



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

JULY 24, 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. Adoption of the Agenda

RESOLUTION 2019-05-01

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

3. Declaration of Conflict of Interest

4. Minutes of the previous meeting

RESOLUTION 2019-5-02

That the minutes of the fourth meeting of the Board of Directors held on June 26, 2019 be adopted.

5. Delegations/Presentations

External Directors

D. Keating

6. Motions

RESOLUTION 2019-5-03

That Resolution 2019-05-06 be taken from the table.

7. General Manager's Report

8. Senior Manager Reports

R2019-04-01

RESOLUTION 2019-04-05

That the Board of Directors approves the recommendations as contained in report R2019-05-01.

9. Financial Report

10. Statements or Questions by Members

11. Closed Session

None

12. Next Meeting

Discussion re August 24, 2019

13. Adjournment

RESOLUTION 2019-04-11

That the board do now adjourn to July 24, 2019 or to the call of the chair.



**DURHAM COLLEGE STUDENTS INCORPORATED
BOARD OF DIRECTORS MEETING MINUTES
June 26, 2019**

The fourth meeting of the Third Board of Directors of the Durham College Students Incorporated met on June 26, 2019 at 4:00 p.m.

Second Board of Directors

Present:

Director Jane Dimitriou-Currie
Director Matthew Givans
Director Eduardo Akeson

(Non Voting)

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

Guests:

Krista Licis, Durham College
Matthew Joseph, General Counsel

Absent:

Director Keeshon Bonterre
Director Harmanjit Pixie Kaur

CALL TO ORDER

The Chairperson called the meeting to order at 4:12 p.m.

ADOPTION OF THE AGENDA

RESOLUTION 2019-04-01

Moved by: Director Jane Dimtriou-Currie

Seconded by: Director Eduardo Akeson

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

-CARRIED (2019-04-01)

DECLARATION OF CONFLICT OF INTEREST

No conflict of interests were declared.

Minutes of the previous meeting

RESOLUTION 2019-04-02

Moved by: Director Jane Dimtriou-Currie

Seconded by: Director Eduardo Akeson

That the minutes of the Third meeting of the Board of Directors held on May 22, 2019 be adopted.

-CARRIED (2019-04-02)

RESOLUTION 2019-04-03

Moved by: Director Jane Dimtriou-Currie

Seconded by: Director Eduardo Akeson

That the minutes of the First Special Meeting of the Board of Directors held on June 6, 2019 be adopted.

-CARRIED (2019-04-03)

RESOLUTION 2019-04-04

Moved by: Director Jane Dimtriou-Currie

Seconded by: Director Eduardo Akeson

That the minutes of Second Special Meeting of the Board of Directors held on June 18, 2019 be adopted.

-CARRIED (2019-04-04)

DELEGATIONS/PRESENTATIONS

Krista Licsi from the Diversity, Inclusion and Transitions Office at Durham College presented changes to the sexual violence policy.

MOTIONS

By unanimous consent it was agreed that the budget presentation was brought up.

FINANCIAL REPORT

The Financial Controller presented the budget. It was confirmed that a number of parts of the budget would have to be discussed later during the year, once opt out rates were confirmed. The Budget is attached as appendix I.

RESOLUTION 2019-04-08

Moved by: Director Matthew Givans

Seconded by: Director Jane Dimtriou-Currie

That the Operations Budget for the fiscal year 2019-2020 be adopted, subject to adjustment based on the confirmation of enrollment numbers and fees being paid in October 2019 and February 2020.

-CARRIED (2019-04-08)

GENERAL MANAGER'S REPORT

The General Manager gave an update on space negotiations, service delivery, and other matters.

SENIOR MANAGER REPORTS

R2019-04-01

The Operations Manager presented the report on both the AGM and the membership meeting to fill the vacancies in the Board.

RESOLUTION 2019-04-05

Moved by: Director Eduardo Akeson

Seconded by: Director Matthew Givans

That the Board of Directors sets the date of the Annual General Meeting as October 30, 2019 and directs the Secretary of the Board in conjunction with the Standing Committee to determine the meeting agenda and the dates of the advance polls.

-CARRIED (2019-04-05)

RESOLUTION 2019-04-06

Moved by: Director Eduardo Akeson

Seconded by: Director Matthew Givans

That the Board of Directors sets the date of the Membership Meetings for the School of Media, Art, and Design; the School of Interdisciplinary Studies; and the School Skilled Trades, Apprenticeship, and Renewable Technology as October 3, and directs the Secretary of the Board in conjunction with the Standing Committee to determine the meeting agenda and the dates of the advance polls.

-CARRIED (2019-04-06)

COMMITTEE REPORTS

Report of the Standing Committee meeting held on June 6, 2019.

RESOLUTION 2019-04-07

Moved by: Director Matthew Givans

Seconded by: Director Eduardo Akeson

That the report of the Standing Committee held on June 6, 2019 be received.

-CARRIED (2019-04-07)

CLOSED SESSION

RESOLUTION 2019-04-09

Moved by: Director Eduardo Akeson

Seconded by: Director Jane Dimtriou-Currie

That the Board now proceeds to a closed session to receive advice that is subject to solicitor-client privilege regarding potential litigation in accordance with sections 4.2 (e) and (f) of the Board Procedural Policy.

