



**Humber Students' Federation
Board of Directors 2011-2012
First Meeting
September 14, 2011
Lakeshore Campus**

Members Present

Rebecca McKibbon
Eloise Bucais
Bradley Watson
Christian Mangar
Hansel Menezes
Bhalinder Bedi
Bryan Tran
Rosa Figueroa
Melissa Mendes
Daniel Hanna
Jason Scully
Kathleen MacLeod
Nishanth Kakkamani

Guests

Maggie Hobbs Hobbs (Director Student Affairs)
Adrian Koornneef (CRO)
John Zettel (Reporter)

Excused

**Recording Secretary – Vanessa Silaphet
Chairperson – Nafeeza Kadir**

1. CALL TO ORDER at 6:32pm

Chairperson offered her best wishes for Directors in the academic year.

2. APPROVAL OF THE AGENDA

Amendment to the Agenda by M. Mendes – change to New Business to add in discussion regarding *New Clubs and Associations Policy*.

Moved by: B. Tran

Seconded by: B. Watson

CARRIED: YES

“Be it resolved that the Agenda for the First meeting of the HSF Board of Directors 2011-12 is approved as amended.”

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.



4. APPROVAL OF MINUTES OF THE TENTH MEETING OF 2010/2011

Moved by: M. Mendes
Seconded by: C. Mangar
CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the minutes of the Tenth Meeting of the 2010-11 Board of Directors.”

5. APPROVAL OF EXECUTIVE COMMITTEE MINUTES

Moved by: D. Hanna
Seconded by: R. Figueroa
CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the 1st, 2nd, 3rd, 4th and 5th Executive Committee Minutes as presented.”

(N. Kakkamani enters at 6:38pm)

6. PRESENTATION: ACADEMIC APPEAL PROCEDURE (M. HOBBS)

Maggie Hobbs presented to the Directors the formal Academic Appeal Process. Academic Appeal is defined as students believing Humber is treating them unfairly and can request for a new grade/new evaluation. Academic Appeals (AA) at Humber do not occur very often. . Other highlights of the presentation include:

- Two types of AA processes: Informal and Formal. Informal process begins by students approaching Maggie Hobbs with an AA, complaint stage is an informal process while talking to the Dean explaining the desired end result. Formal process begins with documents student provides as support (emails, letters, etc.) – full disclosure system.
- Both parties are aware of what both parties are expressing and that a solution is requested, AA is then registered with the Registrar’s office.
- Ten days is the permitted time in which the student has to submit their decision, this process is continued with Maggie Hobbs working with an Advisor. Maggie Hobbs is impartial and confidential issues are not discussed publicly.
- AA is arbitration between the school and the student, time frame is 15 days from appeal, where 5 days Registrar’s office gets their written documents as both parties know what is expected and documents are discussed together. Arbitration board deliberates within 10 days.
- HSF needed to be a support system to assist the student. Directors are to ensure document is fair, any problems with documents must be raised to Maggie Hobbs – do not go to Program Coordinators, Deans or Associate Deans.

B. Bedi thanked Maggie Hobbs for coming. Question of clarification: ten days meaning business days. AA documents go directly to Maggie Hobbs not the Program Advisors. Actual deliverance of appeal is sent by email and followed by hard copy to student.

C. Mangar posed question of grounds for appeal – compassionate appeals are usually handled within the School, not through AA. Second question: Does Maggie Hobbs pose as an advocate or judicial



officer: Maggie Hobbs is an advisor to help guide students and help prep their understanding to get their issue resolved. Third question: any authority for appeals, courts usually ask if regulations or misconduct was conducted at Humber and followed appropriately.

- Humber has AA on the website and it is expected that students are aware
- Directors advised to familiarize themselves with the document and any other questions are directed to Maggie Hobbs
- B. Watson suggested having AA presentation at every BoD first meeting or in BoD training.
- K. MacLeod thanked Maggie Hobbs and strongly advised Directors to see Maggie Hobbs regarding anything related to AAs.
- Question posed what Lakeshore students do in AA incidents as Maggie Hobbs is located at North Campus but has instructed she will come to the necessary Campus – Lakeshore and Orangeville included.
- Maggie Hobbs has provided Directors with documents to read, or on website for Board's reference.
- Maggie Hobbs is available at 416-675-6622 ext. 4321 or Karen Fast ext. 5030.

