



# August 21, 2024

## Board Meeting Minutes

<b>GROUP</b>	Ontario Tech Student Union (OTSU) Board of Directors
<b>LOCATION</b>	40 Founders Drive, SHA 136, Oshawa, Ontario/Google Meet
<b>DATE &amp; TIME</b>	Wednesday, August 21, 2024
<b>NOTE TAKER</b>	Salvador Caruncho
<b>ATTENDEES</b>	<p><b>Directors:</b> Faculty of Science &amp; Chair, Eloghosa Avenbuan; Faculty of Graduate Studies &amp; Vice Chair, Samuel Canonaco; Faculty of Education, Arajenthira Narenthira (Remote); Faculty of Health Science, Kashaf Awan (remote); Faculty of Engineering and Applied Science, Sifatul Mostafi, Faculty of Social Science &amp; Humanities</p> <p><b>Executives:</b> President, Rai Muhammad Ali; VP Student Affairs, ainab Hussain; VP Student Life, Areej Fatima; VP Downtown, Matifadza Chidova</p> <p><b>Staff:</b> Executive Director and Interim Chair, Brian Robson; Financial Controller, Mayooraan Thurairajah; HR Generalist &amp; Chief Returning Officer (Salvador Caruncho)</p>
<b>REGRETS</b>	Faculty of Business and Information Technology, Arujan Parameswaran

### OPENING PROCEDURES

#### 1. CALL TO ORDER

Meeting was called into order at 5:32 p.m.

#### 2. TERRITORIAL RECOGNITION

#### 3. AGENDA APPROVAL

HR Generalist/CRO brought up change to agenda – July meeting minutes will not be presented for approval.

#### RESOLUTION

Moved by L. Horner and seconded by S. Canonaco. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the August 21, 2024 Board Meeting Agenda with the exception that item #4 be removed and all other items be re-numbered accordingly.

## AGENDA TOPICS

### 4. Executive Reports

President:

- President decided not to attend the first CASA conference to save on travel expense and also as this conference is not as important as the following two scheduled CASA conferences.
- Meeting with Dr. Murphy about ex officio seat on Academic Council is tomorrow so there are no updates for this meeting
- President delegated the OUSA steering committee duties to VP Student Affairs. VP Student Affairs will take on most OUSA duties from now on as it aligns with the position's portfolio and makes President role more efficient.
- VP job description review will commence once Policy Committee has been formed. There are still student-at-large positions that need to be filled before this can proceed.
- President and VP Downtown attended Student Union Development Summit (SUDS)

Chair asks where the remaining Casa Conferences are. President replies that one is in Winnipeg and the other is in Ottawa. Chair asks why the past conference was not as important. President had surveyed other CASA members who suggested that he should prioritize other conferences as the initial meeting is mainly to elect the board and, as an observer, OTSU does not have a vote anyway.

Chair asked to confirm whether the VP job description would involve HR Committee as well as the Policy Committee. Executive Director noted that Policy Committee would need to agree to proposing a by-law amendment first. Chair asked how by-law amendment could be made without knowing what changes are to be made. President replies that the Policy Committee just needs to decide whether the current job descriptions can be amended at all. Deciding on the content of the new job descriptions is step two.

A. Narenthira asked whether the VP Affairs will be able to manage the additional OUSA duties given the reduction to part-time hours in September. President noted that this was discussed between the President and the VP Affairs and they believe the workload is manageable. Chair notes that there is a big difference between fulltime hours and 15 hours per week and asks whether the president will be supporting the VP Affairs. President said that he will be assisting with the papers that OTSU is contributing to but that the VP Affairs will be responsible for OUSA going forward.

VP Student Life:

- August 1<sup>st</sup>, ratification for Clubs and Societies opened up with 31 Clubs and Societies ratified so far.
- Had someone from the registrars office come in to shoot videos and photos. Also had a meeting with the registrar about the coming year
- Week Planning continues
- Clubs & Societies Committee is missing one at-large member. Recruiting for this vacancy is under way.

VP Student Affairs:

- Academic Appeals information on website is not an immediate priority since most appeals start mid-semester, so this will be worked on over the next few months.
- Set up meetings with Trent and Durham College to align transit goals for the year. Also met with Shannon in hopes of getting more meeting minutes to review the recent transit work that has been done. Specialized accessibility drop-off has been brought to DRT.

- OUSA onboarding/training, i.e., for student advocacy conference. OTSU is assigned the fall OUSA paper, “Tech Enabled Learning.” Also wrote OUSA blog post to be released once school has started. Figuring out a date for office visit from OUSA.

L. Horner asked if there were any updates regarding the Student Advisory Committee and if we have students appointed yet. VP Affairs replied that there are no updates and that the student members were already appointed.

VP Downtown:

- Bookstore will now have downtown pickups facilitated by OTSU as well as pop-up events, the first to occur during an OTSU O-Week event. VP Downtown will be handing out the materials for pickup.
- Several O-Week Events on downtown campus are planned. Two OTSU events will be supplemented with events planned by other organizations for a total of 7 events downtown. MP for Hamilton attended and advised on municipal advocacy.
- SUDS event in Vancouver was a good networking and information sharing event
- McMaster Student Union conference focused on municipal relations and advocacy. MP for Hamilton attended and advised on municipal advocacy.
- VP Downtown was introduced to app called Bounce which is a social media platform dedicated to student engagement which allows students to create their own homepage, allows Clubs & Societies to all post events and information in one place. VP Downtown plans on preparing a presentation for it.
- Plans on meeting with Education and Social Science & Humanities Faculties to increase student engagement

Chair asked about the cost of Bounce. VP Downtown states that it is approximately \$10,000. Vice Chair notes that we may have to wait before investigating Bounce as an option since we’re already examining other software solutions. VP Downtown suggests that there is a free version that can be explored in the meantime.

