



THE THIRD MEETING OF THE THIRD BOARD OF DIRECTORS OF DURHAM COLLEGE STUDENTS
INCORPORATED

May 22, 2019 at 4:00 p.m.

STUDENT CENTRE, ROOM 212, 2000 SIMCOE STREET, OSHAWA, ONTARIO

(call in available please contact Charles Wilson)

1. Call to Order
2. Motion to Suspend the Rules of Order and Procedures:

RESOLUTION 2019-03-01

That notwithstanding section 11.2.5 and 11.3.5 of the rules of order and procedure the Board shall recesses for five minutes upon the winners being declared in the races.

3. Overview of the election process
4. Election of the Managing Director

RESOLUTION 2019-03-02

That ____ be appointed as Managing Director of Durham College Students Inc.

5. Recess
6. Election of the Deputy Chairperson

RESOLUTION 2019-03-03

That ____ be appointed as Deputy Chairperson of the Board of Directors of Durham College Students Inc.

7. Recess
8. Election to the Standing Committee

RESOLUTION 2019-03-04

That notwithstanding any Rules of Order and Procedures or usual practice one member be elected to the Standing Committee now and one at the October 29, 2019 board meeting.

RESOLUTION 2019-03-05

That ____ and ____ be appointed to the Standing Committee of Durham College Students Inc.

9. Election of the External Director

RESOLUTION 2019-03-06

That Daniel Keating be appointed as External Director of Durham College Students Inc.

RESOLUTION 2019-03-101

That resolution 2019-03-06 be laid upon the table.

10. Appointment to External Committee

List of External Committees:	Academic Council
	2 seats
	College Council
	4 seats (+General Manager)
	DC/DCSI joint Advisory Committee
	1 seat (+General Manager, Managing Director and Chairperson)
	MUST BE DIRECTOR
	Student Conduct and Appeals Committee
	1 seat
	Ancillary Fees Protocol Committee
	1 seat
	Healthy Campus Taskforce
	1 seat

RESOLUTION 2019-03-07

That:

- 1) _____ and _____ be appointed to the Academic Council of Durham College of Applied Arts and Technology;***
- 2) _____, _____, _____, and _____ be appointed to the College Council of Durham College of Applied Arts and Technology;***
- 3) _____ be appointed to the DC/DCSI joint Advisory Committee of Durham College of Applied Arts and Technology;***
- 4) _____ be appointed to Student Conduct and Appeals Committee of Durham College of Applied Arts and Technology;***
- 5) _____ be appointed to the Ancillary Fees Protocol Committee of Durham College of Applied Arts and Technology;***
- 6) _____ be appointed to the Healthy Campus Taskforce of Durham College of Applied Arts and Technology;***

For a term of May 1, 2019 to April 30, 2020 or until replace by resolution of the Board of Directors.

11. Adoption of the Agenda

RESOLUTION 2019-03-08

That the Agenda for the Third Meeting of the Board of Directors of Durham College Students Incorporated be adopted.

12. Declaration of Conflict of Interest

13. Minutes of the previous meeting

RESOLUTION 2019-03-09

That the Minutes of the Fourteenth Meeting of the Second Board of Directors of Durham College Students Incorporated held on April 9, 2019 Board Meeting be received.

RESOLUTION 2019-03-10

That the Minutes of the First Meeting of the Board of Directors of Durham College Students Incorporated held on April 27, 2019 be adopted.

RESOLUTION 2019-03-11

That the Minutes of the Second Meeting of the Board of Directors of Durham College Students Incorporated held on May 11, 2019 be adopted.

14. Motions

RESOLUTION 2019-03-12

That _____, _____, _____, and _____ be appointed as signing officers for bank account number _____ held at Royal Bank of Canada, and further that they be empowered to bind the corporation in all contracts, promissory notes, deeds and other documents which shall from time to time require to be enacted, executed or done in the name of Durham College Students Incorporated and in accordance with the by-laws and policies of the Corporation and subject to instructions from the Board of Directors.

