



**Board of Directors Meeting Minutes – Nipissing University Student Union**  
 Thursday, April 20, 2017 – 7:00 p.m. – F303, Nipissing University

Call to Order – Thursday, April 20, 2017

7:08 p.m. – Chairperson Jordan Andrews, President called the Board of Directors meeting to order.

**1. Attendance**

President:	Jordan Andrews	Present
Vice-President Governance & Legal Affairs:	Jordan Dempster	Present
Vice-President Finance:	Markus Hawco	Present
Vice-President Services:	Dave Ratcliffe	Present
Director at Large:	Alex Cadotte	Present (via phone)
Director at Large:	Rebecca Dubeau	Present
Director at Large:	J'aime Brunet	Present
Director at Large:	Sydney Lamorea	Present
Director at Large:	Jasmin Beal	Present (via phone)
Director at Large:	Ray Mulville	Present
Director at Large:	Josh Loeffler	Present (via phone)
Director at Large:	Jordon Staroba	Absent
Director at Large:	Cat Ridsdale	Absent

Observers: Shane Dunstall, Cooper Allen, Melissa Richardson, Daniel Goulard, Eric Marrast, Aidan Adrain, and Connor Cobean (via phone)

CHAIR / SPEAKER: Jordan Andrews – NUSU President  
 RECORDED BY: Michelle Rae – Secretary to the Board (Jordan Dempster – Secretary for this meeting)

Chair said that quorum has been reached.

**2. Adoption of Agenda**

**MOTION #109: RATCLIFFE/DUBEAU**

Be it resolved that the Board of Directors Meeting Agenda for March 16, 2017 be adopted as presented.

**MOTION CARRIED**

**3. Adoption of Minutes**

**MOTION #110: DEMPSTER/HAWCO**

Be it resolved that the Board of Directors Meeting Minutes for March 16, 2017 be adopted as presented.

**MOTION CARRIED**

**1. Executive Committee Term Reports**

**a. Report From the President**

**MOTION #111: DEMPSTER/RATCLIFFE**

That the Term of Office Report from the President dated April 20, 2017 be received.

See attached (Appendix A)

**MOTION CARRIED**

**b. Report from the Vice President Governance and Legal Affairs**

**MOTION #112: DEMPSTER/RATCLIFFE**

That the Term of Office Report from the Vice President Governance and Legal Affairs dated April 20, 2017 be received.

See attached (Appendix B)

**MOTION CARRIED**

**c. Report from the Vice President Finance**

**MOTION #113: MULVILLE/DEMPSTER**

That the Term of Office Report from the Vice President Finance dated April 20, 2017 be received.

See attached (Appendix C)

**MOTION CARRIED**

**d. Report from the Vice President Services**

**MOTION #114: DEMPSTER/RATCLIFFE**

That the Term of Office Report from the Vice President Services dated April 20, 2017 be received.

See attached (Appendix D)

**MOTION CARRIED**

**2. Committee Reports**

Elections Committee – DEMPSTER had no formal report. DEMPSTER provides a quick overview of the year.

Recycling Ad Hoc Group – MULVILLE stated that facilities didn't get back to them on some the issues that they were trying to address.

Social Committee – one meeting was held however nothing substantive was decided.

Food Bank Ad Hoc Group – Unfortunately this group couldn't find a time to meet.

Bus Stop Ad Hoc Group - Sydney is still looking into this initiative, and that they are starting to

get into contact with the City. She mentioned that it is still progressing.

Governance Committee – This committee is officially standing however won't be filled until the next term. DEMPSTER highly recommended that Directors get involved with this Committee as it is critical for the governance of NUSU.

Audit and Finance Committee– HAWCO wanted to thank the members that were a part of this Committee for their help and who were instrumental in the composition of the next budget. HAWCO also highly recommends that Director get involved in this Committee, as it is a very important aspect of the organization.

### **3. Question Period**

MULVILLE asked for an update on the student centre. DEMPSTER gave a brief update. He advised that the trust fund would hopefully be released by July/ August after it was submitted to the PGT on March 24<sup>th</sup>, 2017. NUSU was advised that the PGT takes roughly 90-120 days to come to a decision.

DEMPSTER also advised that the Executive Committee is hopefully meeting with John D'Agostino, our legal counsel, next week to discuss the Joint Venture agreement for the construction of the building, and set up the new Executives as Officer of Corporation.

ANDREWS reminded the Board that the new Executive and old Executive are meeting with Nathan, the architect, to go over the building project, the history, and any other relevant information.

Melissa RICHARDSON asked when the funds are released, will the Board be a part of the decisions. ANDREWS said they absolutely would, as in the past we have approved certain things in regards to the building that was a large sum of money through the Board.

### **4. Budget Approval**

HAWCO provided an update on the budget and went through the final draft that was circulated. See Appendix E.

#### **MOTION #115: HAWCO/MULVILLE**

Be it resolved that the budget, presented by the Audit and Finance Committee for the 2017/2018 fiscal year, be approved by the Board.

#### **MOTION CARRIED LOEFFLER OPPOSED**

Eric MARRAST asked about the recycling program revenue line. HAWCO mentioned that we can collect aluminum and plastics and sell them to make a profit and revenue line.

Sydney asked about promo and giveaways since it didn't have a number on it. Wanted to know it was a mistake. They moved it away from programming to charity.

### **5. Ancillary Fees Protocol**

See Appendix F.

The Ancillary Fees Committee of the University went over the ancillary fees for the 2017/2018 year for NUSU and the University.

HAWCO went over the fees and the changes, and explained the rationale behind any.

**MOTION #116: DEMPSTER/BRUNET**

Be it resolved that Nipissing University Student Union Board of Directors approves the Compulsory Ancillary Fees of 2017/2018 for the Nipissing University Student Union and Nipissing University, the protocol, and the ancillary fee chart.

**MOTION CARRIED**

ANDREWS will follow up with Casey PHILLIPS to notify him that NUSU has approved the ancillary fees, etc. for the upcoming year.

**6. Executive Committee Policy and Executives' Contracts *FOR DISCUSSION ONLY***

DEMPSTER explained to the Board that he has developed employee contracts for the new Executive for their term, which will be used year to year for every Executive in the future. The rationale behind this is Executive members are paid employees of NUSU and they should have contracts in place.

The current Executive have also reviewed the current Executive Policy in order to clean it up as the provisions were taken straight from the old by-law before they were fully changed and ratified at the AGM in October 2015.