(M. Hobbs leaves at 7:01pm)

7. APPROVAL OF MEMBERS AND ALTERNATES FOR THE ELECTIONS AND JUDICIAL APPEAL COMMITTEE 2011-2012

E. Perrone explained and debriefed the Board on all HSF Committees and their general purpose. Board Members may sit on the committees as members or alternates. Elections and Judicial Appeal Committee has Members predetermined by our Constitution – B. Tran, B. Watson and R. Figueroa.

C. Mangar and B. Bedi expressed interest in being members.

Moved by: B. Tran

Seconded by: R. Figueroa

CARRIED: YES

“Be it resolved that the HSF Board of Directors approve C. Mangar and B. Bedi as members for the Elections and Judicial Appeal Committee 2011-2012.”

8. APPROVAL OF MEMBERS OF THE GOVERNANCE REVIEW COMMITTEE 2011-2012

Committee reviews Constitution that stipulates how HSF operates, Policy and Procedures are documents that support our Constitution on how HSF should be run. Committee reads all documents and makes recommendations as necessary or as Members see fit. Strategic Plan has allowed HSF to make recommendations and changes to the Constitution that is then presented to the GRC, and then to the Board. Policy and Procedures will be gradually presented and discussed for feedback or approval throughout Board meetings throughout the year. Members of GRC will advise whether Constitution and policies and procedures are student friendly and consistent, where then GRC makes two formal presentations to the Board. All formal recommendations must be made to the Board by this Academic year (end of April 2012) and no changes take effect until Bi-Annual General Meeting in March 2012 where all Members have a say. B. Tran, B. Watson and R. Figueroa are members by virtue of their position.



E. Bucais and N. Kakkamani are interested in being members. C. Mangar interested as alternate as needed.

Moved by: B. Watson
Seconded by: D. Hanna
CARRIED: YES

“Be it resolved that the HSF Board of Directors approves E. Bucais and N. Kakkamani as members and C. Mangar as an alternate of the Governance Review Committee 2011-2012.”

9. APPROVAL OF MEMBERS OF THE CAMPUS CLUBS AND ASSOCIATIONS COMMITTEE 2011-2012

Committee is directly involved with the Programming Department, sanctioning of clubs at all campuses, monitoring progress and funding. M. Mendes and D. Hanna are members by virtue of our Constitution along with Programming Director, Lindsay Maedel and Programming Coordinators, Annie Halim and Marlon Peters. M. Mendes advised having one Director to be a part of the committee from each campus. First meeting scheduled for September 20th, 2011.

J. Scully is interested in being a member for North.

E. Bucais is interested in being a member for Lakeshore.

R. McKibbon is interested in being a member for Orangeville.

Moved by: H. Menezes
Seconded by: R. Figueroa
CARRIED: YES

“Be it resolved that the HSF Board of Directors approves J. Scully as a member for the North Campus, E. Bucais as a member for the Lakeshore Campus and R. McKibbon as a member for the Orangeville Campus for the Campus Clubs and Associations Committee 2011-2012.”

10. APPROVAL OF MEMBERS OF THE SERVICES STANDARDS COMMITTEE 2011-2012

This Committee reviews and makes recommendations for the types of services HSF offers, including evaluating the effectiveness of our services and potential to create new services and ideas for students. B. Watson and R. Figueroa are members by virtue of our Constitution with Services Director: Sieu Moi Ly and Services Coordinator: Kimberly Daniels. Meetings are once a month, Tuesday mornings, first meeting scheduled for September 27, 2011. B. Watson advised Directors that this is the only time Services department meets, so involvement is encouraged.

K. MacLeod is interested in being a member for North and N. Kakkamani for alternate.

No Directors for Lakeshore expressed interest.

Moved by: M. Mendes
Seconded by: B. Bedi
CARRIED: YES



“Be it resolved that the HSF Board of Directors approves K. MacLeod as a member for the North Campus and N. Kakkamani as an alternate for the North Campus of the Services Standards Committee 2011-2012.”

11. APPROVAL OF MEMBERS OF THE COMMUNITY OUTREACH COMMITTEE 2011-2012

Committee exists as a result of HSF’s Strategic Planning exercise, new this academic year. Goals and mission indicate to strengthen relationship within community. Core areas are Food Program, Community Building, Students at Risk and World Events. Members of committee are yet to be announced but there are two seats available for Directors.

