

Student Association of George Brown College

Board of Directors Meeting Agenda

Date: Monday May 16, 2016

Time: 3:00pm-5:00pm

Location: St. James Campus – Quiet Lounge

Board of Directors – Voting Members:	
Executive Members:	
Director, Communications & Internal	Vacant
Director, Campus Life	Brittney DaCosta
Director, Education	Tiffany White
Director, Equity	Rajai Refai
Director, Operations	Gemeda Beker
Campus Directors:	
St. James Campus Director	Francis Torres
Casa Loma Campus Director	Nageeb Omar
Ryerson Campus Director	Stephanie “Shu” Han
Waterfront Campus Director	Vacant
Educational Representatives:	
Business	Ron Greenberg
Community Services	Andrew Murrell
Construction and Engineering Technologies	Mojeeb Attai
Health Sciences	Vacant
Hospitality and Culinary Arts	Cathy Chung
Liberal and Preparatory Studies	Michelle Harrypaul
Art and Design	Rajat Sood
Constituency Representatives:	
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	Vacant
Non-Voting Members:	
Executive Director	Lorraine Gajadharsingh
Resources:	
Interim Operations Manager	Faris Lehn
Manager, Equity and Advocacy	Rosalyn Miller
Chair	Alastair Woods
Minute Taker	Jessica Pasion
GBC Rep	Gerard Hayes
Interpreters	
Guests:	

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1. Roll Call:

Board of Directors: Voting Members	Present	Absent	Regrets Sent
Executive Members:			
Director, Communications & Internal	N / A		
Director, Campus Life	✓		
Director, Education	✓		
Director, Equity	✓		
Director, Operations	✓		
Campus Directors:			
St. James Campus Director	✓		
Casa Loma Campus Director	✓		
Ryerson Campus Director			✓
Waterfront Campus Director	N / A		
Educational Representatives:			
Business	✓		
Community Services	✓		
Construction and Engineering Technologies		✓	
Health Sciences	N / A		
Hospitality and Culinary Arts	✓		
Liberal and Preparatory Studies	✓		
Art and Design	✓		
Constituency Representatives:			
Accessibility	✓		
First Nations, Métis and Inuit	✓		
LGBTQ	✓		
International Student	✓		
Women and Trans People	N / A		
Non-Voting Members:			
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: 3:43PM

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: Director, Equity, Rajai Refai

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: LGBTQ Representative, Sheldon Mortimore

Seconded: Community Services, Andrew Murrell

Vote: Carries

Motion to amend the agenda and move item #9 to item #5

Discussion: Item #9 references #5, 6, 7, and 8

Moved by: Business, Ron Greenberg

Seconded: Casa Loma Campus Director, Naqeeb Omar

Vote: Carries

Presentation (for #5,6,7 and 8): Brittney DaCosta, Director of Campus Life

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5. By-Elections (Item #9):

Presentation: Gemeda Beker, Director of Operations

Whereas there are 4 vacant positions (Director of Communications and Internal, Waterfront Campus Director, Health Sciences representative and Women and Trans Representative) currently. (section 5.1 By-laws)

Whereas the Executive Committee has determined a need to hold a fall 2016 by-election to fill the four vacant positions (section 5.2 and section 5.3 By-laws).

Whereas given that there will be a fall by-election, there is an immediate need to convene an elections committee, composed of these 4 persons: 2 board members, the Executive Director and the Chief Returning Officer (CRO). The 2 board members can be selected by the full board through vote. The CRO will be recruited following our regular hiring protocols, as has been practiced in the past.
(the elections committee composition is outlined in section 13.2 of the By-laws)

Discussion: Sheldon, Michelle, Leslie, Tiffany, Rajai and Gemeda are interested in being a part of the Election Committee. Decision on who will be a part of the committee will be made through a secret ballot.

Be it resolved that First Nations, Métis and Inuit Representative, Leslie Van Every and Director, Education, Tiffany White will be a part of the Election Committee

Moved by: Community Services, Andrew Murrell

Seconded: Director, Operations, Gemeda Beker

Vote: Carried

Motion to destroy the secret ballots

Moved by: Business, Ron Greenberg

Seconded: Casa Loma Campus Director, Naqeeb Omar

Vote: Carries

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6. Board Composition: Resignations & Resolutions

Whereas the position of Director of Communications & Internal is vacant due to the resignation of Prabhnoor Anand to the board, via email, at 6:18pm on Tuesday, May 3, 2016.

