

Student Association of George Brown College

Board of Directors Meeting Agenda

Date: Monday June 20, 2016

Time: 3:00pm-6:00pm

Location: Casa Loma - Boardroom

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	Naqeeb Omar
Ryerson Campus Director	Vacant
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	N / A		
Waterfront Campus Director	N / A		
Educational Representatives:			
Business	✓		
Community Services	✓ (late)		
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: 3:26PM

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: Hospitality and Culinary Arts Representative, Cathy Chung

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: Arts and Design Representative, Rajat Sood

Seconded: Liberal and Preparatory Studies, Michelle Harrypaul

Vote: Carries

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5. 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); and

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 St. James campus; and

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); therefore

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

Discussion:

Moved by: Hospitality and Culinary Arts Representative, Cathy Chung

Seconded: St. James Campus Director, Francis Torres

Vote: Carries

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6. 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; and

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; and

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

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; and

Move by: Director, Equity, Rajai Refai

Seconded: Arts and Design Representative, Rajat Sood

Vote: Carries

Discussion:

- Carolyn – What is acceptable in a board report? What to include in the board report? Found it difficult to complete and know if it was correct since there was no example provided.
- Lorraine – to provide a workshop on how to complete the board report template
- Brittney – suggests adding information to the report throughout the month instead of compiling everything at once
- Michelle – note that others will have only 5hrs of work compared to others who are required to complete 40hrs

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.

Motion to amend to include be it further resolved that the BOD be provided training and sample of a monthly board report

Move by: Director, Education, Tiffany White

Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

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7. Board Accountability and Composition: Impeachment

Report: Tiffany White, Interim Director of Internal Affairs and Communications

Whereas a record of attendance for all mandatory board meetings, trainings, and conferences, as well as any and all ad-hoc committees has been tracked; and

Whereas the Construction and Engineering Representative, Mojeeb Attaie, has failed to respond to the numerous attempts at contact from the Executive Committee; and

Whereas the Construction and Engineering Representative, Mojeeb Attaie, has not completed his human resources package that was provided during training, thus has not completed any forms for payment information, emergency contact information, or signed the contract regarding his acclaimed position within the SA to indicate his agreement to pay structure and job expectations; and

Whereas the Construction and Engineering Representative, Mojeeb Attaie, has failed to attend mandatory trainings or board meetings; and

Whereas the Construction and Engineering Representative, Mojeeb Attaie, has failed to contact any member of the SA Board of Directors to provide information on whereabouts or regrets for absences; and

Whereas the Construction and Engineering Representative, Mojeeb Attaie, has failed to represent the Student Association or the students his position is intended to represent; and

Whereas the Construction and Engineering Representative, Mojeeb Attaie, has failed to be a presence within the Student Association of George Brown College; therefore

Be it resolved that the Board of Directors accepts and agrees to the removal of Mojeeb Attaie as the Construction and Engineering Representative through impeachment for failure to fulfill their duties as the Construction and Engineering Representative.

Discussion:

Tiffany – has been contacted through whatsapp and can provide evidence in communication with the individual. Is well and has been working his full time job

Moved by: St. James Campus Director, Francis Torres

Seconded: Director, Equity, Rajai Refai

Vote: Carries

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8. Board Composition: Resignations

Whereas the position of Board of Governors Representative is vacant due to the resignation of Pawandeep Singh to the Board of Directors, via email, at 8:20am on Friday, May 27, 2016; and

Whereas the position will remain vacant with no representation until fall by-elections; therefore

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

Discussion:

Moved by: Director Operations, Gameda Beker

Seconded: Casa Loma, Campus Director, Naqeeb Omar

Vote: Carries

9. Board Composition: Resignations

Whereas the position of Satellite Campus Director is vacant due to the resignation of Shu “Stephanie” Han to the Board of Directors, via email, at 7:19pm on Friday, June 17, 2016; and

Whereas the position will remain vacant with no representation until fall by-elections; therefore

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

Discussion:

Moved by: Director, Campus Life, Brittney DaCosta

Seconded: Accessibility Representative, Carolyn Mooney

Vote: Carries

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10. Committees

Presentation: Lorraine Ghajadharsingh, Executive Director

Whereas it has been recognized that the collaboration between the staff of the Student Association and the members of the Board of Directors is important for the purposes of communication and planning; and

Whereas on May 3, 2016, a list to sign up for the committees known to exist at that time was presented to the Board of Directors present on that date, and thus agreed upon by the board members present in regards to member structure of each committee; and

Whereas on May 3, 2016, specific committees have assigned members with no option for additional Board Members to sign up for participation due to limitations of spaces and/or permissions from the chairpersons of the specified committees; therefore

Be it resolved that the Board of Directors accepts and employs the completed committees as indicated (see attached Appendix IV).

Move by: Director, Equity, Rajai Refai

Seconded: Director, Education, Tiffany White

Vote: Carries

Discussion:

- Lorraine – the committees document is still a working document. Committee #16 to be tabled and #17 to be determined in August

Amendment to amend Be it resolved that the Board of Directors accepts and employs the completed committees as indicated (see attached Appendix IV) as presented at the June 20 board meeting, understanding this can change throughout the year.