Meeting dates are set for Tuesday afternoons and vary between North and Lakeshore Campuses.

H. Menezes and N. Kakkamani interested in member for North.

B. Bedi interested in member for Lakeshore.

Moved by: M. Mendes

Seconded by: C. Mangar

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves H. Menezes and N. Kakkamani as members for the North Campus and B.Bedi as a member for Lakeshore Campus for the Community Outreach Committee 2011-2012.”

12. APPROVAL OF FINANCIAL STATEMENTS 2010-2011 (E. PERRONE)

(B. Tran leaves at 7:42pm and returns at 7:44pm.)

Ercole Perrone presented to the Board key information pertaining to the 2010-2011 financial statements, as performed by HSF auditors BDO Dunwoody. Highlights of his presentation included:

- HSF is in a strong financial position, meaning we are capable of continuing to offer quality services and programming to students
- Revenues do not include funds collected for the insurance plan; these funds are considered a flow-through only, not revenue
- HSF’s excess position means we are strong financially because a) increased enrollment builds HSF coffers and b) better financial management of our resources
- Future financial forecasting includes a plateau in enrollment figures within the next 3 years. Therefore, HSF reserves will be used to maintain and/or increase our services offerings without having to increase fees
- Non-student fee revenues include: commercial operations (Travel Centre, Dental Clinic, and Pharmacy) and event tickets sales like Gala
- Auditors have the opinion that we present our financial statements fairly and in accordance with generally accepted accounting principles

C. Mangar is content with information provided and feels it necessary and very important to have this information available.



N. Kakkamani question about the clarification of Unrestricted Net Assets (p. 20) which are surplus of funds that are liquid as operating funds to continue without tapping into reserves that are set aside in necessary situations. Question: Administrative Expenses are recommended to be 20%, Auditors only have two classifications, so by default items may go under “Administrative” when in actual definition are not necessarily the case. Ercole encouraged the Board to visit Humberlife.com in order to see a detailed breakdown of the HSF budget.

Moved by: B. Tran

Seconded by: B. Bedi

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the Financial Statements 2010-2011.”

13. PRESENTATION: FALL ELECTIONS (A. KOORNNEEF)

A.Koornneef (CRO) explained to the Directors of his role and position - runs By-elections and Elections, attracting new members for the Board. Director positions are vacant and in the process of being filled include: Creative and Performing Arts (Lakeshore); Liberal Arts and Science (all campuses); Health Sciences (Orangeville), and Hospitality, Recreation and Tourism (North). Adrian Koornneef knows of students already expressing interest, predicting three to four more members and seven Program Representatives will be added at the close of nominations. Upcoming Fall By-Elections poster campaign associated with Comic Book theme of handbook, looking for volunteers from Directors to speak to classrooms of the schools where Directors are missing to raise awareness. Most open seats are at Orangeville – R. McKibbon has already taken initiative at Orangeville and posted posters with her contact information to attract new Directors. Adrian Koornneef would like to run educational campaign about how process works, what should be discussed and how elections will take place. Part of every Directors responsibility is to secure respective Program Representatives in their respective schools and encourage more student engagement.

14. NEW BUSINESS

Clubs Policy – M. Mendes

Melissa Mendes had a mandate this summer to revamp the HSF Clubs Policy – draft policy is available for review. Next meeting expected to have a final policy for approval, outlines definition of a club, processes, etc. Clarification: description of an HSF club is sanctioned group of active or enthusiastic students with a passion or hobby from both Humber and Guelph-Humber; newly sanctioned clubs cannot be affiliated with third parties or academic programs. Sanctioned clubs must welcome entire student body. Fundraising is no longer permitted, thus no depositing of funds. New initiative from paper to electronic forms for ease of use and is more environmental conscious.

15. ADJOURNMENT



Chairperson encourages new Directors to talk with old Directors for more insight, assistance, questions and/or concerns.

Moved by: K. MacLeod

Seconded by: R. Figueroa

CARRIED: YES

“Be it resolved that the First Meeting of the HSF Board of Directors 2011-2012 is adjourned.”

The meeting is adjourned at 8:10pm.

Chairperson

Recording Secretary