-CARRIED (2019-04-09)

RESOLUTION 2019-04-10

Moved by: Director Matthew Givans

Seconded by: Director Eduardo Akeson

That the Board now resumes an open session.

-CARRIED (2019-04-10)

The Secretary of the Board reported that one item was discussed and a motion to give directions to legal counsel was passed in closed session.

STATEMENTS OR QUESTIONS BY MEMBERS

Statements and questions were made by members. At this point the secretary of the Board advised that it was beneficial for the matter being discussed be dealt with in closed session.

By unanimous consent, it was agreed to waive the notice requirement for the receipt of resolutions.

RESOLUTION 2019-04-12

Moved by: Director Matthew Givans

Seconded by: Director Eduardo Akeson

That the Board now proceed to a closed session in accordance with section 4.7 of the Board Procedural Policy.

-CARRIED (2019-04-12)

RESOLUTION 2019-04-13

Moved by: Director Matthew Givans

Seconded by: Director Eduardo Akeson

That the Board now resumes an open session.

-CARRIED (2019-04-13)

The Secretary of the Board reported that one item was discussed and a motion to give directions to the officers of the Corporation was passed in closed session.

Next Meeting

Next meeting will be held on July 24, 2019.

ADJOURNMENT

RESOLUTION 2019-04-11

Moved by: Director Eduardo Akeson

Seconded by: Director Jane Dimtriou-Currie

That the board do now adjourn to July 24, 2019 or to the call of the chair.

-CARRIED (2019-04-11)



DURHAM COLLEGE STUDENTS INCORPORATED BOARD REPORT

REPORT NUMBER R2019-05-01
DATE July 18, 2019
FROM Charles Wilson, Operations Manager
SUBJECT New Business lines for DCSI
ACTION For approval

MOTION

That the Board of Directors approves the recommendations as contained in report R2019-05-01.

BACKGROUND

The Board must approve any changes to the budget.

As part of the service delivery realignment, there has been some changes to our core service delivery, with new services being added to the services of DCSI, namely three new services: Student Concierge Services; Locker Rental Services; and graduation photography.

Student Concierge Services

The Student Concierge Services (SCS) model is a model of service delivery gaining popularity among the student associations in Ontario. The Board has already received an update regarding the space which is currently the old Coat Check room, and the transformation of this room to a Student Concierge desk. This desk will provide limited revenue, mainly through things like movie ticket and attraction sales, and events sales.

Locker Rental Services

The Locker Rental Services is a service which was offered by the former student association. Since the separation of the two student associations, this service has been offered by the Durham College-OTU Facilities departments. In August 2019, the Vice President Student Affairs of Durham College asked if we would consider taking the service back. After consultation it was agreed that this program will be returned to the DCSI services and fall within the Operations portfolio.

Graduation Photography

The Graduation Photography program is a service which was offered by the former student association and carried over by DCSI. In the summer of 2018, due to the organizational issues with DCSI responsibilities for parts of the program was transferred to the Strategic Enrollment Services Office. As part of the space negotiations for Whitby, responsibilities were transferred back to DCSI.

Since these new programs and services require expenditures in excess of \$10,000.00 which was not budgeted for in the adopted budget, the consent of the Board is required.

I am further recommending that the Board consents to a non-competitive procurement process for the following items (a) locker supplies; and (b) locker software.

For locker supplies, it is recommended that the sole source vendor be appointed as MasterLock Canada Inc. (Dudley Locks). This is because they are (a) the industry standard service provider in the lock industry; and (b) due to time limitation a full competitive bids process is not feasible.

For locker software it is recommended that the sole source vendor be appointed by the General Manager. There are currently two software services which we are looking at, and the decision will be made based on the needs of the administrators.

The current contract for Grad Photographers has been renewed and will be submitted to a RFP process in the summer of 2020.

FINANCIAL CONSIDERATIONS

This will require changes to the budget as follows:

	Total
REVENUE	
Student Concierge Service	\$1,500.00
Locker Rental Services	\$80,000.00
Graduation Photography	\$15,000.00
EXPENSE	
LOCKER RENTAL SERVICES	
Locker supplies	\$20,000.00
Operations Staffing	\$20,000.00
Software	\$10,000.00
Transfer to Contingency	\$10,000.00
Transfer to Locker Reserve	\$20,000.00
STUDENT CONCIERGE SERVICES	
Supplies	\$1,500.00
GRADUATION PHOTOGRAPHY	
Transfer to Contingency	\$15,000.00

The user fee schedule will be as follows:

Location	Type	One Semester	Two Semester	Three Semesters
Oshawa	Half	\$15.00	\$30.00	\$50.00
Oshawa	Full	\$20.00	\$40.00	\$60.00
Whitby	Half	\$15.00	\$30.00	\$50.00
Whitby	Full	\$20.00	\$40.00	\$60.00

HUMAN RESOURCE CONSIDERATIONS

This will require additional human resource support during the August-September, December-January, and April-May periods for the Locker program.

These programs will fall within the Operations portfolio.

EFFECTS ON BUSINESS PLANS, AND OPERATING AGREEMENT

This enhances the services for the members of DCSI and has no effect on the operations agreement.

Submitted: Charles Wilson
Operations Manager

Approved: Faris Lehn
General Manager