It was decided that the Executive would get rid of the duties and responsibilities that are in the Executive Policy, and keep any of the governance aspects, and amend them into a section in the Board of Directors Policy. Thus, the duties and responsibilities portion of such policy are instituted within each Executives' employment contract. There is a draft that DEMPSTER has included in the material for this meeting for the Board to look at which outlines some potential amendments. DEMPSTER has recommended to the new Executive that they such recommendations, and implement any of their own amendments to eventually present to the new Board. He also suggested that they do take the appropriate time to do so in order to make an effective section to the Board of Directors Policy that governs the Executive Committee.

**7. Chief Administration Officer Position Description**

The Executive Committee was tasked to complete a job description for a CAO. ANDREWS firstly wanted to thank the Directors who helped in the focus group that created this draft. ANDREWS feels the focus group came up with something that will be valuable for when the time to hire a CAO occurs. He explained the position, and some of the aspects included in the job description.

**MOTION #117: DEMPSTER/DUBEAU**

Be it resolved that NUSU Board of Directors approve the 'Schedule A Job Duties and Responsibilities of the Chief Administration Officer' position as circulated.

DEMPSTER pointed out a friendly amendment, which put the clause 'holds an ex-officio member, not voting number' s under corporate oversight as point 11.

LAMOREA asked about the use of Internet under qualifications, and if it was necessary to have as it is assumed that everyone would have the ability to use the internet. It was decided to keep it.

**MOTION CARRIED**

**8. Report from the University's Special Governance Commission**

This report was discussed at the December Board meeting, however we wanted to see what would occur to the report before having any further discussion from NUSU's end. ANDREWS explained the special governance commission and its history so that the new Board members who were present had an idea of what it was. The big item is happening tomorrow, which is a joint meeting between the University's Board of Governors, and the Academic Senate, where they will discuss the report and on how to proceed with any recommendations. ANDREWS felt it would be beneficial to endorse the Special Governance Commission's report in order to support the continuation of effective governance at Nipissing.

ANDREWS asked if anyone had any questions. There were no questions.

**MOTION #118:DEMPSTER/RATCLIFFE** Be it resolved that the Nipissing University Student Union Board of Directors endorses the Collegial Governance at Nipissing University: Shared Challenges and Responsibilities report by the Special Governance Commission dated October 27<sup>th</sup>, 2016, and that NUSU supports the continued efforts towards effective collegial governance at Nipissing University.

HAWCO asked about the concerned brought up how this doesn't effect us, however DEMPSTER did respond to him by saying a few faculty members did ask about an endorsement from NUSU, and that we are doing this to show our organization's support for effective governance at this institution.

**MOTION CARRIED**

**9. Communications Department Proposal**

Sarah McGOWAN had sent in a formal proposal on NUSU using Trendkite. McGOWAN has recommended that we should not go ahead and purchase this system. It does not suit our needs at this point and it is expensive with a price tag of roughly \$20,000 CDN. A presentation was created on such subject, and presented to the Board.

**MOTION #119: DEMPSTER/MULVILLE**

Be it resolved that the NUSU Board of Directors receive the proposal on Trendkite from the NUSU Communications department.

**MOTION CARRIED**

**MOTION #120: DEMPSTER/RATCLIFFE**

Be it resolved that the NUSU Board of Directors approve the proposal from TrendKite to engage their services.

**MOTION DEFEATED**

**10. Other Business**

There was no other business.

**12. Adjournment**

**MOTION #121: LAMOREA/RATCLIFFE**

Be it resolved that the Board of Directors open session meeting be adjourned.

ANDREWS wished the Board the best of luck in their respective careers or studies. He has enjoyed his time as President, and Chair of the Board Directors for this term.

Eric MARRAST asked when the next Board meeting will be. LAMOREA, the President-elect, and Chair of the Board of Directors for the upcoming term will let the new Board when that next meeting will be.

**MOTION CARRIED**

8:36 p.m. – Meeting adjourned.

*FR*

  
per. JORDAN ANDREWS, CHAIR

  
MICHELLE RAE, SECRETARY



## **END OF TERM REPORT**

*from the*

**PRESIDENT OF THE NIPISSING UNIVERSITY STUDENT UNION**

**April 20, 2017**

### **The NUSU Student Centre Building Project**

Since the beginning of the term in May, the work has been progressing to collapse the trust fund in order to secure usable funding for the building project. After learning the various steps and strategies involved in the collapse of the trust, which included contributing statements and materials from NUSU in order to make an application to the Public Guardian Trustee (PGT) which would allow for the funds to be delegated to Canadore College and NUSU according to the original amounts contributed. This involved setting up a restricted account with Nipissing University. In this arrangement, invoices would come in for NUSU to pay for work related to the building project. Nipissing University would pay the invoices out of the restricted account with NUSU's written permission as per the signed Memorandum of Understanding between the University and NUSU. When the trust fund was initially set up between Canadore College, Nipissing University, CSRC and NUSU, a list of specific criteria was created as part of an order from Justice Karam. This list of criteria would be the only acceptable uses for the fees held in trust. This same list of criteria was deemed to still be by Mitchell Architects (now Mitchell Jensen Architects). This list of criteria would be applied to the arrangement between NUSU and Nipissing University.

While work was ongoing with Mitchell Jensen, the updated cost estimate for the building increased. The Board of Directors unanimously agreed to increase the overall budget of the project to \$14 million during the summer. NUSU met regularly with Mr. Richard Simm and Ms. Laurie Bissonette to discuss financial models based on staffing needs, project revenues and expenses over the course of the building's lifespan. Using this information, Mr. Simm will be reaching out to potential lenders in the hopes of accruing a loan to finance the building. The NUSU building project is in a strong position because

of the trust fund. Mr. Simm has worked on the York University Student Centre, a \$100 million project and has stated that the NUSU project would be very attractive to potential lenders. Because of the trust fund, NUSU currently has roughly 50% of the capital for the project in hand and lenders would have to lend the other 50%. NUSU continued to develop the marketing strategy for this building loan through out the school year to build a strong case for lenders.