Whereas this is a full time executive position, with expectations of fulfilling 40 hours per week and holding integral responsibilities to the successful functioning of the board.

Whereas the position of Director of Communications & Internal is one of two Board member signing authorities.

Whereas Jessica Pasion, the Internal Coordinator, will provide staff support regarding board communications and coordination as it pertains to board meetings, trainings, board reports and other administration duties until which time the Director of Communications & Internal position is filled.

Whereas In the by-laws, refer to Article 5: Board of Directors Vacancies and Pro-term Appointment. Section 5.3. *“Until the vacancy is filled, the Executive Committee shall designate another member of the Executive Committee to fill the vacant office with no additional pay.”*

Be it resolved that the Director of Education, Tiffany White will assume some responsibilities of the Director of Communications & Internal position, such as speaking on behalf of the SA when needed. She will be appointed as an interim signing authority, serving as one of two board signing authorities, until which time the Director of Communications & Internal position is either filled through fall by-elections or appointed thereafter.

Discussion: Carolyn – responsibilities unclear as to who will be covering what. Some responsibilities are outlined but not all

Moved by: Director, Campus Life, Brittney DaCosta

Seconded: Director, Equity, Rajai Refai

Vote: Carries

Abstention: Business, Ron Greenberg

Be it further resolved the Executive Committee will ensure all additional duties of Director Communications and Internal

Moved by: Accessibility Representative, Carolyn Mooney

Seconded: St. James Campus Director, Francis Torres

Vote: Carries

Abstention: Casa Loma Campus Director, Naqeeb Omar

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7. Board Composition: Resignations & Resolutions

Whereas the position of Waterfront Campus Director is vacant due to the resignation of Gagan Deep to the board, via email, at 8:48pm on Sunday, May 1, 2016.

Whereas Neil Cumberbatch, the Senior Events & Marketing coordinator, will provide staff support and be the main point of contact while the position remains vacant, particularly in matters concerning fall orientation and week of welcome activities.

Whereas In the by-laws, refer to Article 5: Board of Directors Vacancies and Pro-term Appointment, Section 5.2.

Be it resolved that the position of Waterfront Campus director will be either filled through fall by-elections or appointed thereafter.

Discussion: Ron, Michelle, Naqeeb to contribute discussion

Moved by: Director, Campus Life, Brittney DaCosta

Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

Abstention: Business, Ron Greenberg; Accessibility Representative, Carolyn Mooney; Community Services, Andrew Murrell; and First Nations, Métis and Inuit Representative, Leslie Van Every

8. Board Composition: Resignations & Resolutions

Whereas the position of Health Sciences Representative is vacant due to the resignation of Rooh Cheema to the board via email at 11:05am on Tuesday, May 3, 2016.

Whereas Angela Gallant, Health Sciences Academic Advocacy Coordinator, will serve as staff support and be the main point of contact for matters relevant to this portfolio until which time the position is filled.

Whereas In the by-laws, refer to Article 5: Board of Directors Vacancies and Pro-term Appointment, Section 5.2.

Be it resolved that the position of Health Sciences Representative will be either filled through fall by-elections or appointed thereafter.

Discussion: Carolyn, Michelle, Naqeeb, Sheldon, and Tiffany to contribute to discussion

Moved by: Director, Campus Life, Brittney DaCosta

Seconded: Liberal and Preparatory Studies, Michelle Harrypaul

Vote: Carries

Abstention: Business, Ron Greenberg; Community Services, Andrew Murrell; and First Nations, Métis and Inuit Representative, Leslie Van Every

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9. Board Composition: Resignations & Resolutions

Whereas the position of Women and Trans Representative is vacant due to the fact that no person was elected during Spring 2016 elections.

Whereas there will be board support from Sheldon Mortimore, the LGBTQ Representative.

Whereas the Community Action Centre will designate staff support and maintain programming for the Women and Trans constituency.

Whereas In the by-laws, refer to Article 5: Board of Directors Vacancies and Pro-term Appointment, Section 5.2.

