

## **Minutes**

### **Student Administrative Council (SAC)**

#### **Meeting #2**

**July 5, 2023**

**SC 2016**

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**Present:** Carol Balzer, Senior Director of Operations  
Stephin Sathya, FSU President

Krystina Chase – Director, Secretary  
Shade Dias – Director, Chair  
Larae Hormigoso – Director  
Peter Ibeano – Director  
Sherin Mathew – Director  
Jitendra Singh Rathore – Director  
Ritchie Regidor – Director

Greta Robertson (Recording Secretary)

**Observers:** Bonnie Williams – Administrative Services Manager

**Regrets:** Janki Hiteshkumar Gosai - Director

The meeting was called to order at 11:06 a.m.

#### **Approval of Agenda**

2.1 It was:

MOVED by Krystina Chase, SECONDED by Jitendra Singh Rathore and  
CARRIED to approve the Agenda for Meeting #2.

#### **Approval of Meeting Minutes – Meeting #1**

2.2 It was:

MOVED by Krystina Chase, SECONDED by Larae Hormigoso and CARRIED  
to approve the meeting minutes from Meeting #1.

#### **Action Item Review**

The FSU Strategic Direction has been shared with FSU staff and updated on the FSU website.

The Board Chair and Board Secretary have completed training.

The current Terms of Reference will be sent to the Committee members. It was noted that the changes required in the Terms of Reference must be changed in the by-laws first (example: General Manager position changed name to Executive Director). By-laws are reviewed annually and changes need to be approved by the members, which happens at the Annual General Meeting held in April.

### **President's Report** – *Stephin Sathya*

The President's Report was presented to the Board.

Stephin reported that the Executive team had a meeting with the videography team to brainstorm video ideas for the Exec team and FSU services. The videos will allow the team to introduce themselves and their roles at the FSU, as well as explore different FSU services. The videos are planned to be recorded in July.

Stephin and the Executive team attended a meeting with the CEO of the London Chamber of Commerce, Graham Henderson. Discussion were held on how Graham could assist the FSU and students both internally and externally (example: networking opportunities).

Stephin reported that the Finance Coordinator, Claudia Herrera, has resigned from her position and will finish work by July 12. A job posting for the Finance Coordinator position went up on July 4. The goal is to hire a new Finance Coordinator in the summer to allow time for training prior to the start of the fall term.

Stephin attended a couple committee meetings:

Academic Integrity Committee: the committee has drafted the rules/regulations (outline/structure) around students using AI. This will vary from program to program, students can ask their program coordinator or professor about allowances in program for the use of AI in classes (example: how much can be used, how it can be used, where it can used, etc.)

Student Experience Committee: the committee reported that a change has been made to the Residence parking system, it is now first come first serve and no longer a lottery system. A lot of discussions were held about bridging international/domestic student experience and the committee is looking into student scheduling and online/in-person balance of classes.

2.3 It was:

MOVED by Jitendra, SECONDED by Sherin Mathew and CARRIED to accept the President's Report, as presented.

A vote was held and the motion was passed.

### **FSU Update** – *Carol Balzer*

Carol provided an FSU update to the Board.

Recruitment of new Executive Director is in its final stages, hopeful for a start date in July or early August. Audit work with PWC as the auditors will begin this month and should be completed by the end of August. The new Controller (Scott McLachlan) is reviewing Finance

Department policy and procedures and will make recommendations and changes in the coming months.

Hospitality department had a successful conference season in May and June, continuing with more conferences in July. Booster Juice, Out Back Shack, and the Hot Dog cart will continue to operate for the next few weeks, a decision about closing dates for the summer will be made soon. Closing dates will be staggered to allow for food service options to be available to students. A new POS is being installed later this month: Squirrel. This system will hopefully improve service and sales.

The Communications & Marketing department is working on the Student Handbook, the Navigator, Coupon Book, etc. in preparation for fall. Work is continuing on the new FSU website design with plans for a fall launch. Fall plans are being worked on, including hiring.