On July 26, 2016 a discussion with Mr. John D'Agostino and Mr. Rahul Shastri was had. It was resolved that the two attorneys would collaborate to review the MOU between NUSU and Nipissing University and, if necessary, would modify it to resemble a formal trust agreement where the university would act as a new trustee to hold the building project funds, which would satisfy the College's concerns as they had described them. It was also discussed that now, because of the original Agreement from 2005 between Canadore College, Nipissing University, CSRC and NUSU no longer being in effect because of the ceased existence of CSRC, it would no longer be required of NUSU to place any fees collected for the building into the trust account held by Mr. Ken Peake. This would allow for the fees collected for the 2016-2017 school year to be used immediately for the building project upon their remittance from the University.

The NUSU Executive met with Mr Ken Peake of Paddon and Yorke of North Bay on September 13, 2016. Mr Peake is the current trustee of the NUSU Student Centre Capital Trust Fund. He and NUSU discussed latest draft of an affidavit that had been drafted by legal council representing the parties in charge of the trust fund. This affidavit would act as consent by all parties to have the current trust fund collapsed, the monies appropriately assigned to the parties, and new trustees designated. Initially NUSU had opted to use Nipissing University as an alternative trustee, a position Canadore College did not agree with. This position by Canadore was the most up-to-date information that NUSU was aware of. Upon speaking with Mr Peake, then a subsequent discussion with Mr Rahul Shastri, NUSU's legal council handling the trust matter, it was brought to our attention that Canadore had agreed to sign the affidavit allowing Nipissing University to act as the new trustee to hold the building project capital. This was a major step forward in the progress of the building project. With the agreement of all parties, the affidavit will be submitted to the Public Guardian Trustee (PGT) and the court system. Legal council describes the matter as "out of NUSU's hands" until it is settled. We eagerly await further news of the release. When the account is released and made accessible, the NUSU will have roughly 6.8 million dollars solely devoted to the building project.

As of January 19, 2017 the direction to pay NUSU's share of the legal fees relating to the trust dissolution was sent to Nipissing University out of the building project student fees on hold by the University. This amount totals \$53, 788.88 being paid to Fasken Martineau. It is hoped that this will leave no further obstacles to the dissolution of the



trust resulting in NUSU being able to access its portion of the funds.

Mitchell Jensen Architects advised NUSU that there have changes to the building code, which would require changes to be made to the building designs. NUSU had been given a grace period until March 17, 2017 to submit the building permit to the city to avoid having to make changes. Since the university would be the legal owner and builder of the student centre, Nipissing University agreed to submit for the building permit before March 17, 2017. The City of North Bay then agreed to allow the building permit to stand for the remainder of 2017.

On February 24, 2017 NUSU participated in a large conference call with Nipissing University, Canadore College, CSC, Ken Peake and each party's respective legal counsel. Each party was given the latest documentation for the application to the Public Guardian Trustee, which will make the final decision on whether or not the trust fund will be collapsed and funds transferred to the appropriate parties. Consent forms for each party were also sent and each party has signed them. All of these materials compose the application, which has been submitted to the Trustee, Ken Peake who was in South Africa at the time. Once Mr. Peake reviewed the materials and were to his satisfaction, he sent them back to Faskens (the law firm completing the application) and Faskens then submitted the application to the Public Guardian Trustee (PGT). The PGT will take an estimated 90-120 days to review the materials with time allowed for questions to each party and additional materials if necessary. Assuming the application is successful, the funds should be transferred to each party within a matter of weeks. Mr Rahul Shastri of Kagan Shastri Lawyers provided the estimates of timing. This timing would allow for the funds to be remitted to NUSU in the late summer of 2017. On March 23, 2017, NUSU received a notification that the application had been submitted to the Public Guardian Trustee and the reviewing process was begun.

KPMG is continuing to create a draft presentation to present to potential lenders on behalf of NUSU to secure financing for the building project. Components that have been submitted by NUSU include an overview of NUSU and its governing documents including policies and bylaws, renderings from Mitchell Jensen Architects, information on the student centre levy and its collection, information on the trust fund release and an overview of the building project as it relates to student life and NUSU operation. KPMG estimates that financing will be secured for the building project around the same time as the trust fund release.

There are several components that are being developed that are required before the project can be taken out to tender in a Request for Approval for construction companies to bid on. The first is the Joint Venture and Operational Agreements between the Nipissing University Student Union and Nipissing University. The Joint Venture

Agreement is an arrangement wherein NUSU and Nipissing University will agree on the terms of the construction reporting structure, which will be the main contact for the contractor, and how the proposed joint committee between the university and student union will operate over the construction period. The Operational Agreement will dictate the working relationship between NUSU and the university during the operation of the building once construction ends.

The university has stated that they are not able to go to RFP (request for proposal) to secure a contractor on behalf of the student union until the above-mentioned components have been secured. Similarly, KPMG has stated lenders will need certain financial assurances from NUSU that there will be funding in place before they would be comfortable lending money to NUSU for the building project. Once the trust fund is released near the end of the summer of 2017, the other necessary components of the project may move even quicker, I.e the securing of financing and the engagement of a contractor.

Steps have been taken to include the new executive committee on all discussions related to the building project so that they make an informed decision when a contractor is selected for the project.

During regular bi-weekly meetings with Mitchell Jensen Architects, final designs were made to the building's floor plans and layout. The design has been finalized and the final architect drawings have been created. The existence of these finalized drawings made it imperative that the building permit deadline be met so that the drawings could remain unchanged. Several consultants were engaged by NUSU and approved by the NUSU Board of Directors including John Radchenko of Food Systems Consulting Inc. for kitchen design; Anne Carlyle Design Associates for interior design; Piotrowski Consultants Ltd. for mechanical and electrical engineering; Vertech Design for landscape architecture; Novita for Audio Visual systems and True Steel Security. With all this work being completed, the new executive committee and Board of Directors will be in an extremely strong position to begin construction upon the release of the capital trust fund and acquirement of a loan with the help of KPMG.

Recommendations to the newly elected executive committee regarding the building remain relatively simple. The major recommendation is to move quickly in the late summer and fall to work with the university to go to RFP to secure a contractor and to begin construction before the end of the year. Mitchell Jensen has advised NUSU that any changes to the design of the building would risk delaying the project further and that if construction does not begin before the end of 2017, the city would not honour the building permit that has been issued. Further, if a new building permit has to be applied for, the building would have to be redesigned to match the new building code that is now

in place. This would delay the project significantly and much of the work that has been done to finalize the design will become useless. It is hoped that the work the current executives have done will leave the next executive committee in strong position to begin construction. The next executive will have to finalize the agreements with the university for occupancy, and the joint venture.