15. Senior Manager Reports

Report 2019.03.R01

RESOLUTION 2019-03-13

That:

- (1) the contents of Report 2019.03.R1 be approved; and***
- (2) the Management Committee be authorise to do what is necessary to give effect to this resolution.***

Report 2019.03.R02

RESOLUTION 2019-03-14

That the Board of Directors consents to the change in the fees structure as deemed necessary by the Acting General Manager on April 30, 2019.

16. Statements or Questions by Members

17. Next Meeting

Next meeting will be held on June 26, 2019 at 4:00 p.m. not June 19, 2019 due to a scheduling conflict

18. Adjournment

RESOLUTION 2019-01-15

That the board do now adjourn to May 13, 2019 or to the call of the chair.



***DURHAM COLLEGE STUDENTS INCORPORATED
BOARD OF DIRECTORS MEETING MINUTES
April 9, 2019***

The Fourteenth Meeting of the Second Board of Directors of the Durham College Students Incorporated met on April 9, 2019 at 5:00 p.m.

Present: Chairperson Charles Wilson
Deputy Chairperson Director Andrew Nunez-Alvarez
Director Parastoo Sadeghein
Director Corrina Collette
Director Daniel Keating

Regrets: Director Ferwa Imam
Director Kathryn Fraser
Director Matthew Bryan

CALL TO ORDER

The Deputy Chairperson called the meeting to order at 5:08 p.m.

ADOPTION OF THE AGENDA

RESOLUTION 2018-14-1

Moved by: Director Parastoo Sadeghein

Seconded by: Director Corrina Collette

That the Agenda for the fourteenth meeting of the Board of Directors be adopted.

-CARRIED (2018-14-1)

DECLARATION OF CONFLICT OF INTEREST

Charles Wilson declared a conflict of interest on item 3 in the closed session. Corrina Collette was designated as Secretary of the Board for that matter.

MINUTES OF PREVIOUS MEETING

RESOLUTION 2018-14-2

Moved by: Director Parastoo Sadeghein

Seconded by: Director Corrina Collette

That the minutes of the February 20, 2019 Board Meeting be adopted.

-CARRIED (2018-14-2)

DELEGATION/PRESENTATIONS

None

REPORT OF THE ADMINISTRATOR OF THE OFFICE OF THE GENERAL MANAGER

The Administrator presented his report.

MOTIONS

RESOLUTION 2018-14-3

Moved by: Director Parastoo Sadeghein

Seconded by: Director Corrina Collette

That the Board of Directors approve the following policy revisions:

- a) The Board Procedural Policy;***
- b) The Accessibility Policy;***
- c) The Accommodations Policy;***
- d) The Executive Remuneration Policy;***
- e) The Financial Administration Policy;***
- f) The Privacy Policy;***
- g) The Recruitment and Section Policy;***
- h) The Senior Management Policy;***
- i) the Sponsorship and Donations Policy; and***
- j) The Workplace Harassment and Discrimination Policy;***

And that these policies take effect on May 1, 2019.

-CARRIED (2018-14-3)

RESOLUTION 2018-14-4

Moved by: Director Parastoo Sadeghein

Seconded by: Director Corrina Collette

That By-law 1 be amended to have section 11.1 read as follows:

11.2 Term of Office. The Managing Director shall be from June to May 30, unless the Managing Director is removed by the Board, the Members at a Members' Meeting or is otherwise disqualified under these By-Laws

-CARRIED (2018-14-4)

RESOLUTION 2018-14-5

Moved by: Director Parastoo Sadeghein

Seconded by: Director Corrina Collette

That By-Law 1 be amended to have section 11.6 read as follows:

11.6 Remuneration.

(a) The Managing Director shall receive such compensation that shall be set by a resolution of the Board.

(b) The Managing Director shall not receive any monetary or in-kind benefits other than the annual salary referred to in Section 11.7(a) without the consent of the Board. This shall not affect the use of Corporation facilities and funds reasonably associated with the carrying out of their duties.

-CARRIED (2018-14-5)

RESOLUTION 2018-14-6

Moved by: Director Parastoo Sadeghein

Seconded by: Director Daniel Keating

That By-Law 1 be amended to add section 17.11 read as follows:

17.11 Any change to the compensation for Board Members, Managing Directors and Chairperson shall take effect upon May 1 on the year following which it has been approved, unless such change is approved the membership at a membership meeting.