Be it resolved that the position of Women and Trans Representative will be either filled through fall by-elections or appointed thereafter.

Discussion: Ron, Rose, Michelle, Sheldon, Gerard, Leslie, Carolyn, and Tiffany to contribute to the discussion

Moved by: Director, Campus Life, Brittney DaCosta

Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

Abstention: Business, Ron Greenberg

Be it further resolved there will be board support from Métis and Inuit Representative, Leslie Van Every, LGBTQ Representative, Sheldon Mortimore and Director, Campus Life, Brittney DaCosta

Moved by: Accessibility Representative, Carolyn Mooney

Seconded: St. James Campus Director, Francis Torres

Vote: Carries

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10. Board Accountability: Board of Directors Attendance Policy

Presentation: Tiffany White, Director of Education

Whereas the Board of Directors understands the need to uphold the accountability of all Voting Directors, as outlined in the SAGBC By-Laws, Voting Director Code of Conduct and Conflict of Interest Policy (page 2, Article 1), Policies and Procedures (page 3, Item 0.3; page 26, Article 6, Section 6.3, Item ii.a & ii.b), and Voting Directors Accountability Manual (page 9, Article 5.1 and 5.2; page 10, Article 6; page 15, Article 7).

Whereas a need to establish a Board of Directors Attendance Policy that includes consequences has been recognized and formulated as a result of discussions during full board Initial Training on Tuesday May 3rd and during a subsequent ad-hoc committee meeting on Wednesday May 11th at Casa Loma campus.

Whereas the Board of Directors receives honoraria derived from member fees, therefore, in fairness to the students who pay these fees, the board must be present and accessible as it is relevant to their position, offering fair representation for the students, as outlined in the SAGBC Constitution (page 2, Article 2, Section 2.2).

Be it resolved that the Board of Directors accepts and adheres to the Board of Directors Attendance Policy (see attached Appendix I).

Moved by: Director, Education, Tiffany White

Seconded: Director, Campus Life, Brittney DaCosta

Discussion: Naqeeb questions whether the document is reflected of the summer or of the entire duration of the position.

Amendment to amend document to include Summer in the document heading and dated May 1st to August 31st

Moved by: Casa Loma Campus Director, Naqeeb Omar

Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

Motion to table to next meeting

Moved by: Community Services, Andrew Murrell

Seconded: Liberal and Preparatory Studies, Michelle Harrypaul

Vote: Carries

Break and resume back at 5:34PM

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11. Board Accountability: Monthly Board Report

Presentation:

Whereas the Board of Directors will provide standardized written reports, as per the Voting Directors Accountability Manual on page 9, Article 5, Section 5.2.

Whereas the monthly board report (Appendix II) be the approved standardized report that ALL board members shall complete in order to ensure consistency of reporting and congruent messaging.

Whereas the need for consequences of a failure to provide adequate board reports has been recognized, but has yet to be determined.

Be it resolved that the Board of Directors accepts and employs the board report as indicated (see attached Appendix II) and consider the consequences for failure to abide.

Be it further resolved that the monthly board report shall be submitted on the 5th day of the following month for which it is written to Jessica Pasion, Internal Coordinator, as she is supporting the vacancy of the Director, Communications & Internal position.

Discussion: Francis, Naqeeb, Tiffany, Lorraine, Sheldon, Michelle, Carolyn, Rajat, Ron, Leslie, and Brittney to contribute to the discussion

Move by: Director, Education, Tiffany White

Seconded: Casa Loma Campus Director, Naqeeb Omar

Vote: Carries

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12. Motion for Collective Bargaining Committee

Preamble – Rosalyn Miller

Discussion:

Presentation: Rajai Refai

Whereas the Student Association employees; non-managerial full time and part time staff (part time, in this instance, is defined as working consistently over 21 hours, referred to as “leads” or “permanent part time”) have taken a step towards becoming unionized under Ontario Public Employees Union (OPSU) and entering into a Collective Bargaining Unit.

Whereas there is need to appoint a Collective Bargaining Committee, composed of managerial staff (existing members being Rosalyn Miller- Manager of Equity and Advocacy, Lorraine Gajadharsingh- Executive Director) and Board representatives, who can make decision on behalf of the SA in real time during negotiation and hearings.

