

**EXECUTIVE MEETING – Proposed Agenda**  
**Student Association of George Brown College**  
**Thursday, July 8<sup>th</sup> 2010 Casa Loma 10:00am**

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**Executive – Voting Members:**

**Executive Committee:**

President

Kyle Iannuzzi

Vice-President Education

Gregory Evans

Vice-President St. James

Daniel NG MacDonald

Vice-President Casa Loma

John Fisico

Vice-President Ryerson

Cindy Brownlee

Ex-Officio:

General Manager

Maria Quian

Guest: Administrative Coordinator

Christine Wallace

**1. Call to Order**

Time:

Moved:

Seconded:

Vote:

**2. Approval of Agenda**

Moved:

Seconded:

Vote:

**3. Approval of Minutes for May 27 and June 18, 2010.**

***See Appendix A & B***

Moved:

Seconded:

Vote:

**4. Summer Jobs for Youth – VP St James**

***See Appendix C***

**5. Matter regarding Student Association Cell Phones:**

Whereas the Board of Directors decided to cease use of the currently contracted cell phones in the possession of the Student Association

**Be it resolved** that the Student Association cancel the remainder of its contract and make any payments to accomplish this task.

**6. Online Book Store**

***(Tabled from June 18<sup>th</sup> meeting)***

**7. Emergence Book Program**

***(Tabled from June 18<sup>th</sup> meeting)***

**8. Updates from Executives**

**9. Other Business**

**10. Adjournment**

*APPENDIX: A*

**Executive Committee – Proposed Agenda  
Student Association of George Brown College  
Thursday, May 27, 2010 @ 1:30 pm - 3:30 pm  
St James Campus – Quiet Lounge.**

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**Committee Members – Staff and Student Leadership:**

President – Chair	Kyle Iannuzzi
Vice President Education	Gregory Evans
Vice President – St. James/Academic	Daniel MacDonald
Vice president – Casa Loma/Student Life	John Fisico
Vice President – Ryerson/Finance	Cindy Brownlee

**Ex- Officio Members:**

Assoc. Dir. Student Services	Maria Quian
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**Guests:**

Anne Sado – President, George Brown College  
Diane Fantinato – Executive Assistant to President/Board George Brown College  
Jahnna Adjodha – Former Vice President St James/Student Life SA  
Danielle Juschko – Former President SA

**11. Call to Order : 1:45pm**

**Moved By: John**

**Seconded By: Cindy**

**Vote: Carries**

**12. Approval of Agenda :**

**Moved By: John**

**Seconded By: Cindy**

**Vote: Carries**

**13. Introduction of Executive to President Anne Sado**

**14. Matter from VP Ryerson re: Markham Students – Travel Costs and Year End**

**Be it resolved that the VP Ryerson will lead an ad hoc committee to research and address the concerns at Markham involving members of the board and students at the campus.**

**Moved By: Daniel**

**Seconded By: Greg**

**Vote: Carries**

Be it resolved that the Student Association contribute to the Markham campus social event by providing Pumpernickel's within an amount not exceeding \$700 from the Executive Budget Line.

Moved By: Cindy

Seconded By: Daniel

Vote: Carries

Gregory autonomously requests members not within the executive and not presenting to leave for the following deputations which were done individually.

15. Deputations:

- Jahna Adjodha – Commissionaire Proposal

Moved By: Cindy

Seconded By: John

Vote: Receipt

Motion to recess until after CFS presentation at 3:30pm

Moved By: John

Seconded By: John

Vote: Carries

Motion to resume meeting.

Moved By: Gregory

Seconded By: Cindy

Vote: Carries

- Danielle Juschko – Future Assistance for SA and its Exec

16. President's Schedule – summer work hours:

Whereas the President was committed to another employer prior to the election;

Whereas the President would like to honour previous commitments in wrapping up current working relationships in order to be committed to the Student Association;

Whereas the Executive Committee decides upon its summer working hours;

Whereas the President would like to propose flexible working hours;

Whereas the President will be away for this job from May 31<sup>st</sup> – June 3<sup>rd</sup>, June 9<sup>th</sup>-11<sup>th</sup>, June 14<sup>th</sup>-17<sup>th</sup>;

Be it resolved that the executive committee allow the President to work flex hours to make up for lost time due to the above mentioned engagements.

