

Mohawk Students' Association

BOARD OF DIRECTORS' MEETING

Wednesday, August 22nd, 2018

3:15 p.m. – MSA Boardroom, room G111

MINUTES

Present:	Andrew Pidsadny, President Anthony Chidley Spencer Stewart Jessica Korchowiec Samira Malik Tien Nguyen Brayden Spjuth Tommy Williams Ricky Ferreira Katrina D'Alesio	Executive Director:	Alan Griffiths
		Recording Secretary:	Wendy Rolfe
		Speaker:	Jonah Schaufler-Biback
Regrets:	Samantha Hoover	Guests:	Wayne Poirier Melissa Gallo Pearl Mendonca David Ragona Anna Johnston Andrea Johnston Natalie Reid Jeff Collins Dave Coultis Ja'miil Millar

PART I - PRESENTATIONS

1. **Open Educational Resources**

Anna Johnston, Director of Libraries and Learning, and David Ragona, Manager of Operations and Service Enhancement, was at the meeting to discuss Open Educational Resources (OER's) and what is in place at Mohawk College.

The drivers and value for OER's are:

- Based on the value of being "open" vs "free"
- Pedagogical innovations
- Academic freedom
- Evidence-based decision making
- Discoverability and awareness

- Perception of quality
- Breakdown of structural barriers
- Social justice
- Equity of access

The Five R's that define open content include: retain, reuse, revise, remix and redistribute.

The advantages of OER's include: accessibility, cost savings on textbooks for students, resource-rich materials, co-creation leads to collaboration, creativity and critical thinking, universal design for learning, shared development costs, and contributes to the local and global community for success.

Disadvantages include: quality can vary, attribution issues, slow OER participation and adoption, student access to technology, requires various degrees of policy and financial support, and some institutions/faculty may be concerned about "giving it away".

Colleges are ahead of other post-secondary institutions in adoption of OER's.

At Mohawk, they have actively been curating OER's for research guides, and they use the same selection criteria to insure quality. They are starting to do socialization of OER's with administrators. There is an opportunity to develop an administrative strategy for OER's that is aligned with teaching and learning strategies. They will be creating partnerships with the MSA, faculty, other college libraries, etc.

Opportunities include: normalizing the use of OER/Open Textbooks, promoting College Libraries Ontario's The Learning Portal, eCampus Ontario Open Library and creating a Library Student Advisory group for discussion and suggestions.

Ricky Ferreira explained he got all of his textbooks for free but then had to re-purchase everything in order to get the online codes. Anna Johnston stated that is the publisher's model for textbooks. She added that there is no reason that cannot be replicated using an open textbook and stated that instructors who use open textbooks can choose ones that have quizzes and assignments in them or can create their own.

Brayden Spjuth asked what type of partnership they are looking for with the MSA. Anna Johnston stated that one of the strategic priorities for the library is to put together a student advisory group which they would want MSA support and input for.

Alan Griffiths stated that OERs have become an important topic for many members of this Board, as they represent a fundamental shift in how institutions deliver education. He asked what the timeline may be for a larger shift to OER's. Anna Johnston stated that it is a cultural shift but there is political and institutional motivation. She felt it would be approximately 3-5 years.

David Ragona stated that, in Winter 2017, the School of Engineering Technology did a pilot on e-textbooks in a math program. Following that they did a literature review to assess advantages and disadvantages of digital resources, an environmental scan of educational resources at Mohawk and Ontario Colleges, and an administrative process review of educational resource selection at Mohawk.

Seventy-one percent of Ontario colleges have not fully adopted some form of e-textbook strategy. Only a few colleges are heavy adopters, namely Algonquin. Mohawk is in the early adoption stage. External providers of OER's for institutions are becoming part of, and influencing, the greater conversation. In some programs at Mohawk there are options on the types of learning materials being offered to students – digital, print, or both.

The next step is to begin consultation through cross-functional groups, including the MSA and students. Through consultation they can determine the vision for Mohawk related to educational resources, and scope out definitions of mandatory/optional resources and fee structures.

Alan Griffiths stated that OER's and e-textbooks can become highly politicized topics on campus. Quality student engagement will be of the utmost importance as they go through it. Wayne Poirier added that there is a push from a faculty to move heavily to e-textbooks. They asked them to hold on, do a full review, understand the implications and what the myriad of options are, and make sure that students have maximum flexibility while in the transition phase until they land on a strategy. They want to continue to engage the MSA in this discussion.

The Speaker thanked David Ragona and Anna Johnston for their presentation. They left the meeting at this time.

2. SURGE

Andrea Johnston and Natalie Reid were at the meeting to share information about SURGE with the Board.