-CARRIED (2018-14-6)

RESOLUTION 2018-14-7

Moved by: Director Parastoo Sadeghein

Seconded by: Director Corrina Collette

That the DCSI Proposed Ancillary Fees Structure for 2019-2020 be approved.

-CARRIED (2018-14-7)

RESOLUTION 2018-14-8

Moved by: Director Parastoo Sadeghein

Seconded by: Director Corrina Collette

That the Elections Report be received.

-CARRIED (2018-14-8)

CLOSED SESSION

RESOLUTION 2018-14-9

Moved by: Director Parastoo Sadeghein

Seconded by: Director Corrina Collette

That the Board of Directors now proceeds to a closed session to discuss (a) a matter of pending litigation which is subject to the solicitor-client privilege and (b) a human resource matter about identifiable individuals.

-CARRIED (2018-14-10)

RESOLUTION 2018-15-10

Moved by: Director Parastoo Sadeghein

Seconded by: Director Daniel Keating

That the Board of Directors resumes open session.

-CARRIED (2018-15-10)

STATEMENTS AND QUESTIONS BY MEMBERS

Statements and questions were asked by members.

ADJOURNMENT

RESOLUTION 2018-15-11

Moved by: Director Parastoo Sadeghein

Seconded by: Director Daniel Keating

That the Board Adjourns sine die.

PROROGATION

The Chairperson assumed the Chair and read the declaration of prorogation.

The Second Board of Directors of Durham College Students Incorporated stood prorogued.



DURHAM COLLEGE STUDENTS INCORPORATED
BOARD OF DIRECTORS MEETING MINUTES
April 27, 2019

The First Meeting of the Third Board of Directors of the Durham College Students Incorporated met on April 27, 2019 at 3:30 p.m.

Second Board of Directors

Present:

Chairperson Charles Wilson
Acting Chairperson Director Andrew Nunez-Alvarez
Director Parastoo Sadeghein
Director Corrina Collette

Regrets:

Director Daniel Keating
Director Ferwa Imam
Director Kathryn Fraser
Director Matthew Bryan

Second Board of Directors

Present:

Director Jane Dimitriou-Currie
Director Matthew Givans
Director Eduardo Akesson

(Non Voting)

Chairperson Nataile Bartley
General Manager Designate Faris Lehn
Administrator of the Office of the General Manager Charles Wilson

Regrets:

Director Harmanjit Pixie Kaur
Director Keeshon Bonterre

CALL TO ORDER

The Administrator of the Office of the General Manager read the notice of meeting and the certificate of election.

DECLARATION OF CONSENT TO ACT AS CHAIRPERSON

Nataile Bartley read and signed her consent to act as Executive Chairperson and Chief Elected Officer.

DECLARATION OF CONSENT TO ACT AS DIRECTORS

Directors Jane Dimitriou-Currie, Matthew Givans, and Eduardo Akeson took read and signed their consent to act as Directors.

PASSING THE GAVEL

Acting Chairperson Andrew Nunez-Alvarez passed the gavel to Chairperson Natalie Bartley. The Gavel is a personal gift to DCSI from the First Chairperson, Charles Wilson and will be passed from Chairperson to Chairperson.

CALL TO ORDER

The Administrator of the Office of the General Manager confirmed a quorum was present. The Chairperson called the meeting to order at 3:30 p.m.

MOTION OF GREETINGS

RESOLUTION 2019-01-01

Moved by: Director Jane Dimitriou-Currie

Seconded by: Director Matthew Givans

That the Chairperson be instructed to convey the greetings of the Board of Directors to: (1) Her Majesty the Queen; (2) The President of Durham College of Applied Arts and Technology; (3) The President of 10182214 Canada Association doing business as the University of Ontario Institute of Technology Student Union.

-CARRIED (2019-01-01)

VOTE OF THANKS FOR THE OUTGOING BOARD OF DIRECTORS

RESOLUTION 2019-01-02

Moved by: Director Eduardo Akeson

Seconded by: Director Matthew Givans

That the Third Board of Directors of Durham College Students Inc. records its vote of thanks to the Second Board of Directors of Durham College Students Inc.