Move by: Business, Ron Greenberg

Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

Motion to recess, current time is 5PM and return back in 10 minutes

Move by: LGBTQ Representative, Sheldon Mortimore

Seconded: Director, Education, Tiffany White

Vote: Carries

Meeting resumes at 5:15PM

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Note from Carolyn – while its good to celebrate accomplishments, please keep noise to a minimum.

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

Discussion:

The Finance Committee has met twice so far. The committee has been going through line-by-line and making sure everything is accurate; account titles and line numbers. Monday morning 9:00am-10:30am will be a budget presentation at the retreat.

12. Student Association Charitable Contribution to George Brown College Foundation

Presentation: Gameda Beker, Director of Operations

Whereas the Student Association of George Brown College prides itself on the support of student success; and

Whereas the Student Association of George Brown College has reviewed the annual budget for 2016-2017 and has determined the feasibility of a charitable contribution to the George Brown College Foundation; therefore

Be it resolved that the Student Association of George Brown College will donate \$5,000.00 to the George Brown College Foundation's Food Court Social as a show of solidarity in the support of students within the Augmented Education programs.

Moved by: Director, Equity, Rajai Refai

Seconded: Casa Loma, Campus Director, Naqeeb Omar

Vote:

Discussion:

Lorraine – co-sponsorship package outlines the max number an individual, group and or an organization can request. It would not be best practice to not follow the co-sponsorship outline.

Sheldon – agrees that it is not best practice and to follow the co-sponsorship dollar amounts

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Location: Casa Loma - Boardroom

Amendment to amend Be it resolve that the Student Association of George Brown College will offer a co-sponsorship of \$650 to the George Brown College Foundation's Food Court Social as a show of solidarity in the support of students within the Augmented Education programs.

Moved by: LGBTQ Representative, Sheldon Mortimore

Seconded: Liberal and Preparatory Studies, Michelle Harrypaul

Vote: Carries

Motion to table until staff and board retreat board meeting

Moved by: Business, Ron Greenberg

Seconded: St. James Campus Director, Francis Torres

Vote: Carries

Abstention: 3

13. Accessibility to Child Care on Campus

Presentation: Leslie Van Every, First Nations, Metis, and Inuit Representative

Whereas George Brown College does not currently have an on-site child care facility accessible to students who are parents or caretakers of children; and

Whereas students who have children and/or are guardians of children face more barriers (ie: a lack of financial support for childcare, reliable childcare, accessible childcare, etc.) to access post secondary education; and

Whereas students who are parents and/or guardians of children face an increased risk of missed classes and/or dropout rates; and

Whereas there are limited spaces for student parents and/or guardians of children to study, have group meetings, or conduct any other school related business; and

Whereas many student parents and/or guardians of children face barriers during March Break in finding childcare; therefore

Be it resolved that the Student Association of George Brown College create a Board of Directors position for a Student Parents & Guardians constituency representative; and

Be it resolved that the Student Association of George Brown College work to create a study space, breastfeeding area, and other supports for student parents; and

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Be it further resolved that a long term plan to develop an in-house childcare center be developed in each campus of George Brown College, specifically for students, with priority surrounding TDSB and TCDSB PA Days and March Break.

Report: Tiffany White, Director of Education

Moved by: LGBTQ Representative, Sheldon Mortimore

Seconded: Director, Education, Tiffany White

Vote:

Discussion:

Motion to refer item to the Equity & Education Committee

Moved by: Accessibility Representative, Carolyn Mooney

Seconded: Director, Education, Tiffany White

Vote: Carries

Abstention: 1

14. Fight for Fifteen: Minimum Wage

Presentation: Leslie Van Every, First Nations, Metis, and Inuit Representative

Whereas the Student Association supports the \$15 minimum wage; and

Whereas currently many Student Association jobs do not meet the wage standard; and

Whereas students are often paid less than non-student employees; and

Whereas many students are battling the high cost of living in Toronto, transportation, and tuition fees; therefore

Be it resolved that the Student Association raise all job positions within the Student Association ~~and~~ of George Brown College to \$15/hour.

Moved by: Casa Loma Campus Director, Naqeeb Omar

Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

Discussion:

Motion to refer item to the Communication & Internal Committee

Moved by: Casa Loma Campus Director, Naqeeb Omar

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Seconded: LGBTQ Representative, Sheldon Mortimore

Vote: Carries

15. Presentations/ Updates

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

Discussion: Presentations and updates to be tabled

16. Other Business

Any discussions regarding other business will be brought forth at this time by the board members.

Business, Ron Greenberg – suggests that we respond to the incident of what happened in Orlando nine (9) days ago

GBC Rep, Gerard Hayes – notified that the college has a PRIDE flag raised with our Canadian flag

LGBTQ Representative, Sheldon Mortimore – provided a flyer to each individual for review and to discuss at a later time

17. Motion to Adjourn

Moved by: Director, Education, Tiffany White

Seconded: Business, Ron Greenberg

Vote: Carries

Meeting is adjourned at approx. 6:20pm

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 (½) 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 (½) 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. **REMOVED**

REMOVED 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



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.