is elected in the 2017 Fall By-Election.

Discussion:

Ron – motivates why he should be appointed: returning board member; worked closely with Director of Operations in previous term of office; Business student resulting in experience working with finances and budget; was a member of the 2016-2017 Student Association Operations Committee

Francis – motivates why he should be appointed: returning board member; worked closely with Director of Operations in previous term of office; is available "24/8"; studied business, as well

Jasmyn – motivates why she should be appointed: would bring a fresh perspective as a new director to the position and to the executives; has experience working with finances and budgets as a fashion student when studying the business aspect of the industry

Chairperson – move to a secret ballot; Jessica Pasion will be ad hoc CRO with Gerard Hayes as a scrutineer; seeks a motion to destroy ballots used for appointment

MOTION: Be it resolved that the ballots used to determine the appointment of the interim Director of Operations be destroyed.

Moved by: Yuseph Jackman, Accessibility Representative

Seconded: Mercedes Burrowes, Director of Campus Life

Vote: Carries

Moved by: Vanessa Truong, Preparatory and Liberal Studies Representative

Seconded: Tiffany White, Director of Education

Vote: Carries

28. UPDATE: Staff and Board Retreat

Presentation: Executive Committee

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Location: Casa Loma Campus – Games Room

Preface: The Student Association of George Brown College Staff and Board will be going away from June 18 – 21, 2017. The purpose of the retreat is to promote collaborative learning, formulate a strategic plan, and strengthen relations between the staff and board to better the working environment for both parties during the term of office of the directors.

29. UPDATE: CFS National General Meeting

Presentation: Executive Committee

Preface: The Canadian Federation of Students (CFS) National General Meeting is occurring from June 4-7, with an Ontario Delegate's Prep on June 3. The delegates being sent from Local 92 (SAGBC) are: Tiffany White, Mercedes Burrowes, Riddhi Modi, Alex Stewart, Tiah Beckles, Sabrina Mohammed, Garth Vernon, Tisha Graham, and Vanessa Truong.

30. UPDATE: Leaders Hall

Presentation: Executive Committee

Discussion:

Mercedes – due to lack of engagement, no Board members will be sent to this conference; however Rosalyn and Yukiko may still attend for the purpose of professional development

Ron – communication was not clear, but would still like to attend if possible

Tiffany – Faris is responsible for overseeing the registration, for which the deadline has already passed; Faris is away all week

Mercedes – suggests that Ron follow up with Faris to determine possibility of attendance

31. UPDATE: COCA

Presentation: Executive Committee

Preface: The Canadian Organization of Campus Activities (COCA) is occurring from June 11 – 14, 2017. This event will be held in London, ON, and the purpose of this meeting is to network with various artists, performers, and speakers to facilitate the planning for various campus activities and events. The delegates being sent from the Student Association of George Brown College are: Mercedes Burrowes, Alex Stewart, Francis Torres, and Jasmyn St. Hilaire.

32. UPDATE: CFS Skills Development Symposium

Presentation: Executive Committee

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Time: 3:00pm – 5:00pm

Location: Casa Loma Campus – Games Room

Preface: The Canadian Federation of Students (CFS) Skills Development Symposium will be occurring from May 26 – 28, 2017. It will be held at the University of Toronto – Mississauga campus. The delegates being sent from Local 92 (SAGBC) are: Tiffany White, Riddhi Modi, Mercedes Burrowes, Alex Stewart, Jasmyn St. Hilaire, Francis Torres, Tisha Graham, Chioma Ogbonna, Garth Vernon, Tiah Beckles, Sabrina Mohammed, and Ron Greenberg.

33. In-Camera: HR Matter

Be it resolved that the Board of Directors will move in-camera to discuss a confidential matter related to Human Resources.

Moved by: Tiffany White, Director of Education

Seconded: Alexander Stewart, Director of Equity

Vote: Carries

34. Motion to Exit In-Camera

Be it resolved that the Board of Directors will move out of in-camera.

Moved by: Ron Greenberg, Business Representative

Seconded: Francis Torres, St. James Campus Director

Vote: Carries

35. Other Business

Tiffany – now that Operations Committee has been ratified, please consider this early notice to expect a calendar invite for a committee meeting to discuss the SA budget on May 24th and 29th at the Casa Loma campus from 3pm to 5pm.

