

**Mohawk Students' Association**

**BOARD OF DIRECTORS' MEETING**

**Wednesday, September 20<sup>th</sup>, 2017**

**5:30 p.m. – MSA Boardroom, Fennell Campus**

**MINUTES**

**Present:** Samantha Hoover, President  
Andrew Pidsadny  
Shawn Alam  
Trevor Nagy  
Nicholas Collings  
Jonah Schaufler-Biback  
Zoe Brown  
Jennifer Huegel  
Ireland Stevens  
Katie Agnew  
Kyle Datzkiw

**Executive Director:** Alan Griffiths  
**Recording Secretary:** Wendy Rolfe  
**Guests:** Andrew Frank  
Jim Horn  
Tim Fricker  
Sandy Tepsic  
Zach Rychlik  
Samantha Thompson  
Pearl Mendonca  
Dale Adams  
Kat Clark

---

**PART I – PRESENTATION**

1. Cyber Security

Andrew Frank, the College's Information Security Officer was present to discuss the issue of cyber security.

He noted that 75% of cyber-attacks come from people outside the organization while 25% are internal. Organized crime account for 51% while 18% come from other countries.

Approximately 1270 ransomware attacks are reported every day, which is a 36% increase over 2015. Ninety-seven percent of phishing email will deploy ransomware and 31% is targeted at enterprises. The cost to get your files back has increased by 266% and only 47% of payees actually get their files back.

Tips to help keep your files safe include: backing up data, keeping software up to date, watching for suspicious emails with unexpected attachments and using strong passwords.

The College has made some changes with regards to password management. All users now log in with their Banner ID number, instead of their email address, and there will be password timeouts and rules surrounding password history.

When browsing internet sites, check to ensure it's for a reputable business. Look at whether it has questionable advertising, if it's asking for sensitive information and ensure that the site uses https://. Google searches will show a green check mark besides sites that McAfee has determined are reputable.

Another area of concern is with payment terminals where people can install chip readers to copy someone's card. Andrew Pidsadny asked what consumers should look for. Andrew Frank suggested that it's difficult to know if a system has been compromised because you likely won't know what it looked like before. He stated that sometimes you may see a laptop with a payment terminal plugged into it. He suggested that everyone be wary and pay cash when they are able to, and pay attention to their online bank statements.

The Speaker thanked Andrew Frank for his presentation and he left the meeting.

## **PART II – OPEN**

The Open portion of the meeting was called to order at 6:47 p.m.

### 1. Introductions

#### 1.1 Speaker's Remarks

Alex Presta thanked everyone for coming to the meeting and stated that it is nice to see all the students back in class. He wished everyone well in the upcoming semester.

#### 1.2 Approval of the Agenda

**Moved by Samantha Hoover, seconded by Shawn Alam to approve the agenda as amended.**

Moved: Item 7.1 – 2016-17 (year misprinted) Audited Financial Statements was moved to right before item 4 – College Update.

Moved: Item 6.2 – Strategic Plan was moved until the end of New Business.

**CARRIED.**

## 2. President's Report

Samantha Hoover's written report was attached to the meeting package.

She thanked all the Board members who assisted at Day One and throughout some of the Frosh events.

She welcomed Past MSA President, Kat Cullen, who was observing the meeting as part of the mentorship program.

She reminded everyone that the Student Leader social is next week and it's a great opportunity to network with the College administration. MSA Day is taking place September 27th and Board members were asked to attend.

Board members were reminded to find the balance between school, the MSA and their personal life. She asked them to be sure to communicate if they are getting overwhelmed.

She welcomed Samantha Thompson to the MSA, as the new Human Resource Generalist.

## 3. Approval of Minutes

### 3.1 Minutes of the Meeting, August 26<sup>th</sup>, 2017

**Moved by Jennifer Huegel, seconded by Trevor Nagy to approve the minutes of the MSA Board of Directors' Meeting, dated August 26, 2017.**

**CARRIED.**

## 7. New Business

### 7.1 2016-2017 Audited Financial Statement

Andrew Pidsadny welcomed Sandy Tepsic and Jim Horn to the meeting. Sandy Tepsic explained that Jim Horn is one half of the audit team. Their former company was Horn, Almand and they have recently joined McGillivray Chartered Accountants. They have been the MSA auditors for 6 years.

She explained that the MSA has a \$1.3 million cash flow. Short term investments are relatively unchanged, at \$1,798,199.00. Almost \$2 million has been spent in capital assets without touching the investments. The MSA has \$3.1 million in liquid assets.

With regards to liabilities, the total has decreased year-over-year which is mainly attributed to the timing of when things are received and paid, as well as a decrease in hydro rates.