-CARRIED (2019-01-02)

SETTING THE DATE FOR THE APPOINTMENT OF THE OFFICERS OF THE BOARD OF DIRECTORS

RESOLUTION 2019-01-03

Moved by: Director Matthew Givans

Seconded by: Director Jane Dimitriou-Currie

That May 12, 2019 be set as the date for the appointment of the officers of the Board of Directors of the Corporation.

-CARRIED (2019-01-03)

APPOINTMENT OF THE SECRETARY OF THE BOARD OF DIRECTORS

RESOLUTION 2019-01-04

Moved by: Director Matthew Givans

Seconded by: Director Jane Dimitriou-Currie

That Charles Wilson be appointed as the Secretary of the Board of Directors in accordance with the By-Laws of Durham College Students Inc.

-CARRIED (2019-01-04)

CLOSED SESSION

RESOLUTION 2019-01-05

Moved by: Director Eduardo Akeson

Seconded by: Director Jane Dimitriou-Currie

That the Board now proceeds to a closed session to discuss a matter regarding pending litigation in accordance with section 4.2 (e) and 4.2 (f) of the Board Procedural Policy.

-CARRIED (2019-01-05)

RESOLUTION 2019-01-06

Moved by: Director Eduardo Akeson

Seconded by: Director Matthew Givans

That the Board now rises to open session.

-CARREID (2019-01-06)

ADJOURNMENT

RESOLUTION 2019-01-07

Moved by: Director Jane Dimitriou-Currie

Seconded by: Director Matthew Givans

That this meeting now adjourns to May 11, 2019 or to the Call of the Chair.

-CARRIED (2019-01-07)



***DURHAM COLLEGE STUDENTS INCORPORATED
BOARD OF DIRECTORS MEETING MINUTES
April 27, 2019***

The Second Meeting of the Third Board of Directors of the Durham College Students Incorporated met on April 27, 2019 at 3:30 p.m.

Second Board of Directors

Present:

Director Jane Dimitriou-Currie
Director Matthew Givans
Director Eduardo Akeson
Director Keeshon Bonterre

(Non Voting)

Chairperson Nataile Bartley
General Counsel Matthew Joseph, Barrister and Solicitor
Managing Director Andrew Nunez-Alvarez
Managing Director Corrina Collette
General Manager Designate Faris Lehn
Administrator of the Office of the General Manager Charles Wilson

Regrets:

Director Harmanjit Pixie Kaur

CALL TO ORDER

The Chairperson called the meeting to order at 3:34 p.m. The Secretary of the Board confirmed that Director Keeshon Bonterre had signed his declaration to consent to act as a Director.

CLOSED SESSION

RESOLUTION 2019-02-01

Moved by: Director Matthew Givans

Seconded by: Director Eduardo Akeson

That the Board now proceeds to a closed session to discuss a matter regarding pending litigation in accordance with section 4.2 (e) and 4.2 (f) of the Board Procedural Policy.

-CARRIED (2019-02-01)

RESOLUTION 2019-02-02

Moved by: Director Matthew Givans

Seconded by: Director Keeshon Bonterre

That the Board now rises to open session.

-CARREID (2019-02-02)

ADJOURNMENT

RESOLUTION 2019-02-03

Moved by: Director Eduardo Akeson

Seconded by: Director Jane Dimitriou-Currie

That this meeting now adjourns to May 11, 2019 or to the Call of the Chair.

-CARRIED (2019-02-03)



DURHAM COLLEGE STUDENTS INCORPORATED
BOARD REPORT

REPORT NUMBER	REPORT 2019.03.R1
DATE	May 17, 2019
FROM	Charles Wilson
SUBJECT	Space allocation negotiations within the Student Centre
ACTION	For Approval

MOTION

That: (1) the contents of Report 2019.03.R1 be approved and (2) the Management Committee be authorise to do what is necessary to give effect to this resolution.