Discussion:

Ron – concerns with timing of meeting due to other work priorities of Directors on the committee

Tiffany – Finance Coordinator not able to stay past 5pm due to working a set schedule

Ron – inquiry as to whether coordinator can be made to stay later; isn't it required to occasionally work after hours?

Tiffany – those were practices of previous management, not in practice now; only certain positions may require hours outside of the regular 9-5, such as management and the CRO and DROs; the HR manual for full time staff indicates a regular work day of 9am to 5pm; to keep employees past those regular hours results in overtime payment

Student Association of George Brown College

Board of Directors Meeting Minutes

Date: Monday, May 15, 2017

Time: 3:00pm – 5:00pm

Location: Casa Loma Campus – Games Room

Alexander – There will be a mandatory training held on May 24th from 10am to 12:30 pm that will be facilitated by Bill Reid and Doug MacLeod. This training will teach Directors about their legal responsibilities and obligations, and will also explain the process of collective bargaining during a time when the staff are unionizing.

Discussion:

Ron and Jasmyn – Inquiry as to whether this is at the same campus as the operations committee

Alex – will be held at St. James campus

36. Motion to Adjourn

Moved by: Francis Torres, St. James Campus Director

Seconded: Yuseph Jackman, Accessibility Representative

Vote: Carries

Student Association of George Brown College Board of Directors Attendance Policy

Established: June, 2016

Purpose

This policy is intended to serve as a term of reference for the entire board of directors to hold each other accountable; to support full contribution of all board members; and to ensure that the members of the Student Association of George Brown College (SAGBC) have fair and adequate representation.

Due Diligence

All board members receive both a hard copy and an electronic version of this official Board of Directors Attendance Policy. The Board of Directors Attendance Policy is reviewed once per fiscal year and maintained in each Director's Board Manual. The Board of Directors Attendance Policy has been reviewed and authorized by the board (see below).

Definitions

1. **Incident:** An incident is a term used to tabulate deviations from a perfect attendance record.
2. **Perfect Attendance:** No absences or tardies in any twelve (12) month period.
3. **Absence:** An absence from a board meeting, committee meeting, training, and/or conference is defined as the failure of any Director to report to the meeting when scheduled. This applies to any full board meeting, committee meeting, training, and/or conference. One day of absence will be considered two (2) incidents.
4. **Tardy:** Tardiness occurs when a Director is not present, and ready to begin the board meeting, committee meeting, training, and/or conference at the scheduled time. Tardiness also occurs when a Director leaves the board meeting, committee meeting, training, and/or conference prior to the end of the scheduled meeting without prior verbal or written approval. Tardiness of fifteen (15) minutes will be considered one half ($\frac{1}{2}$) incident. Tardiness of thirty (30) minutes or greater will be considered one (1) incident.
5. **Planned Absence/Tardy:** A planned absence/tardy is any absence that has been planned prior to its commencement (example: vacation, medical appointment, leave of absence, scheduled meeting/appointment, conference, professional development, class time, etc.).
6. **Unplanned Absence/Tardy:** An unplanned absence/tardy is any absence/tardy that is the result of an unexpected occurrence (ex: medical emergencies, public transportation delay, class delay, etc.)
7. **No Call/No Show:** Directors must report their absence prior to the start of a board or committee meeting; failure to do so is considered a no call/no show.
8. **Reported Absence/Tardy:** A reported absence/tardy is when a Director has submitted either verbal or written notice of an absence/tardy, whether planned or unplanned, to any member of the Executive Committee. It is not considered a reported absence/tardy if the notice is given to another board member outside of

the Executive Committee. If it is unreported, it will be considered a No Call/No Show.

9. **Proper Notice:** Proper notice of a planned absence is when it is provided two (2) weeks prior to its commencement. Proper notice of any unplanned absences must be reported as soon as possible, with a strong recommendation to be given a minimum of 15 minutes prior to the start of a board meeting, committee meeting, training, and/or conference.
10. **Board Pre-Approval:** Directors must notify the Board of Directors of planned vacations and/or leaves of absences a minimum of two weeks prior to the date of which vacation/leave of absence is to commence. This notice is to facilitate the Director to have adequate coverage of responsibilities during their absence. The term "approval" is not to indicate that permission is required, but rather to signify that the Board of Directors has been notified and is aware of the planned absence and has been provided with adequate notice to cover the responsibilities for the duration of absence, as well as to reschedule any meetings where possible.