Whereas the Director of Equity - Rajai Refai is proposed be in the committee as it is relevant for his portfolio; upholds the reason that employment equity encourages the establishment of working conditions that are free of barriers, corrects the conditions of disadvantages in employment and promotes the principle that employment equity requires special measures and the accommodation of differences.

Whereas the Director of Operations - Gameda Beker is proposed to be in the committee as it is relevant for his portfolio; conducts all of the operations, affairs of the Federation, oversees all financial matters and carries out the decision and instructions of the convention and enforce the Ontario Federation of Labour (OFL) Constitution.

Be it resolved that the Board of Directors approve the proposed Collective Bargaining Committee composition: Gameda Beker, Rajai Refai, Rosalyn Miller and Lorraine Gajadharsingh.

Be it further resolved that MacLeod Law Firm, Employment & Labour Lawyers continues as approved legal counsel for this matter.

Discussion:

Moved By: Director, Equity, Rajai Refai

Seconded: Director, Campus Life, Brittney DaCosta

Vote: Carries

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13. Confidentiality Agreement: Rosalyn Miller

the Board of Directors are expected to respect confidentiality, as outlined in the Voting Director Code of Conduct and Conflict of Interest Policy on page 3, Article 1, Section 1.3, Item f.

Discussion: Ron, Rose, Lorraine, and Carolyn to contribute to discussion.
Alastair - common legality in student unions to have a confidentiality agreement.

14. Student Association 2016-2017 Budget Update: Lorraine Gajadharsingh

Discussion:

Motion to table item 14

Moved By: Liberal and Preparatory Studies, Michelle Harrypaul

Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

15. Presentations/ Updates

- Executive Director: Lorraine Gajadharsingh
- Equity and Advocacy: Rosalyn Miller
- Operations: Faris Lehn

Discussion:

Motion to table item 15

Moved By: Liberal and Preparatory Studies, Michelle Harrypaul

Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

16. Other Businesses

17. Motion to Adjourn

Moved by: Business, Ron Greenberg

Seconded: Director, Equity, Rajai Refai

Vote: Carries

Meeting is adjourned at 6:19PM

Board of Directors Attendance Policy

Established: May, 2016

Purpose

This policy is intended to serve as a term of reference for the board 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 shall receive both a hard copy and an electronic version of this official Board of Directors Attendance Policy. The Board of Directors Attendance Policy will be reviewed once per fiscal year and maintained in each Director's Board Manual. This policy should be included in the By-laws revisions, approved at the Fall AGM.

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. **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.

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.

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 Co-ordinator, 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. The member’s response will promptly be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member’s continued membership on the board. If the board decides to move to request 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.



Monthly Board Report

Revised May 16, 2016

Prepared by:

Name:

Position:

Email:

Date of Submission:

Contents:

- 1. Report Summary**
- 2. Work Hours**
- 3. Successes/ Accomplishments**
- 4. Ongoing/ Current Tasks**
- 5. SA Participation and Representation (committees, events, workshops, conferences, trainings, college initiatives, community meetings, media interviews, etc.)**
- 6. Challenges (assistance requests included)**
- 7. Meetings & Significant Dates to come**

1. Report Summary

Summary of work completed this month; should reflect key areas of coverage and summarize the information presented in all other categories of the board report; should be 300 – 400 words.

2. Work Hours

Internal Hours

Date	Time in	Time out	Total Hours	Notes

External Hours

Date	Time in	Time out	Total Hours	Notes

3. Successes/ Accomplishments

Point form summary of any noteworthy successes and/or accomplishments. Include any of your own work initiatives and/or specific executed plans for which you are responsible.

4. Ongoing/ Current Tasks

Point form notes on any current, ongoing, or planned tasks.

5. SA Participation and Representation

Point form notes on different work activities you've attended and/or participated in; include your role played within that activity; be sure to include dates, significant contacts, and parties involved (i.e. College, SA, etc.)

Don't forget to include committees, events, workshops, conferences, trainings, college initiatives, community meetings, media interviews, etc.

6. Challenges

Point form summary of any outstanding or ongoing issues under your portfolio. Please indicate if you require assistance from the board, Executive Director and/or staff members.

7. Meetings & Significant Dates to come

Point form notes of any noteworthy meetings and upcoming important dates that pertain to your portfolio, with description.