#### RESOLUTION

---

Moved by S. Canonaco and seconded by L Horner. Motion carried.

**BE IT RESOLVED THAT the OTSU Board of Directors approve the August 2024 Executive Reports.**

## 5. OPERATIONAL REPORTS

Executive Director:

Chancellors Challenge 5km Run/Walk taking place in September. Jodi Cowan, Community Engagement Coordinator, requested that OTSU do what it can to have more student involvement in event.

Everyone is very busy getting ready for O-Week. Student Life is putting together packages for incoming students including OTSU contributions (Keychain, Glow-stick, information about O-Week). A contest (I-Pads as prizes) is planned to promote further engagement in O-Week events. Note that the winner cannot be an OTSU board member, executive, or OTSU student staff. Student peers are encouraged to participate.

L. Horner asked whether a new student residence was being planned. Executive Director confirmed this adding that he was asked to be on the committee for that project and that phase 1 is planned to be opened for 2026. VP Downtown asked if there was an estimated capacity. Executive Director stated that the range was from about 250 to 750 beds in a structure that is anywhere from 4 to 7 floors. VP Downtown notes that current accommodations only support 16% of students. Vice Chair asked if these residences would be open to Ontario Tech students only or if they would also be open to Durham College Students. Executive Director replies that it is an Ontario Tech project but that Durham College and Campus Living Centres are at the table as well.



## 6. PRESIDENT EXPENSES

President reports that expenses include parking at Toronto Pearson Airport for his travel to SUDS, an uber from airport to UBC, refreshments for the board meeting, and mileage costs to the OUSA Steering committee totalling \$296.82.

### RESOLUTION

---

Moved by S. Canonaco and seconded by L. Horner. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the President's expenses as presented

## 7. SOFTWARE PLATFORM SUBSCRIPTION

Executive Director reports that the OTSU has been looking into software platforms for more efficient operations. Right now, the OTSU uses a number of different platforms to do different things, such as Formstack for Clubs and Societies ratifications, square for sales, etc. Some of these are not purpose built for what we are using them. At AMICUS-C we were exposed to products that make running student unions more efficient.

Rubric is one of these tools. The sales representative met with some of our staff and executive team and everyone was impressed by it. We've also looked for competing products, though there was only one viable alternative (MSL) who also provided a demonstration.

Rubric is by far the favoured option for its functionality, capabilities, and user friendliness. Rubric also handles elections, for which we are currently reliant on the university and for which we therefore have no line of sight or oversight over. Rubric would potentially replace several current tools that we are using.

There is one customization (the approval of finance forms) which we would have to code in at the cost of \$3,500. The total cost for the first year would be approximately \$28,000 and \$17,500 for subsequent years. Because of this, it is subject to Board approval.

Rubric implementation is a stepped process (MSL, by contrast is a one-time 12 week implementation).

Vice Chair asked how much we pay now for the programs that Rubric will replace. Executive Director replies that Square is about \$3,000, Formstack is about \$3,500. Rubric is definitely more than the programs that will be replaced, but the larger value is the efficiency of staff time. Rubric says it cuts service staff time down by 50%, while Simon Fraser University reported up to 75% reduction. For the OTSU it equates to hiring another full-time employee for half the cost.

Vice Chair asked if there were other fees associated with sales. Executive Director answered that there were none.

L. Horner asks if anyone has had a chance to trial the platform. Executive Director noted that it is a subscription platform with no trial option, but we have seen demos. Executive Director added that Rubric is not just a website like MSL, nor is it just a CRM or financial platform, it is everything all at once.

Executive Director is looking for Board's approval to pursue this Rubric platform noting that information about MSL was only introduced for comparison and to demonstrate due diligence.

### RESOLUTION

---

Moved by L. Horner and seconded by S. Mostafi. Motion carried.

BE IT RESOLVED THAT the OTSU Board Directors approve pursuing Rubric.

## RE-OPENING OF PRESIDENT'S EXPENSES

### RESOLUTION

---

Moved by L. Horner and seconded by S. Canonaco. Motion carried.

BE IT RESOLVED THAT the OTSU Board Directors agree to re-open agenda item #6.

President forgot to present additional Mileage expense for SUDS. New total equals \$416.

### RESOLUTION

---

Moved by A. Narenthira and seconded by K. Awan. Motion carried.

BE IT RESOLVED THAT the OTSU Board Directors approve of amending the President's Expenses to reflect \$416 instead of \$296.

## 8. SCHEDULING OF BOARD MEETING

Monday, September 30, 2024 at 6:45pm to 8pm

Monday, October 21, 2024 at 6:45pm to 8pm

Monday, November 25, 2024 at 6:45pm to 8pm

Monday, December 16, 2024 at 6:45pm to 8pm

### RESOLUTION

---

Moved by A. Narenthira and seconded by S. Mostafi. Motion carried.

BE IT RESOLVED THAT the OTSU Board Directors tentatively schedule the fall 2024 board meetings as listed.

## 9. NEW BUSINESS

VP Downtown invites everyone to participate in the Faculty of Social Science & Humanities scavenger hunt downtown on September 1, 2024.

## 10. ANNOUNCEMENTS

None

## 11. ADJOURNMENT

Meeting was adjourned at 6:52pm. Moved by A. Narenthira and seconded by S. Canonaco.