### Governance

On October 1, 2015 at the NUSU Annual General Meeting, the students of Nipissing voted to implement the current bylaws. With these in place, it became necessary for NUSU to create new policies to supplement the new constitution. During the 2015-2016 year, some policies were drafted to service this need. The Vice-President Governance and Legal Affairs completed the majority of this work in conjunction with the President and a newly formed Policy Focus group, which was open to all staff and Directors from the Board. Policy drafts were uploaded to a Google Doc where staff and Directors could provide feedback and bring it to the focus group. After the focus group provided feedback and amendments were made, the draft policy was sent to the Board of Directors during the next scheduled meeting for further amendments and eventual approval. It is recommended that the newly formed Governance Committee review all policies annually during the summer months. Policies created during the past year include:

- Board of Directors
- Time in Lieu
- Sexual Violence Intervention
- E-Commerce
- Overtime
- Hours of Operation
- Executives
- Food Bank Procedure
- Clubs
- Conferencing
- Elections
- Technology Sign out

More policies will have to be created to help bolster the governance of NUSU further and it is left as a strong recommendation to the next executive committee to do so. The Vice-President Governance and Legal Affairs will have more detail on the direction for new policies.

### **Committee Creation**

Wishing to engage the Board of Directors further in NUSU business beyond monthly updates at Board meetings and hoping to emulate the university's Academic Senate and Board of Governors, new committees were established both at the Board of Directors level and within the office at the staff level. Each committee had a drafted terms of reference approved by the Board of Directors. For committees at the Board level, elections were had at Director meetings when the terms of references were approved to fill seats on the committees. It is intended that at the first meeting of the new Board of Directors in May of each year, elections will be had to fill the seats on each committee. It is stipulated in all terms of reference for each committee who the chair shall be and, in some cases, who the vice-chair will be. Committees approved over the previous year include:

- Green Initiative
- Governance
- Elections
- NUSU Cares
- Audit and Finance
- Sales and Merchandise
- Social Committee

The Sales and Merchandise Committee represents the only committee that is not a committee of the Board and is populated exclusively by staff and NUSU executives. Based on the needs of the Corporation and the Board, new committees may be established either as standing committees or ad-hoc committees.

### **Chief Administrative Officer**

The Board of Directors of NUSU voted to direct the Executive Committee to draft a job description for a potential Chief Administration Officer for NUSU. This position is intended to serve as a "manager of managers" so to speak. The CAO would be the main point of contact between the executive committee and the staff of NUSU and act as a general manger. This position would be a strong advantage for NUSU as it would allow for better organization of staff and collaboration between staff and executives. Furthermore, it would give NUSU institutional memory and would help ease the transition between new and outgoing executive committees.

The outgoing executives reached out to other student unions of similar size and mandate to examine job descriptions of executive directors, general managers, and chief administration officers. Using these, a draft description has been created.

It was decided that a CAO position would not be advantageous during the current year but it should be strongly considered for the coming years. It is recommended that the CAO is in place before the organization moves into the new student centre and the operations of NUSU expand.

### **Student Advocacy**

One of NUSU's primary roles is to advocate for students at the campus, municipal, provincial and federal levels. NUSU was able to advocate for students on all these levels over the past year.

On the municipal level, NUSU had very positive relationship with the City of North Bay and its Mayor, Mr. Al McDonald. NUSU was able to partner with the city to participate in the One Pledge Campaign to end domestic violence within the City of North Bay. Mayor McDonald has been a consistent supporter of NUSU events and initiatives during the year and it is hoped that this positive relationship continues.

On the provincial level, Premier Kathleen Wynne visited Nipissing University on Wednesday, January 25, 2017. The visit included a tour of Nipissing University and Canadore College, followed by a town hall in the Harris Learning Library. The NUSU President acted as the mediator, fielding questions from Nipissing and Canadore students. NUSU asked the Premier about the state of public transportation in Northern Ontario and what the provincial government is doing to improve the state of transportation to make Northern Ontario more accessible to post secondary students. Several other questions came from education students pertaining to the current status and future of the education profession in Ontario.

On the federal level, NUSU was able to engage directly with Prime Minister Justin Trudeau at the Converge Conference in Ottawa from February 6 to February 7, 2017. The Prime Minister gave a surprise town hall with student leaders from across Canada and entertained several questions. The NUSU President was able to ask the Prime Minister about the state of mental health initiatives for post secondary education in Canada and the response from the Prime Minister included collaboration with the provincial governments to combat mental health issues.

Further on the federal level, the NUSU President was invited to a round table discussion with the secretary to the Minister of Finance to discuss the federal budget on March 28, 2017. The secretary announced new funds to help secure positions for post secondary education students after graduation and to help students find placements during their education. The NUSU President was able to ask the secretary about ensuring that all students regardless of area of study had equal opportunity to jobs and placements.

### **Special Governance Commission**

After the labour disruption in the fall of 2015, a special commission was struck by the university's Academic Senate to examine the collegiality of the governance of Nipissing University.

The commission was composed of two Nipissing University Board of Governors members to represent the university's administrative management, two Academic Senators to represent the university faculty and one student representative. In late 2015, the Vice-President Internal was elected by the NUSU Executive Committee to serve on the Commission and continued to serve when the VP Internal was elected President.

The Commission, composing of Mr. Steve Portelli and Mr. Tom Curry representing the Board of Governors, Drs. David Borman and David Tabachnick representing the Academic Senate and the President of the Student Union met on a semi-monthly basis. It was decided that the best way to complete the work and gather data would be to conduct an opinion survey of the interested parties of the university, namely the faculty, staff and students. It was decided that the NUSU President should be in charge of administering the survey to the students. The final report from the Special Governance Commission was due to the Academic Senate and the Board of Governors by October 1, 2016.

Recognizing the need for an external chair, Mr. John Murray, a retired judge with experience in university governance agreed to act as chair of the commission. Several issues were discussed, debated and agreed upon including but not limited to development of a Senate mechanism for the provision of advice/recommendations on a draft budget; development of a mechanism for the provision of Senate advice on major decisions with academic impact; development of Statements of Collegial Governance for Senate and Board of Governors; development of Recommendations for Standing Joint Committee on Governance and plans on how to implement these recommendations. The final report was sent to the Board of Governors and the Academic Senate.

One of the recommendations of the Commission is to have a joint meeting of the university's Academic Senate and Board of Governors to discuss how to implement the recommendations as set out in the final report of the Special Governance Commission.