A Request for Proposal (RFP) for building services will be going out soon. This is for a third-party company to come in each night to clean the building. Summer catch up has begun (example: painting, etc.) and will continue through the summer, as well as regular building maintenance.

A job posting for Finance Coordinator has been posted. Planning for the fall is well underway and job postings will be going up in the next few weeks. Currently, over half of 66 employees this summer are student employees. Carol confirmed that all jobs will be posted on the FSU website at [www.fsu.ca/jobs](http://www.fsu.ca/jobs).

2.4 It was:

MOVED by Lara Hormigoso, SECONDED by Jitendra Singh Rathore and CARRIED to accept the FSU update, as presented.

A vote was held and the motion was passed.

### **Membership Report** – *Stephin Sathya*

Stephin presented a membership report.

There are currently 112 Class Representatives who have completed the mandatory Class Representative Orientation out of the 166 that have signed up for the program within the Summer Semester. Class Rep Orientations and monthly meetings have been scheduled throughout the Summer being offered in a hybrid-format. A communication plan has been developed for the Fall Semester as well a plan to collect feedback from the current Class Reps to continue to enhance the program for the students. ‘Roadmap Artwork’ will be created to explain how a student can become a Class Rep which will be included on the website as well as handouts for students.

There are currently nine Clubs that are active (one Club pending ratification) with Clubs holding events throughout the Summer Semester for students to attend. All Clubs are listed on the FSU Website at [fsu.ca/clubs](http://fsu.ca/clubs). Plans for the Fall Semester are underway including holding a Clubs Day in October as well as in the Winter Semester.

The Red Squad Volunteering Team has been established and has 36 volunteers. All volunteers have completed the mandatory orientation and health and safety training\* (\*new this year).

Volunteer monthly meetings as well as Volunteer of the Month have been established for the Summer Semester and will continue in the Fall Semester.

Fall Planning for events and initiatives are underway. Some initiatives that are planned include but are not limited to Donut Cheat and Academic IntegriTEA, Mindful Mondays and Financial Literacy Month.

*Upcoming presentations to the Membership:*

Here for You – Summer Orientation Series – FSU Services and Health Plan  
Fall Orientation(s) and International Welcome

*Ways the FSU connects to the Membership/Membership connects with the FSU:*

FSU Social Media (Instagram, Facebook, Twitter, Snap Chat, Tik Tok)

@fanshawesu

Countless videos and TikToks, events, etc.

Chat with Us – Live Chat

*Upcoming FSU Events for Members:*

Beach Party (July 5<sup>th</sup> – South Campus)

Deal or No Deal (July 6<sup>th</sup> – Downtown Campus)

Patio Pride Party (July 13<sup>th</sup>)

Birthday Month (July 20<sup>th</sup>).

Get Connected and Subscribe to our Events Calendar ([fsu.ca/events](https://fsu.ca/events))

A question was brought forward about students wishing to create a Club. It was suggested that students interested in creating a club check out the website at [www.fsu.ca/clubs](https://www.fsu.ca/clubs) and/or email the FSU Clubs email ([fsuclubs@fanshawec.ca](mailto:fsuclubs@fanshawec.ca)) which will continue to be monitored during the transition of Finance Coordinators.

2.5 It was:

MOVED by Lara Hormigoso, SECONDED by Sherin Mathew and CARRIED to accept the Membership Report, as presented.

A vote was held and the motion was passed.

### **New Business**

a. Board Team Building

Following the next Board meeting on Monday, August 28 the Board will go The Factory (100 Kellogg Lane) for a team lunch, mini golf, and an Escape room experience. Further details will be sent out closer to that date.

b. Innovation Village Tour

A tour of Innovation Village is being scheduled. Board Directors will have a tour of the new space and are encouraged to take videos and pictures to share with friends and classmates! Hard hats and steel-toed shoes will be required. The Board Directors will be

notified of the date of the tour once it is confirmed.

**Next Meeting**

Monday, August 28, 2023 @ 10:00am (SC 2016)

**Adjournment**

2.5 It was:

MOVED by Krystina Chase, SECONDED by Larae Hormigoso and CARRIED to adjourn the meeting at 11:42am.