Moved By: John

Seconded By: Cindy

Vote: Carries

17. Presentation: Greg Evans VP Education re: CFS Semi-Annual General Meeting

Moved By: John

Seconded By: Cindy

**Vote: Receipt**

**18. Executive Summer Work Hours:**

**Whereas policy states the Executive is to set its own summer work hours  
Be it resolved: The Executive will be committed to a minimum of 25 hours a week to a maximum of 37.5 hours.**

**Moved By: John  
Vote: Carries**

**Seconded By: Cindy**

**Motion to recess until following day**

**Moved By: John  
Vote: Carries**

**Seconded By: Cindy**

**Motion to resume May 28, 2010 at 9:25am**

**Moved By: Cindy  
Vote: Carries**

**Seconded By: Daniel**

**19. Matter from VP St James re: Summer Jobs for Youth Placements**

**Moved By: Cindy  
Vote: Receipt**

**Seconded By: Kyle**

**20. Matter from VP St James re: VP St James Portfolio**

**- VP St James would like to be the dialog and website point person. Exec decided the decision to alter duties outlined in the Constitution is not within its purview and that VP St James should be involved in committee**

**Motion to Open Agenda:**

**Moved By: John  
Vote: Carries**

**Seconded By: Cindy**

**Add to the agenda – first aid training & Metropass for VP St James**

**Moved By: John  
Vote: Carries**

**Seconded By: Kyle**

**21. VP Ryerson brings forward an opportunity for discounted First Aid training:**

**\$70 for standard level C, \$40 for HCP, \$35 Emergency First Aid**

**Be it resolved that the VP Ryerson set up 3 initial offerings, one per campus.**

**Moved By: Cindy  
Vote: Carries**

**Seconded By: Kyle**

**22. VP St James discusses that he does not use a metropass because he drives.**

**He requests a travel allowance in the same amount of the metropass in lieu of a metropass and access to tokens.**

**Be it resolved that the executive committee approve a travel allowance equal to the amount of a metropass to the current VP St James in lieu of a metropass and access to tokens.**

**Moved By: Cindy  
Vote: Carries**

**Seconded By: John**

**23. Executive Business Budget Line 2009-2010:**

Whereas the Executive Business Budget Line has approximately \$20 000 left until May 31<sup>st</sup>, 2010;

Whereas the Executive Committee has jurisdiction over this budget line;

Whereas the 2009-2010 Board of directors has not received a gift of appreciation for its year of service;

Whereas the Board of Directors has decided not to include a fully compensated cellular phone coverage line for the Executive committee of the 2010-2011 year;

Whereas the cost of cancellation is \$20/phone/month;

Whereas the average price of an active phone is \$75/month;

Whereas the board has approved \$50/phone/month;

Whereas the data plan costs approximately \$100/phone;

Be it resolved that the executive committee purchase a \$50 gift card for each Director of the Board, less the executive and Clubs Rep, serving until May 14, 2010 within the 2009-2010 year;

Moved By: Cindy

Seconded By: Daniel

Vote: Carries

Abstention: Kyle & John

Motion to Recess at 10:37am

Moved By: Kyle

Seconded By: John

Vote: Carries

Motion to Resume at 11:37am

Moved By: Daniel

Seconded By: Cindy

Vote: Carries

**24. Members of the executive expressed their use of their personal phones for the duration of training – that the use is extensive and needed. Staff has expressed concerns about not being able to reach members.**

Be it resolved that the executive committee keep and upgrade 8 of 12 phones and cancel the remaining 4 due to a cancellation amount of approximately \$9000 (including stipend approved by Board for \$50/month per user) and the cost of keeping the plan is approximately \$8000 including cancellation of 4 phones thus saving the Student Association roughly \$1000. Budget line 504 for the 2009-2010 budget will be used to pay this.