BACKGROUND

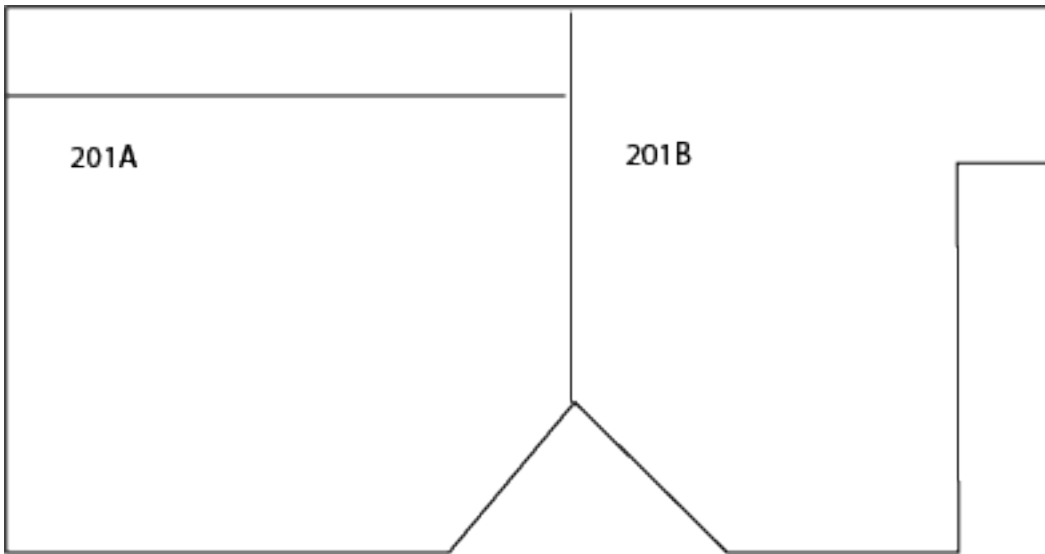
The use and allocation of space within the Student Centre is a matter addressed under the Durham College and Durham College Students Inc. Joint operations agreement.

The College and DCSI agrees on what space will be used by the college and what space will be used by DCSI, and this is to be done on a regular basis. To this end, the College has been asked DCSI asking for DCSI to consider the space to be changed. It is the recommendation of the DCSIMT (Durham College Students Inc. Management Team) that we make the following submission to the College regarding the use of space on campus.

1. That the Board consent to Room 175C (Whitby) being removed from the exclusive assets of DCSI, for the purpose of the use as a First Aid Room for as long as it is used as a First Aid Room, and should the room ever not be used as a First Aid Room, DCSI will have the first right to refuse adding the room back to its exclusive asset and that the former Tuck Shop and the storage closet behind the former Tuck Shop be added to the exclusive assets of the DCSI.

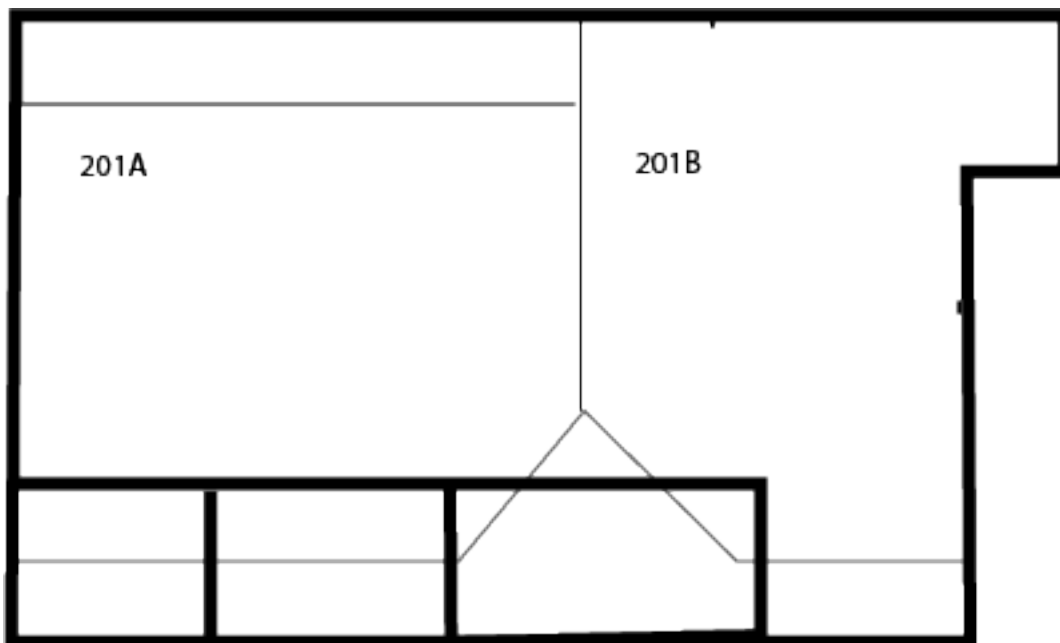
2. That the Board asks the college to add Student Centre Rooms 201A and 201B to the exclusive asset list of DCSI, for the following purposes:
 - a. Short Term use:
 - i. 201A would be used as a multipurpose space, including an operations centre, graduate photos location, and student space;