Exceptions: Board pre-approved vacation, jury duty, funeral leave, medical leave, medical emergencies, unforeseen family emergencies, and natural disasters will not count as incidents. Board pre-approved time off request and board pre-approved leaves of absence will not count as incidents.

Reported Absences/Tardies

A reported absence/tardy is when a Director submits either a written or verbal notice of a planned absence/tardy, or an unplanned absence/tardy to any member of the Executive Committee (i.e.: Director of Operations, Director of Internal Affairs and Communication, Director of Campus Life and Events, Director of Equity, Director of Education, or Executive Director). If an unplanned absence/tardy occurs, the recommended time to provide proper notice is either 15 minutes prior to the start of the board meeting, committee meeting, training, and/or conference, or as soon as possible. If an exceptional circumstance (see exceptions) has arisen and is the cause of an unplanned absence/tardy, and no notice can be provided until after the commencement and/or adjournment of the board meeting, committee meeting, training, and/or conference, the Director will suffer no penalty. The absence/tardy will be documented and recorded in the Director's personal record for the purpose of tracking.

Definition of a Board Attendance Problem

A board attendance problem exists with any of the following conditions:

1. The Director has two un-notified absences in a row ("un-notified" means the Director did not call a reasonable contact in the organization, preferably the Internal Coordinator, Director of Education, or any of the other Executive Directors, before the meeting to indicate their anticipated absence);
2. The Director has three notified absences in a row;
3. The Director misses one third of the total number of board meetings in a twelve-month period, regardless of whether notification was provided.

Response to Incidents

1. One-half ($\frac{1}{2}$) incident will result in a verbal warning by the Board Mediation Committee;
2. One incident will result in a written warning by the Board Mediation Committee;
3. Two (2) incidents will result in a written warning and a week's deduction of honoraria by the Board Mediation Committee, respective to the amount indicated for the Director receiving the deduction per the SAGBC By-laws.

Response to a Persistent Board Attendance Problem

If a board attendance problem exists, the Executive Committee will promptly contact the member to discuss the problem. At that meeting, the Executive Committee will decide what actions to take regarding the Director's continued membership on the board. If the Executive Committee decides to put forth a motion to request the Director's resignation, request for resignation will be conducted per the process specified in the SAGBC By-laws and Voting Directors Accountability Manual:

1. The Board Mediation Committee will notify the Director in writing of the board's decision per the terms of the Board Attendance Policy and SAGBC Voting Directors Accountability Manual;
2. This written notification will request a letter of resignation from the terminated Director, to be received within 5 business days;
3. This written notification will also request the terminated Director return his or her board manual to the agency within two weeks;
4. The board will vote to accept the Director's resignation letter at the next board meeting;
5. The board will promptly initiate a process to fill the vacant position, as outlined in the SAGBC by-laws;
6. If the terminated Director fails to provide a written letter of resignation to the Board Mediation Committee, a recommendation of impeachment will be forwarded to the Board of Directors.

Board Policy Last Revised: June 2016

Student Association of George Brown College Committee Composition Proposals 2017-2018

Executive Committee

	NAME	TITLE
<i>Chairperson</i>	Riddhi Modi	Director, Communications and Internal
	Alexander Stewart	Director, Equity
	Mercedes Burrowes	Director, Campus Life
	Tiffany White	Director, Education
	Francis Torres (<i>interim</i>)	Director, Operations
<i>Staff support/resource</i>	Rosalyn Miller	Manager, Equity and Advocacy
<i>Staff support/resource</i>	Faris Lehn	Operations Manager
<i>Staff support/resource</i>	<i>Vacant</i>	General Manager

Purpose: This committee is mandated in the bylaws (Article 5) of the Student Association of George Brown College. The executives are the officers of the organization. All action items, motions, etc. formed in other committees must be discussed within the Executive Committee prior to presentation at Board meetings as a way to streamline communications, finalize information, and ensure adherence to governing policies, documents, and laws (both in the bylaws of the organization and Canadian/Provincial laws).

