



**Humber Students' Federation  
Board of Directors 2011-2012  
Fifth Meeting  
December 7, 2011  
North Campus**

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**Members Present**

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

**Guests**

Nick Farnell (*Community Manager, HSF*)  
Frank Rizzi (*Financial Director, HSF*)  
Jennifer Kowalshen (*Program Representative,  
Radio Broadcasting*)  
Ryan Zysman (*Vice President Finance, GHSA*)  
Steven Torresan (*Program Representative, Paralegal*)

**Excused**

Rebecca McKibbon

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

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**1. CALL TO ORDER** at 6:32pm.

**2. APPROVAL OF THE AGENDA**

B. Watson amended the agenda to have Item #9 Policy Recommendations Part III moved to occur after #6 Executive Committee Remarks.

***Moved by: R. Figueroa***

***Seconded by: N. Kakkamani***

***CARRIED: YES***

***“Be it resolved that the Agenda for the Fifth 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 FOURTH MEETING OF 2011-2012

*Moved by: J. Scully*

*Seconded by: B. Bedi*

**CARRIED: YES**

*“Be it resolved that the HSF Board of Directors approves the minutes of the Fourth Meeting of the 2011-2012 Board of Directors.”*

#### 5. APPROVAL OF EXECUTIVE COMMITTEE MINUTES

*Moved by: N. Kakkamani*

*Seconded by: R. Figueroa*

**CARRIED: YES**

*“Be it resolved that the HSF Board of Directors approves the minutes of the Executive Committee Minutes”*

#### 6. EXECUTIVE COMMITTEE REMARKS (EXECUTIVE COMMITTEE)

B. Tran thanked the Board for their dedication, wished them luck on their exams and finals and is looking forward to seeing everyone in the New Year.

#### 7. POLICY RECOMMENDATIONS PART III (E. PERRONE)

N. Kakkamani acknowledged after point 11 in Policy 10 – Information Technology and Security amended to now say “This is not an exhaustive list. Any other form of use of the ITI that would be deemed inappropriate by a reasonable person is prohibited.”

Policy 10 INFORMATION TECHNOLOGY AND SECURITY:

E. Perrone presented the recommended changes to HSF’s Information Technology and Security Policy. It was noted that HSF’s corporate lawyers, Gowlings Henderson Lafleur contributed to the new policy in order for HSF to adhere to all legal requirements. The policy sets out the guidelines governing the appropriate use of the HSF information technology infrastructure and includes the following:

- Use of HSF information technology infrastructure for HSF business-related purposes only
- Respect for all laws of copyright infringement, software licensing, property rights, and privacy
- Use of HSF-specific credentials (username and password) to gain access to IT infrastructure
- Management’s right to monitor the activity of its employees for security purposes
- A detailed list of prohibited activities including:
  - Disclosure of corporate, employee, and/or student data without proper authorization or consent
  - Display of any kind of sexually explicit image, or document, on any HSF system



- Utilization of HSF technical services to create, propagate, or distribute malware or other disruptive constructs
- All laws and regulations of Canada
- Required acknowledgement from all Executives, Full Time staff, and Part Time staff moving forward regarding the terms of this policy and agreement to abide by them
- Last sentence of 'Policy Intent' amended to: "for the purpose of this policy, information technology infrastructure refers to any equipment owned by the HSF and provided to all users in order to perform HSF duties."

#### Policy 11 REFERENDUM:

This policy was generally updated to provide more clarity on any referendum procedure. References to the Constitution were eliminated as the Policy will now become the main guideline and the inclusion of a "simple-majority" provision was also added.

#### Policy 16 PRIVACY:

E. Perrone also presented the recommended changes to HSF's Privacy Policy and noted again that HSF's corporate lawyers, Gowlings Henderson Lafleur contributed to the new policy in order for HSF to adhere to all legal requirements. This policy is intended to follow the Personal Information Protection and Electronic Documents Act (PIPEDA) and to inform students, staff and any other person of their right to privacy when submitting information to the HSF. The Policy stresses the need for accountability in the collecting and maintenance of personal information and also addresses issues pertaining to informed consent, limited disclosure, and safeguards.