Revenue from Student Activity Fees exceeded budget by \$208,000.00. Going forward they are going to use College data on enrollment which should enable them to budget more accurately. Medical Plan fees were \$30,000.00 less than plan premiums paid, which was planned. The Medical Plan has a surplus of over \$400,000.00.

The MSA increased an unrealized gain on investments due to the fact that the markets have somewhat recovered.

Business operation expenses are lower than last year, due to the fact that they didn't operate during the summer due to construction.

The Operating fund has a surplus of \$381,000.00, capital loss of \$75,604.00 and net income of \$305,453.00, meaning the MSA ended the year on a very successful note. Total equity is \$5.8 million.

Other items of note include:

- Inventory levels were a little higher this year
- The Student Centre Lease expires in 2045 at the rate of \$1 per year
- Operating expenses were slightly down for heat and hydro
- The MSA has made a commitment to the College to pay \$100,000.00 annually for the IT Service Agreement

Sandy Tepsic thanked the management staff for helping with the audit and the accounting staff and Andrew Pidsadny for all the assistance throughout the audit process.

Jim Horn noted that the audit process is part of the Board's responsibility for governance. They were onsite in February for an interim review and June for the year-end review. They had no disagreements with management for accounting policies and disclosure and received excellent cooperation from all management and staff. The MSA has had a clean audit meaning that the information in the statements is materially correct.

**Moved by Andrew Pidsadny, seconded by Katie Agnew to accept the 2016-2017 audited financial statement.**

**CARRIED.**

Andrew Pidsadny thanked Jim Horn and Sandy Tepsic. Alan Griffiths also thanked Sandy for her hard work throughout the process. She and her team provide a service that is invaluable. Year over year the MSA's financial statements present fairly and it's because of the diligence of the staff.

Jim Horn left the meeting at this time.

#### 4. College Update

Tim Fricker stated that he wanted to briefly speak on student fees and noted that next month Wayne Poirier will give a more detailed presentation.

He explained that students pay tuition fees controlled by Ministry policy, and the MSA has no role in approving those.

With regards to Compulsory Ancillary Fees, the College has a protocol agreement with the MSA which states that the MSA has input and approval on those fees.

The maximum allowable fee increase is around 3%, and up to 5% for tuition for high-demand programs. The average increase per year is 3%.

Fees that are exempt from the protocol are the Health and Dental Plan fee, HSR Bus Pass fee, Student Centre Building Fee, and the Student Activity Fee.

Information on fees can be found on the MyMohawk portal or on the College website. They provide information on every type of fee for every type of student and program

Tim Fricker distributed a document outlining fees, frequency and purpose.

The MSA Board reviews the compulsory ancillary fees, provides input and approves any changes.

The Third fee type is program specific fees, which are unique to each program of study. The MSA has no input on those fees.

Katie Agnew stated that students at the IAHS are upset about the DBARC and Athletics fees. Samantha Hoover explained that Katie submitted a letter to Wayne Poirier and they are waiting for a formal response from his area. They are working on a Mo-Mac partnership and are pushing for a deal with the YMCA. Tim Fricker explained that Wayne Poirier appreciated receiving the letter and the thought process behind that. They are working on a meaningful solution and will be providing a formal response soon.

#### 5. MCACES Advisory Council Update

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

The Advisory Council met last week and they have welcomed three new members from different Continuing Education programs. They are focussed on their plan for growth and quality engagement with their members.

The College is working on a registration system for continuing education courses. They are also looking at how to best support and serve students who are taking distance education courses.

Zoe Brown asked how they reach out to Continuing Education students and Pearl stated that most communication is through e-blasts. Zoe Brown stated that she would like to speak to her off-line about taking the information that they give the student reps and making it available to CE students.

Tim Fricker noted that Continuing Education students are one of many unique populations on campus. The Advisory Council really gives great insight into the student experience. He encouraged the Board to continue reaching out and to consider reaching out to other distinct groups.

## 6. Old Business

### 6.1 Financial Update

The financial update was attached to the meeting package.

Andrew Pidsadny stated that the financial statements from May-August have been finalized. Urban Fork sales were \$70,950.00 and they show a net loss of \$60,173.00, compared to \$40,867.00 last year. Brewed Awakenings show sales of \$22,310.00. Booster Juice sales were \$26,756.00 compared to \$31,032.00 during the same period last year. The Arnie saw some activity over the summer due to caterings and the Cellar had minimal sales.

All other areas are operating well within budget.

## 7. New Business

### 7.2 Potential Work Stoppage

Alan Griffiths asked Tim Fricker to update the Board on the potential work stoppage.

Tim Fricker stated that everyone should have read the message sent out by President Ron McKerlie. He encouraged the Board to reiterate to students that it continues to be business as usual.