Natalie Reid explained that SURGE is a free on-campus entrepreneurship resource centre providing mentorship and coaching for students and alumni who are looking to learn more about entrepreneurship so they can start or accelerate their business.

They host information sessions, workshops, master classes, and events focused on entrepreneurship, intrapreneurship, entrepreneurial thinking and resources. They believe that the future of work is entrepreneurial and Mohawk students should develop an entrepreneurial mindset.

The core skills they focus on developing are: adding value, learning from mistakes, risk taking, optimism and adaptability.

They help students and alumni, faculty, staff, and student groups who want to include entrepreneurship as part of their program and events.

Their four main clients are Greenteriors, Ontario Hemp Materials, Mobe Lease, and Pie in the Sky and Bakery. They provide mentorship, business planning, free access to MaRS Entrepreneurship 101, and free access to Innovation Factory workshops.

Their big focus this year is on experiential entrepreneurship which allows you to experience being an entrepreneur in a hands-on way – even if you don't have a business idea. New to campus this year is Enactus Mohawk (global non-profit), Venture for Canada (placing top graduates at innovative start-ups), and The Collective (connecting Mohawk's creative freelancers with clients).

They would like MSA support in reaching students (sharing events, client referrals, inviting them to speak at events, providing feedback) and for MSA members to get involved in their many activities and workshops.

The Speaker thanked them for their presentation. They left the meeting at this time.

3. Food, Beverage and Catering Division

Dave Coultis, MSA Food, Beverage and Catering Manager stated that a lot of work has been done in a very short timeline in the food, beverage and catering division.

Their new profitability framework includes reducing spoilage, improving food costs and inventory and product review. They are completing an overall operations review, looking at managing expenses vs. revenue, finding new revenue streams, and managing labour costs.

The departmental vision is a return on investment for students. Increased business means increased employment opportunities for students. They are looking at managing subsidy targets to better control investment of student funds, better cost control to continue to offer high quality food service at an affordable price, and increasing customer and employee satisfaction. They want to offer more diverse menu options, more in-depth employee training, and more financial accountability through the implementation of costing tools and finding better merchandising opportunities.

The Urban Fork wall is being removed and the counter is being changed in order to move the second cashier. It will be rebranded with floor decals and they are reintroducing fountain pop.

On Rice will replace the Lunch Box. Food in that outlet will be fresh, local and healthy. They have created several recipes for bowls that will cost 6.99, and customers can choose

to add a protein. It will include simple, plant based recipes, good nutrition, is unique, embraces diversity, uses local suppliers and local ingredients with quick service.

The Cellar will now be served through the production kitchen. There will be increased burger selections, new salads, and an increased speed of service. It will be a sit down restaurant and people who come in to hang out or bring their own food will be relocated to the Arnie. It will be a different menu from the other outlets.

Every establishment will have tuition savers, indicated with a T\$ on the menu.

Catering will have a new menu launch planned for late September. There will be tiered pricing for all areas. They will be utilizing the new production kitchen and will focus on client engagement and retention.

Their vision is to focus on long-term expansion with community wide catering, expanding the Cellar's potential and rebranding Brewed Awakenings.

They should be able to move into the new production kitchen by the end of the week and the first catering functions start next week.

With regards to branding, new signage and wrap installs are starting today and will be done by August 31st. New menu design and graphics will be completed by Monday. They are planning a Cellar menu tasting on August 30th.

Future plans include the creation of an MSA coffee house, artisan pizza, micro-brewery, etc.

Anthony Chidley asked if they have explored the option of having smaller size options at On Rice. Dave Coultis stated that they did consider offering a smaller size but it would increase the number of different sized packaging they stock. They are trying to reduce the number they have to keep in stock. Andrew Pidsadny stated that he didn't feel the large portion was an issue as it is healthy food at a low cost.

Tommy Williams asked if they would ever consider phasing out Booster Juice and putting in a generic smoothie concept. Dave Coultis explained that anything is possible but it would be looked at long-term.

Alan Griffiths stated that he felt it was important to have Dave Coultis bring an in-depth update to the Board. Changing the way Food, Beverage and Catering operates was a strong directive from the Board as soon as he was hired. He added that they will bring an update in December and asked the Board to provide any feedback from students to the management team.

PART II – OPEN

The Open portion of the meeting was called to order at 5:17 p.m.

1. Introduction**1.1 Speaker's Remarks**

Jonah Schaufler-Biback welcomed everyone to the meeting.

1.2 Approval of the Agenda

Moved by Anthony Chidley, seconded by Spencer Stewart to approve the agenda as amended.