This meeting is to occur on Friday, April 21, 2017.

### **Annual General Meeting**

At the Annual General Meeting held on October 5, 2017, NUSU passed a motion to allow all subsequent funds collected by the Student Centre Capital Levy to be placed into the restricted account held by Nipissing University under the same strict list of guidelines of use that the trust fund was subject to. The fees collected for the 2016 Fall semester and the 2017 Winter semester were placed into this account and NUSU is able to draw upon these fees free of charge to pay legal fees related to the building project and trust fund and architect invoices.

### **Student Lounge Project**

When it was determined that NUSU would be able to operate with a surplus, it was decided by the executive committee to approach the university to partner in developing a student lounge space on campus. It was felt that without the presence of the Wall Bar and Grill House as a space for students to spend recreational time on campus during the day. The university agreed and space has been dedicated for this purpose. Unfortunately, delays developed with the university's building schedule and the project should be under construction by the end of the school year into the 2017 summer. NUSU was able to make an application to the Student Initiatives Fund to cover the costs of furnishing the space.

Taking inspiration from the Canadore College student lounge, it is intended that the NUSU student lounge will serve as a recreational space for students with some study space if required.

### **Committee Work**

#### **President's Reappointment**

A committee of the university's Board of Governors was formed to determine if Dr. Mike Degagne was fit to return under a new appointment as Nipissing University's President and Vice-Chancellor. The committee was chaired by Ms. Marianne Berube and was supervised by Nipissing University's Human Resource Department. A 360 Review was conducted of Dr. Degagne's tenure as president since his initial appointment five years ago. Several people who have worked with Dr. Degagne as president and in other

professional capacities were interviewed. An opportunity to give feedback was presented to the university community including faculty, staff and students of Nipissing. This feedback was presented as anonymous letters to the university's Human Resources Offices and each committee member was able to review the material for themselves in a private room so as to maintain confidentiality. After a period, the committee met and made a final recommendation to the university's Board of Governors to reappoint Dr. Degagne for another five-year term. The Board of Governors voted to accept the recommendation of the committee to reappoint Dr. Degagne.

### **Vice-President Academic and Research/Provost Search Committee**

The NUSU President served as the primary student representative on the committee tasked with hiring the university's next Vice-President Academic and Research/Provost. Several candidates were interviewed and some were invited for a second interview following a presentation to the university community. Unfortunately, the first search was deemed by the committee to be a failed search and a new search involving the same committee has begun. No previous candidates will be considered and a third-party external executive search firm will be employed. It was intended that the current NUSU President would continue to serve on the committee however given the timeline involved with engaging a search firm, the NUSU President-elect would have to be phased into the process as soon as possible. As per the university's hiring policy, any committee member who participates in the interviews must continue with the committee otherwise forfeit their vote.

### **25<sup>th</sup> Anniversary**

As the university's twenty-fifth anniversary will be approaching in approximately a year's time, a committee has been struck to discuss the events. The NUSU President sat on this committee. So far, the group has met and several ideas have been suggested including the revision of the three paintings of historical figures (Shakespeare, Einstein and the Mona Lisa) and the possibility of three new paintings being commissioned for use in the event. The current consensus of the group is that the anniversary will take place over the course of an entire year with several events to celebrate the milestone. Another important event will be the unlocking of the Nipissing University time capsule. These events and more will be planned in more specific detail as the committee continues.

As part of the Legacy Committee, the opening of the time capsule that was sealed in 1992 has been discussed as part of a large event. This would be accompanied by the



preparation of a new time capsule to be opened at the university's 50<sup>th</sup> anniversary. Letters from current and previous students would be included in the new time capsule as well as a bottle of spirits, and some Nipissing University memorabilia including some from athletics. Other discussions included the potential for a major monument to be erected to mark the occasion. At this time, nothing has been implemented or put into action. The Marketing committee has chosen an official logo for the years' events.

### **Final Recommendations to the Board of Directors and Executive Committee**

As mentioned previously, it is of the strongest recommendation that the Board of Directors and Executive Committee finalize the joint venture agreement for the construction of the new student centre in order to meet the converging timelines involving the university, the architect firm, the consultants and the city of North Bay.

NUSU has been able to come far in developing new governance and committees to execute NUSU's objectives. The Board and Executive committee must continue to locate and examine the gaps in NUSU's governance in order to better operate to service the needs of students. When forming committees, it is recommended that Board Directors be involved as much as appropriate to ensure that when major decisions are made, the Directors and Executives are well informed. Having strong governance is most important to professionalize and standardize the organization thereby taking the "guess work" out of management and procedure as best as possible. Executives should, however, be cautious not to create overbearing, micro-managerial policies that strip the organization of flexibility in its operations. To assist with this, having legal council review the proposed policies and procedures before they are implemented is strongly advised.

A final recommendation in any governance and management is to involve the staff when drafting policies and procedures. The reason for this is that it allows for team input and helps Executives understand how changes in governance will affect the ground-level day-to-day operations of NUSU as well as having context of how operations proceeded in the past. Continuing the previously established Policy Focus Groups when drafting policies is highly recommended, involving directors and staff.



Vice-President Governance & Legal Affairs' Final Report to the Board  
Prepared by: Jordan Dempster  
Thursday, April 20<sup>th</sup>, 2017

### Introduction

The contents of this report outline the various tasks that I have completed or collaborated on throughout my term for the 2016/2017 year as the Vice-President Governance & Legal Affairs for the Nipissing University Student Union (NUSU), while also providing some future recommendations.

### Building Project

The building project was of high importance for the Executive Committee this year to try and break ground during our term. As a team, and in conjunction with our Building Project Lead, Warren Lindsay, we have made tremendous strides in the progression of the building project. We were able to finalize the building design, submit our application to the Public Guardian and Trustee courts in order to have our funds segregated from the trust fund, and create drafted agreements between the University and NUSU. We were also able to solidify Yogurtz, a local business in North Bay, as a tenant in the retail space of the new building, which NUSU is very excited for! The elements that need to be done before the tendering process occurs is the completion of the relevant agreements between NUSU and the University, the dissolution of the trust fund, and financing of the balance of the funds needed for the building that is not covered by the trust fund. Ultimately, the dissolution of the trust fund is the most important aspect to attain, which will be the catalyst for all other aspects to occur before breaking ground. I am confident that the new Executive team will be able to finalize all such details in order to go to tender, and break ground next year.