Motion to approve the recommendations of Policy 10 Information Technology and Security, Policy 11 Referendums and Policy 16 Privacy as amended.

**Moved by:** R. Figueroa

**Seconded by:** B. Bedi

**CARRIED: YES**

***"Be it resolved that the HSF Board of Directors Motion to approve the recommendations of Policy 10 Information Technology and Security, Policy 11 Referendums and Policy 16 Privacy as amended."***

## 8. GHSA UPDATE (C. MANGAR)

C. Mangar updated the Board about various GHSA initiatives that occurred for the Fall semester and upcoming for Winter semester. Some of these initiatives include:

- Strong academic advocacy and events, Guelph Homecoming game, Spirit Week, Gala and a Halloween event.
- Program specific events include: Meet and Greets for Advisors and Program Representatives for students, and a Rick Mercer Report trip (transportation was provided).
- Biggest accomplishments: level of academic advocacy and curriculum committees. Frequent involvement with registration, involvement with Faculty and administration on the curriculum



committees regarding changes made to certain curriculum and programs. Example: Media Studies program moved forward with changing writing requirements to accommodate all streams. Academic Management and Program Committee comprised of all Advisors and Vice-Provost.

- Have representation and actively involved with Guelph Student Senate.
- Vice President of Academics is currently working on two academic appeals.
- C. Mangar as President serves on the IT Advisory committee. A variety of internal structures, such as sub committees, exist within the GHSA to enforce their academic advocacy and roles on the council.
- Guelph-Humber’s 10<sup>th</sup> anniversary this year will have updates for next semester regarding these events.

## 9. PROPOSED GOVERNANCE STRUCTURE CHANGES (DISCUSSION)

B. Tran gave context to the current governance structure and consistent empty seats year to year. HSF’s best interest is to fill these seats to better serve students at large. B. Tran outlined the Current Structure of HSF’s Board of Directors versus what the Proposed Structure will entail.

CURRENT STRUCTURE	PROPOSED STRUCTURE
<p>Current Board Structure is a “delegate-based model”, comprised of directors from each school at each campus.</p> <p>-----</p> <p>ISSUE: Directors face an issue where they represent their academic constituency in making Board decisions, rather than the entire student population.</p>	<p>Suggested Board Structure is a “representative model”, comprised of Directors from each campus.</p> <p>-----</p> <p>RESOLUTION: Structurally, Directors no longer represent academic constituencies; therefore can make decisions at the Board level that support the entire student population. Academic representation is still achieved through the Academic Ambassador position.</p>
<p>Current Board Structure has maximum of 22 Directors.</p> <p>-----</p> <p>ISSUE: Tough to manage a Board that large.</p>	<p>Suggested Board Structure has a maximum of 15 Directors.</p> <p>-----</p> <p>RESOLUTION: A more effective Board that is proven to make better decisions, with better Director engagement.</p>
<p>Current Board Structure has possible representation from:</p> <p>6 Directors at North 5 Directors at Lakeshore 1 Director from Guelph-Humber 5 Directors at Orangeville</p> <p>-----</p> <p>ISSUE: Numbers not reflective of actual Campus populations.</p>	<p>Suggested Board Structure has representation from:</p> <p>4 Directors at North 3 Directors at Lakeshore 2 Directors from Guelph-Humber 1 Director at Orangeville</p> <p>-----</p> <p>RESOLUTION: A proportional representation based on population.</p>
<p>Current Board Structure has Directors elected from program representatives of their academic school.</p> <p>-----</p> <p>ISSUE: Process is not 100% transparent or visible to student population. Does not allow two potentially strong candidates for a Board position to be active if they happen to be in the same Academic School.</p>	<p>Suggested Board Structure has Directors elected at-large (similar to how Executive positions are elected).</p> <p>-----</p> <p>RESOLUTION: Process is now 100% transparent and clear. Will bring more spotlight to the Board roles and increased student awareness. Will also allow the best people to be nominated and elected for the role, regardless of Academic School.</p>



After B. Tran's presentation, Chairperson opened the topic for discussion. The following is a summary of that discussion.