Moved By: John

Seconded By: Kyle

Vote: Carries – recorded vote – unanimous

**25. Adjournment :**

Moved By: Cindy

Seconded By: Daniel

Vote: Carries

*APPENDIX: B*

**EXECUTIVE MEETING – Proposed Agenda**  
**Student Association of George Brown College**  
**Thursday, June 18<sup>th</sup> 2010 St James 10:00am**

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**Executive – Voting Members:**

**Executive Committee:**

President	Kyle Iannuzzi
Vice-President Education	Gregory Evans
Vice-President St. James	Daniel NG MacDonald
Vice-President Casa Loma	John Fisico
Vice-President Ryerson	Cindy Brownlee

Ex-Officio:

General Manager	Maria Quian
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**26. Call to Order**

Time: 10:19  
Moved: SA VP Ryerson  
Seconded: SA VP St James  
Vote: Carried

**27. Approval of Agenda**

Moved: SA VP Education  
Seconded: SA VP Ryerson  
Vote: Carries

**28. Approval of Minutes**

*~tabled, minutes were not available*  
Moved:  
Seconded:  
Vote:

**29. Matter regarding Office Space**

Whereas the idea of the Vice President Education of moving the CWTP and LGBTQ office at CL and SJ was supported by the previous Finance Committee

Whereas the new staff structure will be implemented before September

**Be it resolved** that the Executive Committee allocate FOSS spaces as presented in the floor plan by mid-August pending approval of minutes at next executive meeting.

**Be it resolved** that the Executive Committee refer the lifeworks floor plan to board.

Moved: SA VP Casa Loma  
Seconded: President  
Vote: **Carried**

**SA VP Education requests re-vote**

Moved: SA VP Education

Seconded: SA VP Ryerson

Vote: **Carried**

On the re-vote

Moved: SA VP Casa Loma

Seconded: SA VP Ryerson

Vote: **Carried**

***SA VP Education requests recorded opposition: SA VP Education feels the lifeworks floor plan should be approved because the board does not micro-manage the functions of the Executive Committee. The member also notes there is an appeal process available for those wishing to appeal.***

**Be it resolved** changes to Casa Loma Front Office Space be referred to Finance Committee

Moved: SA VP Ryerson

Seconded: SA VP Casa Loma

Vote: **Carried**

**30. Matter regarding Placement Students**

Whereas the Student Association gives placement opportunities to GBC students

**Be it resolved** that Christine Wallace develop a policy to address placement students and the Student Association's ability to provide compensation for their work.

**Be it further resolved** that this be referred to Policy & Governance

Moved: SA VP Education

Seconded: President

Vote: **Carries**

**31. Student Association Committee Structure**

Whereas the Student Association has approved a new board structure to be implemented for the 2011-2012 term

Whereas the intent of the new board structure was to align resources and simplify our processes as well as promote participation in committee work amongst board members

Whereas the new Student Association staff structure will be implemented in September

Whereas staff positions will be aligned as resources to the new committee structure

Whereas the current numerous committees under the new structure would be condensed into 5 standing committees of the board

**Be it resolved** that the Executive Committee recommend to the Student Association Board of Directors the immediate implementation of the new structure.

Moved: SA VP St James

Seconded: -----

Vote: **no vote without seconder**

### **32. Hourly Pay of BOD Meeting Chair and Minute Taker**

Whereas currently Meeting Chairs and Minute Takers at Student Association Board of Directors meetings receive \$25 per hour compensation

Whereas members of the Student Association Board of Directors have expressed their concern with this rate of compensation

Whereas from time to time in lieu of professionally trained individuals filling these roles Student Association Staff, college staff or members of the board fulfill these roles and still receive the same rate of compensation

Whereas meeting chairs have the ability to control the length of a Board of Directors meeting and are thus in direct conflict of receiving hourly compensation

**Be it resolved** that the Executive Committee recommend setting the rate of pay for Minute Takers at Student Association Board of Directors meetings to \$12.25 per hour.