Moved: Item 7.2 – Orientation Update until after item 5. MCACES Update.

CARRIED.

2. President's Report

Andrew Pidsadny's written report was attached to the meeting package. He thanked those who have attended the Start Smart sessions. The next one is on August 30th.

The V.P. Academic/Deans Social is next week and all MSA Board members were encouraged to attend. The Board members' role at the event is to socialize and begin to build a working relationship with the group of Deans. The MSA will be presenting their advocacy priorities and other information.

3. Minutes of the Board Meeting**3.1 Minutes of the Board Meeting, July 25th, 2018**

Moved by Ricky Ferreira, seconded by Brayden Spjuth to approve the minutes of the MSA Board of Directors' meeting, dated July 25th, 2018.

CARRIED.

4. College Update

Wayne Poirier stated that he, Alan Griffiths and Andrew Pidsadny have had a brief conversation to begin enhancing the relationship between the MSA and the College. They will be meeting at the end of August to formalize the plan.

He noted that he is really excited about launching the Mohawk Gives Back program and engaging students in that process.

They are working hard on the JCPI building right now to ensure that it is ready for the start of classes. The Foundation team is pounding the pavement to get more donors on board to support the Centre.

Convocation was held in June and there were 12 ceremonies. The College awarded eight Distinguished Fellows. There will be three ceremonies in October and they are now looking at adding ceremonies in February or March to take some of the pressure off the Spring convocations. Tommy Williams asked what a Distinguished Fellow is and Wayne Poirier explained that it is a way for the College to honour people who have invested in the College. It could be a financial investment or it could be academics, community leaders, etc.

The Student Success Innovation Centre will be opening and will be announcing which colleges will participate in the research. This will allow them to validate studies they have conducted. They will be presenting their findings at a conference next Fall. Mohawk's grad rates have increased and they are outperforming some of the other colleges.

5. MCACES Advisory Council Update

Pearl Mendonca's written report was attached to the meeting package.

She explained that she has been with the College for the past three years. At that time their goal was to maintain a continuing education student voice and hear the needs of those students. Over the years there has been a shift in the MSA, CE Academic and their Student Services partnership. They are now looking at the vision of the advisory council and are trying to ensure that the partners are getting the information they need to support the CE students. They are looking at ways to engage more CE students and are asking faculty to recommend students for the council, to increase the size of the council. She noted that 50% of CE courses are online courses.

Alan Griffiths noted that, as the MSA continues to work on their space utilization plan, they need to learn more about the needs of online learners. The future of the MSA membership may not include so much face-to-face contact and the MSA needs to determine how to maintain value to those members.

Wayne Poirier stated that the continuance of colleges relies on face-to-face contact and student choose college because of the small class format, hands on learning, etc. He agreed that more courses may be delivered on line but there will still be face-to-face contact although it may not always be on campus. He agreed that services have to be delivered to students anytime and anywhere they are.

7. Old Business

7.2 Orientation Update

Jeff Collins was present to review orientation plans. Plans include:

- September 1st – Paint Party
- September 2nd – lunch at the Cellar
- Day 1 – September 4th – Food Trucks (Student Life), Billions Cobra Fire Show (Fennell), Glitter Bug Balloon artist, Cartoon Bob (IAHS), Mini Carnival, Little Rays Reptile (SC)
- Day 2 – September 5th – Food Trucks (Student Life), Magician, Rock Wall, Bungie Run (SC), Campfire (F), Popcorn (IAHS)
- Day 3 – September 6th – Magician (IAHS), Dirty Bingo, (F)
- September 7th – Loud Luxury Concert (F)
- September 9th – Boat Cruise

Andrew Pidsdany and Jeff Collins wanted to chat about the MSA's presence at Frosh Week and how the Board has an opportunity to use the events to connect with students. Andrew Pidsdany stated that, at the Day 1 Orientation, the MSA should be at the College welcomes and talk to new students. They will also set up a booth outside the office to talk to students and provide information.

Board members should attend Residence move-in to help hand out frosh kits, decorate shirts with students, mingle, and talk about services.

At lunch in the Cellar the Board could help serve the nachos and appetizer platters and talk to students while they're doing that. Serving students opens the door for Board members to engage in conversation. They can also help at the door at the paint party, engaging with students, etc. For the Boat Cruise Board members are welcome to just enjoy the event.

Alan Griffiths stated that the Board has a chance to change how they interact with students during orientation. He asked that they all step up and participate in orientation as it is a great time to recruit future student leaders.

Samira Malik encouraged everyone to attend events at other campuses.