K. MacLeod appreciated that the Executive Committee has analyzed the current governance structure, issues raised consisted of the Board representing Schools as she feels that solving the issue should not result in a complete new structure of the Board. K. MacLeod feels that allowing Representation by Population gives an advantage to Degree students over Diploma students due to the duration of their program. She also suggested program sizes may be larger than sizes of campus, ex. UNB approximately 700+ students and Orangeville 200+ students, varying degree of how many Directors should be allotted according to Representation by Population. K. MacLeod likes the current governance structure as voices of Academic Schools are present, although agrees that changes in Board structure should exist, however not the entirety of what is suggested or presented.

N. Kakkamani raised issues of difficulty for students who have late program starts to become Directors. He was concerned that the Rep by Pop model would worry students that are enrolled in larger programs (loss of representation). N. Kakkamani stated that with the proposed governance structure, Directors will be more inclined to view issues for students at large rather than what they currently do, due to their affiliation with respective Schools – similar to how current Executives approach decision making. Proposed Structure would encourage an election process of campaigning and competition (democratic) rather than a small candidate pool.

B. Watson confirmed to the Board that the University of Guelph-Humber would be considered a campus under the proposed new structure in order to highlight that different campuses have different needs. With the new proposed structure is more democratic and allows for more students to participate in all aspects of the process – more students to run, more students to vote.

H. Menezes likes Proposed Structure giving more credibility to Directors of the Board because students can now properly hold them accountable for their successes or failures on Board. Students may deem necessary to elect new member if previous one was insufficient in their role.

R. Figueroa reinforced Academic Ambassadors having the chance to be a part of the Board and gain the experience necessary to familiarize and become a Director in the next year. Meetings are transparent, should a student of a different program (considering Proposed Structure) see their representation is inadequate considering the Board's input, they have the opportunity to address the Board with their concern.

C. Mangar concerned of any structural change for GHSA. Change will only result in 2 elected seats at large instead of current automatic seat appointed to the President of GHSA. GHSA's Memorandum of Understanding details that the President of GHSA receives one seat on the HSF Board. C. Mangar raised a concern of overlap, and long process of repetitive election process.

Motion to approve in principle the Proposed Governance Structure and direct the Executive Committee to continue to develop the Constitutional changes as such.

**Moved by:** B. Tran

**Seconded by:** B. Bedi

**CARRIED: YES (11-2-0)**



**\*Opposed: K. MacLeod, C. Mangar**

***“Be it resolved that the HSF Board of Directors approve in principle the Proposed Governance Structure and direct the Executive Committee to continue to develop the Constitutional changes as such.”***

The second part of the discussion on the Proposed Governance Structure focused on the GHSA.

B. Watson asked the Board of their feelings toward the perpetual allocation of funding to the GHSA from the HSF Operation Budget considering the newly Proposed Governance Structure changes. He raised several issues that he felt the Board should be aware of about the operations of the GHSA including:

- Low voter turn-out – In accordance with TOR over the past few years in GHSA elections have been inadequate. Executive positions have been vacant and detrimental in both elections and by-elections.
- Concern of positions being elected only by a small number of students who complete nomination packages rather than having a larger candidate pool.
- GHSA does not offer the students of Guelph-Humber any additional services that the HSF does not. The key question is whether or not the HSF Board under the proposed structure is properly equipped to address GH advocacy issues. Academic Ambassadors of Proposed Structure will fulfill duties of current Program Representatives on GHSA Board, will be trained as necessary to fulfill these roles.