### Governance and Policy Development

One of the tasks that I wanted to complete in my term is the creation of supplementary policies and procedures that would help the office operate on a daily basis. At the AGM of 2015, the membership passed a motion to completely change the by-laws, and operate from the brand new constitution which is currently in place. Essentially, NUSU continues to be in a 're-build' of the organization in order to maximize its operation, and to serve the best interests of the Nipissing students effectively. I have had the opportunity to create twelve (12) new policies, with the help of others in our office, in order to improve our operations. This includes the Sexual Intervention and Response Policy, Clubs Policy, Elections Policy, Conference Policy, Vacation Policy, Medical Leave Policy, Food Bank Policy, Company Car Operating Policy, Shopify E-Commerce Policy, Time in Lieu Procedure Policy, and a Technology Sign-Out Policy.



Furthermore, with the new constitution, many of the former standing committees were abolished. In order to fill that void, I made it a priority for our organization to create various committees, while improving older committees to help with the overall operation of the organization. The current, and established committees include the Elections Committee, Governance Committee, Audit and Finance Committee, NUSU Cares Committee, Social Committee, and Merchandise and Sales Committee. These committees' memberships include Executives, Directors, and Staff members.

One of my last tasks in terms of policy development, in conjunction with the other Executives, was reviewing our current Executive Policy to propose amendments to improve the policy. After discussions, I recommended that employment contracts should be drafted for Executives since they are employed which would include job descriptions, etc., and it was further decided that any governance aspects of the Executive Policy shall be amended as a section in the Board of Directors Policy. The Executive Policy would then eventually be abolished entirely, and that the Board of Directors Policy would possess the necessary governance aspects of the Executive Committee to carry out the day to day operations of the organization. The intention is that the new Executives would carry this out when their term starts since the proposed amendments are not quite finalized, and a preliminary discussion is had at the Board level before proceeding to approval.

The employment contracts are almost finalized, with our legal counsel's approval, which will be ready next week for the new Executives to sign before they start their term. I recommend that the future VPGLA would prepare such contracts before they finish their respective term in order to have ready for the incoming Executives.

I do have a few additional recommendations for the governance of NUSU, and its Board and Committee membership.

Firstly, I would potentially look into an approach that would increase student involvement from various constituencies to be a part of the Board. For example, as the current Executives have started to discuss, each Club's president or designate would have a vote on the Board. Expanding Board membership through other various constituencies can contribute to more fruitful discussion, and create the best overall experience for the students of Nipissing. Furthermore, I would recommend that NUSU looks into potentially using either a Director, or even hire a student to be the Chair of the Board. This can help to alleviate some of the work load from the President, and would be comparable to how the University's Board of Governors function where they use an external member as the Chair.

Secondly, I do have one recommendation for the Board committees, and their membership. I recommend that the chair of each Board committee should be a Director as it would alleviate some workload from the Executives, while also engaging Directors to be instrumental in the operation of the committees.



## Elections

Another task that I wanted to complete was to try and improve the elections of the organization. Firstly, I created a terms of reference for an Elections Committee and an Elections Policy that helps govern the elections in order to provide structure and consistency to each election with effective facilitation.

Overall, the elections were successful with a few minor problems. One aspect that I wanted to complete was to revamp the Executive Elections Debate for candidates by creating a more professional debate. I was able to develop a relationship with Canadore College, and their film productions program to broadcast our debate. I also allowed candidates to constructively criticize either other candidates or any of NUSU's operations in order to have a fruitful debate. I would recommend that the future Executives engage Canadore for broadcasting purposes for the debate, and the AGM, while also proposing constructive debates.

As part of our elections, I also created formal position descriptions for students to view in order to fully understand the positions available, whether for an Executive or Director position.

In terms of recommendations for Elections, I would certainly look at finding two students as volunteers through an application process to act as the Chief Returning Officer, and the Deputy Returning Officer, who are not current Executives or Directors. This could help alleviate the workload of the VPGLA, as election season can be very busy, and time consuming.

The upcoming Elections Committee, in conjunction with the Governance Committee, should also complete a review of the Elections Policy, and propose potential amendments in order to continue to make it an effective policy for our elections.

## Endowment Initiative

Both Markus Hawco and I collaborated on a fundraising initiative in order to try and raise funds to create more scholarships for students. NUSU currently provides up to six (6) scholarships awards, and we wanted to enhance that through our goal to raise \$10,000. The intention is to continue this initiative annually to continue to increase scholarship awards for our students, which I highly recommend to future Executives to do so.

## Graduate Studies Bursary

Being a predominate undergraduate institution, NUSU hasn't offered a specific service to graduate students. With the growing number of graduate students on campus, we wanted to provide a service to our graduate students. Both Markus Hawco and I created the Graduate Studies Bursary where we can provide applicants, who are full-time graduate students, the



opportunity to receive a bursary to use for their studies, research, and/or attend conferences. The intention is to continue to provide this service, and to try and improve through increased funding and resources, and I highly recommend that future Executives continue to offer this service. I would suggest there would be one deadline for the fall semester, and one date for the winter semester.

### Directors Handbook

One of the tasks that both Jordan Andrews and I completed was the creation of a Director Handbook, which provided our Directors with the relevant information that related to their positions. The binder included the duties and responsibilities as a director, our By-laws, policies, and procedures. This binder would be used as a reference tool for our Directors to be up to date with any information needed. For the new Directors, I created a google drive instead to share all the relevant information that they need for their year to save printing costs. This will allow all Board members to have up-to-date information. This should continue in some capacity to be apart of training for Directors in the future to aid in the effectiveness of the organization and its operations at the Board level.

### Annual General Meeting (AGM) and Town Hall

This year, the AGM of our membership occurred on Wednesday, October, 5<sup>th</sup> in F213. Both Jordan Andrews, and I organized the official notice, the agenda, and gathered all the relevant materials for the AGM. We were able to meet quorum however steps need to be taken with creative strategies in order to engage more students to attend such meeting of high importance.

I also organized a Town Hall, which was an informal Annual General Meeting that didn't need to follow the same procedures as the AGM. The Town Hall was an opportunity to give an update to students on NUSU and its operation since the AGM in October. Again, creative strategies must be taken in order to engage more students to come, and I would recommend future Executives organize this in the second semester as a form of being transparent to our membership.