6. Financial Update

The financial update was attached to the meeting format. The Board asked that, since it is a new package, they would like to have Sandy Tepsic present the changed format at the next meeting.

Tommy Williams stated that, financially, everything is going well. They have lost money in some areas, due to deposits needing to be paid prior to tickets going on sale.

They are now tracking performance targets in the Food, Beverage, and Catering department and everything is going well.

Alan Griffiths asked the Board to review the package, and bring any questions to Tommy Williams.

7. Old Business (Cont'd)

7.1 Summer Renovations

Dave Coultis reviewed the changes in the food and beverage area as well the update on the production kitchen in his earlier presentation.

Alan Griffiths noted that the furniture for the renovation to the Board office space has been delayed and won't arrive until the end of September. He thanked Brayden Spjuth for being a big help in setting up the space with a temporary solution.

Once the Board spaces are completed, they will start work on phase II and phase III of the office renovation plan.

7.3 Advocacy Priorities

Alan Griffiths distributed a memo outlining the advocacy priorities as discussed during the training days. The priorities are:

1. Student Fees
 - a. International student fees
 - b. Domestic student tuition and ancillary fees
2. Transit
 - a. The service and value of the HSR
 - b. Interregional transit
 - c. Connectivity between campuses
3. Student Engagement
 - a. The state of student rep program and MSA elections
 - b. Communication
 - c. Civic engagement with the upcoming municipal election
4. Learning Environment
 - a. Staff/faculty conflicts and the appeal process
 - b. Used textbooks
 - c. Open educational resources

- d. Campus environment
- 5. Campus Space
 - a. Study Space
 - b. Accessibility
 - c. Parking

Board members were asked to rank which ones they want to work on and work groups will be created for each area. Groups will meet monthly, at a minimum. Ja'mil Millar will reach out in the next few days to gauge the interest of each Board member.

Moved by Tommy Williams, seconded by Tien Nguyen to approve the 2018-2019 advocacy priorities as presented.

CARRIED.

8. New Business

8.1 Composting Program

Alan Griffiths stated that, in the meeting package, he circulated an item for information around an operational change regarding waste management. In 2011 the Board switched to a post-consumer composting program, which included a switch to 100% compostable containers and significant funds to pay for a composting program.

Staff recently did an in-depth review and realized that the program causes confusion amongst students and staff (because it only happens in the Student Centre) and the system is different than what people experience anywhere else. Currently there is nearly 100% contamination in the compost bins, and even if one item lands in the stream it gets deemed as waste and goes to a landfill. The MSA is spending a lot of money just to have the waste sent to a landfill anyway. In addition, the Student Centre is challenged with a fruit fly infestation. The program requires additional staff and labour and through the occupancy agreement with the College the MSA is paying for a waste management service that they are not using.

The kitchen staff is doing a great job ensuring food waste in going into composting. Since 2011, the MSA has spent \$286,000.00 on the program which includes a 30% premium on compostable take-out containers. He has worked with Dave Coultis and the College to switch back to the old program in September. The switch will separate waste and recycling and the College will manage the service.

The estimated cost savings this year will be approximately \$20,000.00 but they will be reinvesting that money into purchasing new waste stations to be located throughout the Student Centre. Next year that money can be reinvested somewhere else in the budget.

Samira Malik asked why the MSA doesn't educate students on how to compost properly and what happens if there is backlash from students. Alan Griffiths stated it is difficult to properly educate someone on composting until it is the same process everywhere they go, including at home. He didn't feel there would be backlash as he has been working with the College's Sustainability office who is supportive of the decision. At the end of the day they will achieve more by having waste and recycling sent to the right places.

Alan Griffiths added that the College will be putting one composting area in the cafeteria for those who wish to compost. In catering they will be ensuring that leftover food goes into a compost bin.

10. Area Reports

10.1 Executive Director's Report – as attached to the meeting package.

10.2 V.P. Internal Report – as attached to the meeting package.

Moved by Andrew Pidsadny, seconded by Jessica Korchowicz to accept the area reports as distributed.

CARRIED.

11. Questions and Announcements - none

12. Next Meeting Date

Wednesday, September 19th, 2018, 5:30 p.m. dinner, 6:00 p.m. presentation, 6:30 p.m. call to order.

Agenda items and reports are due Monday, September 10th, 2018. All Board members are required to begin submitted reports.

13. Adjournment

Moved by Katrina D'Alesio, seconded by Samira Malik to adjourn the Open portion of the meeting and move into the Closed portion.

CARRIED.

The Open portion of the meeting adjourned at 6:25 p.m.

PART III – CLOSED

Andrew Pidsadny, President

Alan Griffiths, Executive Director

Date