A potential strike would affect faculty across the province, not just at Mohawk College. The College has a great relationship with faculty and staff and they expect everyone to continue being respectful throughout a strike.

There are requirements set out by the Ministry of Labour as to when a work stoppage could occur, and the earliest a strike could take place is mid-October. The current agreement expires at the end of September. They will be in a strike position once the current contract expires. The union must give five days' notice prior to a strike.

They are hopeful that an agreement will be reached. It is important to note that no student has ever lost a semester due to a strike. Students should be encouraged to continue in their studies and stay focussed on school work.

MSA is a vital tool to help get communication out to the students and the College will provide as much information as they can. They are currently in planning mode and will continue to provide supports like Carpe Noctem, peer tutoring, etc. It would be helpful if the MSA could provide the College with a list of what questions are being asked so that they can draft responses. If there is a strike the College will meet daily with the MSA to provide updates.

Alan Griffiths stated that the MSA management group have started to plan as well. Sandy Tepsic is leading the group in the development of a business continuity plan in the event of a strike. They are doing everything they can, from a management side, to ensure the MSA weathers the storm well. He will be working with the marketing team to engage on how best to support the students through communication.

Samantha Hoover stated that, typically during a strike, the MSA would remain neutral and encourage both sides to stay at the table until a deal is reached. In the event of a strike, she is working on plan for what office hours look like and what supports the Board can provide. She will share that information soon.

**Moved by Samantha Hoover, seconded by Zoe Brown, that the MSA remain neutral in the case of a faculty strike and encourage both sides to continue to negotiate a settlement, while encouraging students to become educated until a deal has been reached.**

**CARRIED.**

Trevor Nagy asked how many weeks a strike could last before a semester would be cancelled, and in that case what would it mean for tuition. Tim Fricker stated that the College is currently going through the process of looking at all contingency plans. They don't have a formal answer yet, but they will be looking at things like reading week, exam schedules, etc. to make up class time. They are still very hopeful a deal will be struck. He noted that they do not anticipate that students will lose their semester.

Alan Griffiths stated that he was a student during the last strike, which lasted three weeks. They had no issues completing their semester.

He explained the process for a strike. The union would ask for a No Board report, which would mean there still would not be a strike for at least sixteen days. They then need to provide five days' notice (which could fall within the 16 days). Students will begin having a heightened level of awareness the closer we get to a strike.

Jennifer Huegel asked what the union is asking for. Tim Fricker recommended that Board members review the websites for both the union and the College Employer council to educate themselves on what's happening.

Andrew Pidsadny stated that, with a strike, there is a potential for media attention. He asked how the MSA should handle that. Samantha Hoover stated that MSA policy dictates that the President and Executive Director are the only two who can speak on behalf of the organization. Board members should refer any questions to them. Alan Griffiths suggested bringing in someone to do media training with the Board.

### 7.3 Mohawk Wellness Week Funding

Samantha Hoover brought forth the plans developed by the MSA Mental Health Committee for Mohawk Wellness Week which is being hosted by Counselling and Accessible Learning Services. The MSA will be running events on Friday, October 13<sup>th</sup> with three different activities.

The first initiative is to provide a stack of sticky notes where students will be encouraged to write how mental health affects them so that people don't feel alone.

The second initiative is a pay-it-forward program where students will be given two roses – one for themselves and another to pass along to someone else.

The final initiative is to have visual and audio aids to help students understand what someone with mental health issues may struggle with.

They are asking for \$1,204.00 to support the three initiatives.

**Moved by Samantha Hoover, seconded by Kyle Datzkiw to approve a budget of \$1,204.00 to support the MSA Mental Health Committee's initiative for World Mental Health Week.**

**CARRIED.**

### 7.4 Minimum Wage Increase Working Group

Alan Griffiths explained that the MSA has some work to do in the area of the minimum wage increase that is taking place in January. He asked for Board support to create a working group, made up of the VP Finance, Finance Manager, Operations Manager, Executive Director, HR Generalist and President. Information will be brought back to the Board for approval.

**Moved by Shawn Alam, seconded by Ireland Stevens to approve the creation of a Minimum Wage Increase Working Group as outlined.**

**CARRIED.**

7.5 Strategic Plan

Samantha Hoover thanked the Board and staff for all the work on the strategic plan. She noted that she is very excited to see the positive impact it will have on the students.

Alan Griffiths stated that they are putting forward a bold vision and plan to lead the MSA into the future and noted that the plan is the product of two forward-thinking groups of student leaders.

The plan is supported by the values of the MSA and will help the organization become more accountable to the membership, bring value-added services, respect diversity, show integrity and show leadership by example.