One recommendation that I have that may help with attendance at these particular meetings is receiving academic amnesty for students. Essentially, this means that students would be able to miss class in order to attend such meetings without being penalized. I started to research into other student unions who have been successful in receiving academic amnesty from their respective Senate, and the Student Federation of the University of Ottawa, as an example, received academic amnesty in order to provide their students the opportunity to attend their AGM.



### CAO Job Description

The Executives were tasked by the Board to create a job description for a Chief Administration Officer for NUSU in order to start the process of potentially hiring a CAO in the future. A CAO Focus Group was created to review the draft that Jordan Andrews and I collaborated on, and use other job descriptions of similar positions from other student unions to create a final draft. The focus group met on April 6<sup>th</sup>, 2017, and completed a final draft to present to the Board for approval.

Moving forward, I would recommend NUSU does not hire a CAO at this time due to the current size of our organization and in order to be financially responsible with students' money as it is a big investment to hire one. However, with the building project in mind, it would be recommended to look to hire one closer to the opening of the new student centre as NUSU is anticipating to grow as an organization at such time, and will need that leadership in place.

### Board Orientation

Both Jordan Andrews and I collaborated on the creation of a Board Orientation, which was the opportunity to provide all new Board members with the information that is relevant to their positions as Board members. This included history of NUSU, responsibilities as a Director, accomplishments of the current Executives, information on the building project, and some initiatives that the incoming Executives would like to accomplish. This orientation also included two guest speakers; Marianne Berube, Chair of the Nipissing University Board of Governors, and Jen Gordon, Nipissing University's Sexual Violence Prevention and Education Coordinator. Marianne provided a presentation on the importance of being a Director, and their responsibilities, while Jen provided training on Bill-132, the legislation that pertains to sexual violence on campuses of post-secondary institutions. Both Jordan and I felt that this was important to complete in order for the whole Board to be ready for their year in office, and I highly recommend that future Executives make this of high importance to occur every year to help with the transition.

### Evaluations

An aspect that was missing from NUSU was the creation and implementation of evaluations for all employees. Jordan Andrews and I collaborated on researching and drafting a performance evaluation to use. The difficulty that arose was on how to appropriately administer the evaluations to employees. I would certainly recommend to the new Executives that they research how other student unions, and/or organizations administer their evaluations. One avenue that may aid in this process, which has already been a topic of discussion, is hiring a third-party Human Resources firm that could help with such performance evaluations, whether they use the template that Mr. Andrews and I created, or a template of their own. Either way, I recommend that these evaluations start to be implemented, whether bi-annually or quarterly, in order to



document job performances of all employees, which will help employees recognize their areas of strengths, and their areas of improvement.

Furthermore, I would recommend that an evaluation be created for Directors to order evaluate their performances. Even though they are not employees of NUSU, it is important that they perform to a high standard in order to maximize NUSU's organizational goals, governance, and operations. This could be administered through the Governance Committee, or the aforementioned Human Resources firm, if hired.

### Conclusion

To conclude, I cannot thank the student body of Nipissing University for electing me as the first official Vice-President Governance & Legal Affairs of NUSU. It has been a humbling experience to know that the students felt I was worthy enough to be a leader on campus in order to act in their best interests. This position has provided me the opportunity to meet various students, key stakeholders within the University, and members of our community, which has led to the development of strong relationships, which will be beneficial as I continue on from Nipissing. Over the last year and a half, NUSU has become a huge part of my life; and the overall experiences that I have gained will never be forgotten.

I wish NUSU nothing but the best moving forward, as it continues to become an effective organization that will provide the best student experience possible. I am excited to be an alumnus of an institution that I can confidently call my second home and even more excited to see NUSU and Nipissing continue to prosper in a positive direction.

Thank you again for providing me this opportunity. I am forever proud to be a Laker.

GO LAKERS GO!

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Dempster".

Jordan Dempster  
Vice-President Governance & Legal Affairs 2016/2017



As my term comes to an end it means that the final report must be made for the board to culminate my year. This year as VP Finance has been an experience unlike any other in my university life, it had quite the learning curve behind it with successes, frustrations and setbacks. Yet overall I am confident that when you read my report you will appreciate the value I have brought the company.

Since I am the first VP Finance I do not have a previous report to go off therefore I find it only fitting that I evaluate my year with monetary costs and benefits I have completed for the company. Beside each topic, I have included its monetary/net value of if it went up or down. It is all subjective and not scaled on any professional evaluation.

The following show my work done:

**Eliminating the deficit: \$80,000**

Prior to my year beginning there was an anticipated deficit of \$80,000, with tight budgeting and slashing of budgets we were able to turn this around and ensure that NUSU would not only find itself avoiding a financial crisis but also create a buffer that can pay off the remaining debt owed to external groups.

**Eliminating debt: Value of \$85,000**

NUSU at the beginning of my term was one year behind paying CFS dues valued at \$85,000. With the surplus created equaling the debt we have been able to pay off all debt owed to external parties. This makes us one of the few student unions in the province and federally that is debt free and can use all of its earnings to promote the student experience rather than operations

**Society group funding: \$25,000**

With the new ancillary fee structure, we have ensured there is \$5 per FTE student to go to their respective programs society. This allows societies to have an operational income each year and not rely so heavily on high formal ticket prices or ceaseless fundraising. This now gives societies the motivation to run program specific events and help increase recruitment.

**Health Plan Referendum: \$650,000**

A large initiative was to increase the coverage for students. When pulling the statistics last year alone students paid out of pocket almost \$30,000 due to maxing out claim allowances or not being covered. Our health plan was the cheapest and least effective in ACL client list. With lots of hard work and connecting with other departments we ran a referendum to get the drastic increase to over extensive coverage and place us to having one of the best in ACL's client list. The result was a success with an overwhelming yes vote and the new plan that will save students from health, dental and vision costs.

**Establishing financing for the building: On going**

Working with KPMG we are establishing all the financial measures needed for the building project. Until the trust fund is released we are not able to go for financing. KPMG estimates we



will get a very competitive 4% interest rate which will leave NUSU in the future no trouble on paying off the debt.

**NUSU Perk Card: \$15,000**

The original campus card had limited businesses and lack of sales to be given any consideration with the budget. In my term, we revamped the campus card giving it a new logo and name the NUSU Perk Card. Also, changing the funding formula to make businesses join for free created the amount register from 5 to 20 businesses in its first year with option to renewal. The NUSU perk in total raised \$15,000 from frosh kit sales and exterior year sales. It overall revitalized the student discount card and established it to grow even more next year.