Education Committee

	NAME	TITLE
<i>Chairperson</i>	Tiffany White	Director, Education
	Alejandro Priero	Arts, Design, and Information Technologies Representative
	Ron Greenberg	Business Representative
	Tisha Graham	Community Services and Early Childhood Representative
	<i>Vacant</i>	Construction and Engineering Technologies Representative
	<i>Vacant</i>	Health Sciences Representative
	Chioma Adaeze Ogbonna	Hospitality and Culinary Arts Representative
	Vanessa Truong	Preparatory and Liberal Studies Representative
<i>Staff support/resource</i>	Rosalyn Miller	Manager, Equity and Advocacy
<i>Staff support/resource</i>	Karla Orantes	Senior Coordinator, Academic Advocacy
<i>Staff support/resource</i>	Angela Gallant	Health Science Academic Advocacy Coordinator

Purpose: This committee is a standing committee of the organization. This committee is to serve as a medium for planning education/advocacy initiatives and campaigns throughout the term and updates/information from the Canadian Federation of Students (CFS), Academic Policies and Issues Committee (APIC) and College Council are discussed here.

Equity Committee

	NAME	TITLE
<i>Chairperson</i>	Alexander Stewart	Director, Equity
	Yuseph Jackman	Accessibility Representative
	Kushagra Manchanda	International Students' Representative
	Garth Vernon	LGBTQ Students' Representative
	Tiah Beckles	Women and Trans Students' Representative
	Leslie Van Every	First Nations, Metis, and Inuit Students' Representative
	Sabrina Mohammed	Black Students' Representative
<i>Staff support/resource</i>	Rosalyn Miller	Manager, Equity and Advocacy
<i>Staff support/resource</i>	Michelle Pettis	Community Action Center Coordinator

Purpose: This committee is a standing committee of the organization. This committee is to serve as a medium for planning equity/diversity initiatives and campaigns throughout the term and updates/information from College Council, Black Student Success Network, and the Canadian Federation of Students (CFS) are discussed here.

Campus Life Committee

	NAME	TITLE
<i>Chairperson</i>	Mercedes Burrowes	Director, Campus Life
	Francis Torres	St. James Campus Director
	Jasmyn St. Hilaire	Casa Loma Campus Director
	Ashley Cammisa	Satellite Campuses Director
	<i>Vacant</i>	Waterfront Campus Director
	<i>Staff support/resource</i>	Faris Lehn
<i>Staff support/resource</i>	Rosalyn Miller	Manager, Equity and Advocacy
<i>Staff support/resource</i>	Neill Cumberbatch	Senior Coordinator, Events and Marketing
<i>Staff support/resource</i>	Cameron Wathey	Clubs Coordinator
	Alexander Stewart	Director, Equity
	Tiah Beckles	Women and Trans Students' Representative
	Sabrina Mohammed	Black Students' Representative
	Kushagra Manchanda	International Students' Representative

Purpose: This committee is a standing committee of the organization. This committee is to serve as a medium for planning events and campus life activities/initiatives and collaborations with the College (i.e.: student life, athletics, etc.) throughout the term.

Operations Committee (Budget, Finance, Operations)

	NAME	TITLE
<i>Chairperson</i>	Francis Torres (interim)	Director, Operations
	Tiffany White	Director, Education
	Mercedes Burrowes	Director, Campus Life
	Alexander Stewart	Director, Equity
	Riddhi Modi	Director, Communications and Internal
<i>Staff support/resource</i>	Faris Lehn	Operations Manager
<i>Staff support/resource</i>	Avez Hasham	Finance Coordinator
	Ron Greenberg	Business Representative
	Francis Torres	St. James Campus Director
	Jasmyn St. Hilaire	Casa Loma Campus Director

Purpose: This committee is a standing committee of the organization. This committee is to serve as the medium for discussing the budget (i.e.: formulation, revisions, etc.), finance, and operational aspects of the Student Association. This committee will also be consulted in respect to any requests from the College regarding revisions to the ancillary fees.