Once the plan is approved, the MSA will start a consultation process with the College, students, and other groups it does business with.

**Moved by Samantha Hoover, seconded by Ireland Stevens to approve the 2017-2020 Strategic Plan.**

**CARRIED.**

8. Committee Reports

8.1 Executive Committee

8.1.1 Minutes of the Meeting, July 27<sup>th</sup>, 2017

8.1.2 Minutes of the Meeting, August 24<sup>th</sup>, 2017

8.1.3 Minutes of the Meeting, August 31<sup>st</sup>, 2017

**Moved by Jonah Schaufler-Biback, seconded by Nicholas Collings to approve the minutes of the MSA Executive Committee meetings dated July 27<sup>th</sup>, 2017, August 24<sup>th</sup>, 2017 and August 31<sup>st</sup>, 2017.**

Jennifer Huegel asked why the game design club motion was defeated. Andrew Pidsadny stated that they were not asking to become a club. It was a college initiative to offer a game design program and they were asking the MSA to pay for a course. It would have cost thousands of dollars.

**CARRIED.**

## 9. Reports

### 9.1 Executive Director's Report

Alan Griffith's written report was attached to the meeting package. He welcomed Samantha Thompson to the MSA and encouraged Board members to introduce themselves to her. He noted that he is excited to have her join the team and provide much needed services to the MSA.

He reminded the Board members that their ultimate goal is graduation and in order to be successful Board members they need to be successful students. He noted that staff are here to support them both as Board members and students.

There are a lot of changes being made in the food services area. He asked the Board to be patient through the process and bring any questions and comments to him. Kyle Datzkiw stated that this is a perfect example of when the Board needs to buy into change and support the staff team.

Nicholas Collings asked for more communication about the changes so that the Board understands and can support the changes.

### 9.2 V.P. Finance Report – as attached to the meeting package.

### 9.3 V.P. Fennell Report – as attached to the meeting package.

### 9.4 V.P. Marketing and Communications Report – as attached to the meeting package.

### 9.5 V.P. Health Sciences Report

The V.P. Health Sciences Report was attached to the meeting package.

Katie Agnew added that Day One at the IAHS ran smoothly. She has met with Lindsay from the Alumni Department and she will be running one of the Backpack to Briefcase events at the IAHS.

They held a President and Vice-President meet and greet.

She has signed up 46 students to be Student Reps and the first meeting is next week.

### 9.6 V.P. Stoney Creek Report

The V.P. Stoney Creek report was attached to the meeting package.

Jonah Schaufler-Biback added that the College held a student services fair yesterday with booths set up by Counselling, Social Inc., the MSA, etc. It gave him the opportunity to speak to a lot of students.

- 9.7 Business Director Report – as attached to the meeting package.
- 9.8 Technology Director Report – as attached to the meeting package.
- 9.9 Media & Interdisciplinary Studies Director Report – as attached to the meeting package.
- 9.10 Community & Urban Studies Director – as attached to the meeting package.

**Moved by Zoe Brown, seconded by Katie Agnew to collectively accept the area reports as presented.**

**CARRIED.**

10. Questions and Announcements

Pearl Mendonca stated that Community of Consent week events are happening at all three campuses next week. She reviewed the list of events.

Kat Clark thanked the MSA for letting her attend the meeting and added that it's great to see how far they've come as a Board. She added that her husband, another former MSA President, is building a custom guitar for the College to auction off. She asked MSA members to write a word or blurb on what their time at the College means. The words will be etched into the guitar.

Alan Griffiths stated that Kat Clark is observing because she and Samantha Hoover have been participating in a pilot of a mentorship program between current and past student leaders. Later in the year more information will come to the Board for approval.

Nicholas Collings asked for an update on the clothing bank program. Wendy Rolfe stated that she has met with the Placement Supervisor for the students in the Social Service Worker program and they are working on the outline for a pilot program for students in the Human Service programs, which will be brought to the Executive for approval.

11. Next Meeting Date

Annual General Meeting – Wednesday, October 11<sup>th</sup>, 2017 at noon.

Board Meeting – Wednesday, October 18<sup>th</sup>, 2017, 5:30 p.m. dinner, 6:00 p.m. presentation, 6:30 p.m. call to order. Board reports and agenda items are due Tuesday, October 10<sup>th</sup>, 2017.

12. Adjournment

**Moved by Zoe Brown, seconded by Samantha Hoover to adjourn the Open portion of the meeting and move into the Closed portion.**

**CARRIED.**

The Open portion of the meeting adjourned at 8:40 p.m.

**PART III – CLOSED**

\_\_\_\_\_  
Samantha Hoover, President

\_\_\_\_\_  
Alan Griffiths, Executive Director

\_\_\_\_\_  
Date