- ii. 201B would be used as a clubs and societies space, with common assets for the use of Clubs and Societies;
 - iii. Room 212 will remain as a Board Room, however the Board Table will be removed during the fall of 2019 and replaced with folding tables to ensure more flexibility in the use of the Room.
- b. Long Term use:
- i. 201A and 201B will be combined in to 201 which will create a true multipurpose room with appropriate study space. (see figures 1 and 2)
 - ii. Room 212 will be used as Clubs and Society Space.



current footprint of 201A/B

This is the current footprint of SC 201A/B



proposed footprint of 201A/B

This is the proposed footprint of 201 with the current footprint underlaid on it.

3. That DCSI would not object to the use of the 219, 228 and 229 suite for Student Service use.
4. That DCSI will use up to \$50,000 of the Capital Operations Fund to redecorate the lower food court.
5. That DCSI request that no change be made to the former coat rack kiosk until the 2019-2020 business and service deliver plans are completed.

FINANCIAL CONSIDERATIONS

The additional space would cause our rent to increase by approximately \$26,177.47. This is reflected in the scored but unapproved draft budget.

The renovation of the lower level cafeteria will be paid for out of Capital renovations, the \$50,000 amount is reflected in the scored but unapproved draft budget.

The adaption of room 201A into multipurpose space and 201B into clubs space will cost approximately \$15,000 in capital purchases, this is accounted for in the scored but unapproved capital budget.

HUMAN RESOURCE CONSIDERATIONS

Currently there is only one human resource consideration and that is regarding the use of 175C (Whitby). This will necessitate displace the Operation's Manager Workstation. As a result, the workstation will move to form Tuck Shop, and a desk and a room divider will be added to this space.

Further, in terms of the legal counsel appointment once a month at the Whitby Campus, an arrangement will have to be made prior to the room being given to the college.

EFFECTS ON BUSINESS PLANS, AND OPERATING AGREEMENT

This will require a change to the Schedule 6 of the Operating Agreement.

This will also increase student space on campus by the grant in aid in the lower level of the Student Centre, the conversion of 201A/B into appropriate space.

Submitted:

Charles Wilson
Administrator of the Office of the General Manager



DURHAM COLLEGE STUDENTS INCORPORATED
BOARD REPORT

REPORT NUMBER REPORT 2019.03.R1
DATE May 17, 2019
FROM Charles Wilson, Acting General Manager
SUBJECT Ancillary Fee Changes
ACTION For Approval

MOTION

That the Board of Directors consents to the change in the fees structure as deemed necessary by the Acting General Manager on April 30, 2019.

BACKGROUND

The fee structure for DCSI was approved by the Board of Directors on April 8, 2019 by resolution 2019-14-7. However, on the advice insurance provided due to the effect of two government policies the Acting General Manager using the inherent authority of the General Manager to oversee and sustain the health and dental plan changed the rates after consultation with the Management Committee.

The Changes are as follows: Health Plan Fee from 128.30 to 170.00; and Dental Plan Fee from 84.76 to 105.00. There was no change to the administration fee during this fee cycle.

FINANCIAL CONSIDERATIONS

This will cause additional revenue in the Health and Dental plan reserve.

HUMAN RESOURCE CONSIDERATIONS

None.

EFFECTS ON BUSINESS PLANS, AND OPERATING AGREEMENT

None

Submitted and Approved:

Charles Wilson
Administration of the Office of the General Manager.