Communications and Internal Committee (Bylaws, Policies, Communications)

	NAME	TITLE
<i>Chairperson</i>	Riddhi Modi	Director, Communications and Internal
	Alexander Stewart	Director, Equity
	Mercedes Burrowes	Director, Campus Life
	Tiffany White	Director, Education
<i>Staff support/resource</i>	Faris Lehn	Operations Manager
<i>Staff support/resource</i>	Rosalyn Miller	Manager, Equity and Advocacy
<i>Staff support/resource</i>	Mick Sweetman	Publications and Communications Coordinator
<i>Staff support/resource</i>	Jessica Pasion	Internal Coordinator
	Ron Greenberg	Business Representative
	Francis Torres	St. James Campus Director
	Jasmyn St. Hilaire	Casa Loma Campus Director

Purpose: This committee is a standing committee of the organization. This committee is to serve as the medium for discussing the bylaws, policies, and all governing documents of the Student Association. This committee will also serve as the medium for which all communications from the Board will be formulated and presented to the Executive Committee for final review prior to presentation at Board meetings. Such communications may be: solidarity statements, press releases, etc.

Elections Committee

	NAME	TITLE
<i>Chairperson</i>	<i>Vacant</i>	General Manager
	Tiffany White	Director, Education
	Francis Torres	St. James Campus Director
	<i>Vacant</i>	CRO
	Rosalyn Miller (interim)	Manager, Equity and Advocacy

Purpose: This committee is a standing committee of the organization. This committee is responsible for the hiring of the CRO, DROs, and poll clerks. It is also responsible for the execution of the Fall By-Elections and Spring General Elections. Please refer to Article 13 in the By-Laws for further information.

Health Benefits Committee

	NAME	TITLE
	Rosalyn Miller	Manager, Equity and Advocacy
	Yukiko Ito	Senior Coordinator, Members Services
	Alexander Stewart	Director, Equity
	Riddhi Modi	Director, Communications and Internal
	<i>Directors seeking a position on this committee must consult with Rosalyn and Alex to determine eligibility.</i>	

Purpose: This committee is an ad hoc committee of the organization created for the purpose of reviewing the new health benefits provider and reviewing any concerns/issues raised by the student members. This committee is to serve as the medium for which any changes to the health benefits and/or provider are discussed and implemented. This committee may need to make decisions in real time, thus are not held to the same requirements as the standing committee to report first to the Executive Committee and Board meetings. However, this committee will provide updates, as they arise, to the Board at the monthly meetings.

Collective Bargaining Committee (not open to additional members)

	NAME	TITLE
	Rosalyn Miller	Manager, Equity and Advocacy
	Riddhi Modi	Director, Communications and Internal
	Alexander Stewart	Director, Equity
<i>External member</i>	Douglas MacLeod	Lawyer
	<i>vacant</i>	General Manager

Purpose: This committee is an ad hoc committee of the organization created for the purpose of engaging in the collective bargaining process that is required for the unionization of the staff of the Student Association with OPSEU. This committee may need to make decisions in real time, thus are not held to the same requirements as the standing committee to report first to the Executive Committee and Board meetings. However, this committee will provide updates, as they arise, to the Board at the monthly meetings.

Gender Neutral Washrooms Committee

	NAME	TITLE
<i>Chairperson</i>	Jasmyn St. Hilaire	Casa Loma Campus Director
	Mercedes Burrowes	Director, Campus Life
	Francis Torres	St. James Campus Director
	Chioma Ogbonna	Hospitality and Culinary Arts Representative
	Garth Vernon	LGBTQ Students' Representative
	Kushagra Manchanda	International Students' Representative
	Vanessa Truong	Preparatory and Liberal Studies Representative
	Alexander Stewart	Director, Equity
	Tiah Beckles	Women and Trans Students' Representative
	Tisha Graham	Community Services and Early Childhood Representative
	Tiffany White	Director, Education
<i>Staff support/resource</i>	Michelle Pettis	CAC Coordinator
<i>Staff support/resource</i>	Rosalyn Miller	Manager, Equity and Advocacy
<i>Staff support/resource</i>	Faris Lehn	Operations Manager
<i>External Member</i>	Gerard Hayes	College Staff – Director, Student Experience

Purpose: This committee is an ad hoc committee of the organization created for the purpose of exploring the situation on George Brown College campuses where gender neutral washrooms do not exist.