Moved: SA VP St James

Seconded: SA VP Ryerson

Vote: **Carried**

### **33. Be it resolved** that the Executive Committee recommend setting Meeting Chairs of Student Association Board of Directors meetings to a \$75 honorarium per meeting regardless of the meeting length.

Moved: SA VP St James

Seconded; SA VP Education

Vote: **Carried**

***SA VP Casa Loma & President request recorded opposition***

### **34. Be it resolved** that the Executive Committee recommend to the Student Association Board of Directors that Board Members, College Faculty or Staff not be permitted to be the Minute Taker for Board of Directors meetings.

Moved: SA VP St James

Seconded: SA VP Ryerson

Vote: **Carried**

***SA VP Casa Loma requests recorded abstention***

**35. Be it resolved** that the Executive Committee recommend to the Student Association Board of Directors that Board members, College Faculty or Staff not be compensated for chairing a Board of Directors meeting.

Moved: SA VP St James

Seconded: SA VP Education

Vote: **Carried**

***SA VP Casa Loma requests recorded abstention***

**36. Summer Jobs for Youth Update**

***Tabled***

**37. Online Student Book Store**

***Tabled***

**38. Emergence Book Program**

***Tabled***

**39. Adjournment**

Moved: SA VP Casa Loma

Seconded: President

Vote: **Carried**

## **APPENDIX: C**

### **Student Association of George Brown College SJFY Job Description**

<b>Job Title:</b>	<b>Junior Assistant</b>
<b>Number of Positions:</b>	2 Full Time (35 hours/week)
<b>Supervisor/Mentor:</b>	Vice President – St. James Campus and Volunteer Coordinator
<b>Work Location:</b>	St. James Campus / Casa Loma Campus
<b>Placement Timeline:</b>	July / August

#### **Student Association of George Brown College SJFY Program Objectives:**

- Provide a young person with valuable work experience in a student government environment
- Promote civic engagement among youth
- Prepare future leaders for elected student office
- Mentor high school politically engaged youth in the role of post-secondary elected officials

#### **Job Purpose and Description:**

The role of the Junior Assistant is to provide administrative and at-hoc support to the Student Association of George Brown College and the Vice President of St. James Campus. The position will support the operations of the Student Association of George Brown College and the Office of the Vice President of St. James Campus through research, data entry, and providing excellent customer service to students, college officials and clients.

#### **General Duties:**

- Support the Front Office Student Services staff by greeting students and dealing with general inquiries
- Support the Life Works Centre staff in delivering services including operation of the student food bank
- Move and unpack large boxes of food / keep shelves neatly and full stacked for the student food bank
- Support the Student Life Team in delivery of social activities for George Brown College students
- Support the general operations and delivery of services of the George Brown College Student Association
- Maintain the confidentiality of students and any other information regarding Student Association business
- Prepare documents and reports upon request
- Conduct research on behalf of the Vice President of St. James Campus and Student Association
- Maintain a clean and tidy workplace
- May be responsible for faxing, photocopying, keyboarding, data-entry, mail-sorting, materials assembly, filing, etc.
- Respond to inquiries on behalf of the Vice President of St. James Campus
- Answer phone calls and record messages for the Vice President of St. James Campus in their absence

- Book appointments/meetings and maintain the schedule of the Vice President of St. James Campus
- Maintain a comprehensive filing system for the Vice President of St. James Campus
- Complete special projects as assigned by the Vice President of St. James Campus
- Performs other duties as assigned

**Qualifications To Apply:**

- The ability to multitask, adjust to different work environments
- General computer skills in Excel and Word
- An outgoing, positive and friendly personality
- The ability to work in a team environment, take initiative and work independently
- First-rate customer service skills and an ability to work with people
- Strong verbal and written communication skills
- Excellent organizational and problem solving skills
- Dependability, integrity and highly motivated to succeed
- Experience in high school student government is an asset
- Interest in students issues, civic engagement, public service and student government is an asset

**Mission Statement:**

*We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

**Commitment to Equity:**

*The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.*