C. Mangar as President of the GHSA offered the following comments as a rebuttal:

- Informed the Board of GHSA’s existence since 2002, and the long standing tradition of their presence on campus.
- GHSA Budget comprised of \$8 per GH student. Roughly \$30,000 this fiscal year. Supports the allocation of funds to be distributed to GHSA – student advocacy relies on these funds.
- Level of influence that GHSA has on student advocacy for GH students – curriculum committees, Guelph Senate, etc. GHSA consists of 20 members.
- As President of GHSA, does not have confidence moving forward with Proposed Structure, insufficient enough in terms of representation and advocacy. Relationship and influence with students and registration/administration of GH high significant.
- Concerned over loss of student leadership and advocacy. Concern for 20 GHSA positions and duties being absorbed by the HSF Board of Directors will be difficult to execute. There is a need for larger discussion of what GHSA does.
- Encouraged the Board to abstain until further formal presentation has been made and Directors can be made with an educated opinion and decision making.

H. Menezes questioned academic advocacy relying on the \$30,000 budget.

N. Kakkamani reiterates Proposed Structure of Academic Ambassadors and Guelph-Humber participation on these positions. Increase in Directors for Guelph-Humber will have more representation and opportunity to be represented at Board level for advocacy in addition to 3 Executive positions being available for Guelph-Humber students to run. He enforced HSF’s Constitution and Policies being inclusive of Humber and Guelph-Humber, similar to positions available.

K. MacLeod questioned why it is necessary to remove the funds allotted to GHSA when funds are going directly to students at large.



Chairperson thanked everyone for their candour and honesty in these very important discussions and invited all Board members to continue the conversation, to gain more information about GHSA and to be prepared to arrive at a formal solution in the Winter Semester.

*M. Mendes enters at 7:52pm.*

## **10. WINTER 2012 SEMESTER PLANS (E. PERRONE)**

E. Perrone advised the Board of Winter semester plans and upcoming initiatives. Budget process is currently in its early stages and will be presented to the Board in late February and early March. E. Perrone encouraged the Board to suggest their ideas, feedback, etc. for items to include in the Operating Budget to provide value for next year's Board and Executives. January will be the start of the HSF elections – Adrian Koornneef, CRO, will be present at January's meeting to discuss Election issues. Constitutional recommendations and Policy reviews for Board's revision and discussion will continue in the Winter Semester, he advised the Board to be prepared to form decisions in February. The HSF Annual Gala is in its early stages of planning. A Special Space Planning report, prepared jointly by E. Perrone and V. Silaphet will be presented to the Board next semester.

## **11. NEW BUSINESS**

N. Kakkamani informed the Board that he will not be with the HSF Board of Directors for the Winter Semester as this is his last meeting. N. Kakkamani thanked the Board for his time with them and specifically B. Watson, E. Perrone, B. Tran, F. Rizzi, and B. Bedi for their support and guidance with his position, their constant availability, advice, suggestions and involvement with the Board. N. Kakkamani stated that it was a pleasure working with the Board and admired their work as student leaders for the success of HSF.

N. Kakkamani will be missed from the Board.

K. MacLeod updated the Board of the successes of the Inter-Professional Event held on November 28, 2011. There was a large turn-out, the Dean of Health Sciences was present, and involvement has increased along with awareness. Relationships have been formed, additionally beneficial for the students.

B. Bedi updated the Board on the Get Book'd campaign – it was very successful at Lakeshore, as it provided an opportunity for the Board to engage students and show what the HSF can do for them. B. Bedi hopes it is something that can be continued in the future. N. Kakkamani updated the Board about the Get Book'd campaign at North, and re-iterated that it was an opportunity for HSF to demonstrate what we can do for the students who typically don't have any interaction with the HSF via events, services or governance. He also spoke to the idea of having a portion of the Board funding specifically dedicated to this initiative at the end of both semesters. Also hopes to see more Board initiatives in the future. The Board congratulated and thanked B. Bedi for his time, dedication and efforts.

Chairperson thanked the Board for a great semester and wished them luck on their exams and to have a happy holiday.

## **12. ADJOURNMENT**



**Moved by:** R. Figueroa  
**Seconded by:** K. MacLeod  
**CARRIED:** YES

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

The meeting adjourned at 8:24pm.

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Chairperson

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Recording Secretary