**E-Commerce system start up: \$2,000**

With establishing the website, we also started up the shopify website to begin selling merchandise and other services to students at their convenience. The store is active with minimal sales however with time it will be populated with more merchandise and become a hotspot for student purchases with regards to NUSU.

**SIF funding for NUSU Projects: \$20,000**

The Student Initiative Fund was established this year to help promote student groups wanting to run initiatives but lacking the capital to apply for. At the final meeting a considerable amount of the money was left untouched and unused. As the money would refresh at the beginning of the next academic year and not roll over I took it upon myself to apply for 4 projects for funding which all got approved. They are as follows

- Electrical outlets at the tables in the second-floor library
- A new bench with outlets in the B wing
- Money for the Student Appreciation lunch
- Money for the Student Lounge

By doing this we have given some small bonuses to the students of Nipissing by filing some paperwork for money that was going to disappear. The amount granted totaled at \$20,000.

**Credit Card change over: \$50,000**

Through the year, we went through the extensive project on getting our corporate credit cards switched from BMO to CIBC approved "US Bank" credit cards. The switchover does not affect our limits however the new system connects with our CIBC bank accounts seamlessly allowing the finance department more control and oversight. It will also avoid credit card charges as we will be able to pay online direct transfer vs. cheque pay out.

**Homecoming: \$10,000**

Working with Dave we co-chaired Homecoming making it happen this year within the budget of \$10,000. We could increase attendance to the most it has been and to a very well received homecoming. We expect due to a good turn out and next year being the 25th anniversary it will have a large attendance again.

**Endowment Initiative: \$2,000**

Working with Jordan Dempster on this one we created a campaign that will hopefully be an annual occurrence with our sponsors to raise money for student scholarships. This year we had 12 sponsors partake in the event which we raised roughly \$2,000. This money will go into the NUSU endowment fund and raise each of our scholarships incrementally by the interest this money will now generate.

**Audit: \$9,000**

This year we secured our audit with KPMG for half the cost of what it was last year at \$9,000. I strongly urge the board and exec team to consider signing whomever next with a 3 contract. By signing a 3-year contract we will get a lower annual cost as well as more efficient audits as they will get to understand the company and complete the audit with less questions and less time needed.

**Charity Number: On going**

A large project undertaken was the application for the charity status. An application consisting of; 25-page application and 30 supporting documents the document took 2 months to prepare. The application is now with the CRA and will be assigned within the next 4 months and therefore will be handled by the next executives.

If we can gain the charity application NUSU will be the first in Ontario to gain it and allow us to expand operations. The charity application is setup to allow us to take donations and run fundraisers for our student food bank and endowment initiative. With possibilities like the blue-sky bingo (which annually brings in \$40,000 per group), Nevada tickets, 50/50 draws etc we could see not only a fully stocked food bank but also create numerous scholarships annually.

**Nursing Games: \$10,000**

I was brought in by our connected Nursing Societies- Nursing Games to help with the financials in the weekend competition. With my assistance, we established accounts within the University to handle their cash needs, sponsors to help reduce cost and bring them into a surplus event that helped donate some of the proceeds to the Nursing program for advancement.

**Total Net Value: \$959,000**

When all the programs and their respective dollar amounts are added, I have estimate added \$959,000 to the company. I pride myself on being the first VP finance to establish a strong foundation for the coming years to base themselves off and improve on my many 'firsts'.

I strongly urge the board to consider extending the term for the auditors to a 3 year for savings measures, continue with what I have started and keep a strong oversight on further VP finances. I have placed NUSU out of debt and a deficit and so long as the same oversight and commitment is done we can see NUSU grow into a student union that is financially as strong as other larger student unions. I urge the board and executives to cease any comments of "well a budget is meant to be flexible" or "we can just pull it from another budget line". To get where we are now meant saying no and meant saying projects can't be done because that budget line is spent.

Overall I wish NUSU but the best in its upcoming years, stay financially positive and remember that anything done represents a 1.2 million organization that will soon grow past 10 million.

Regards

Markus Hawco

VP Finance  
2016-2017



100 College Drive, PO Box 5001  
North Bay, ON P1B 8K9  
Tel: (705) 474-3461 Fax (705) 474-7732  
Web: [www.nusu.com](http://www.nusu.com)

## Nipissing University Student Union

### Vice-President Services

Final Board Report: April 20, 2017

NUSU Board of Directors

#### **Introduction**

Please find enclosed my final report as the Vice-President Services for the 2016-2017 executive committee term. This report encompasses everything completed in my term, both in and out of my portfolio. Should any questions arise, I am more than happy to answer them.

#### **Clubs Administration**

Over the course of my term in office, one of my ongoing tasks was the administration of NUSU's club department. This included day to day completion, and tracking of the events and programs that were hosted by our clubs, the completion of many of the forms that these groups require to function, and helping to complete any tasks that they required help with.

Quite a large number of our clubs hosted events both on and off campus – to the benefit of their members and the student population here at Nipissing University. It is without a doubt that the programming hosted by the Clubs department was functional and effective, and further contributed to student life.

In helping to better implement NUSU's Clubs programming, the staff and executive team took on the creation of a Clubs policy – a document that outlines the best practices and rules that must be followed by NUSU and all of the clubs that fall under our umbrella. This policy governs best practices, financial administration for the clubs, the rights of their members, and so on. I would like to note that a large portion of the background documentation for the clubs policy did come from Maureen Workman, the Clubs Manager of MacEwan University.

#### **Student Food Bank**

Perhaps one of the most important tasks of the Vice-President Services is the day-to-day administration and upkeep of the Student Food Bank. Having been moved from the old NUSU office space, the Food Bank is now located across from the small cafeteria on the 2<sup>nd</sup> floor A-wing.



100 College Drive, PO Box 5001  
North Bay, ON P1B 8K9  
Tel (705) 474-3461 Fax (705) 474-7732  
Web: [www.nusu.com](http://www.nusu.com)

## Nipissing University Student Union

To help with the day to day upkeep, maintenance and item tracking of the Food Bank, the NUSU office has implemented a Food Bank Policy. This policy outlines the best practices, expiration dates, who can advantage of this service, donation and usage tracking and so on. Moving forward, this policy will need to be periodically reviewed and updated.

This year, I worked very closely with both Michelle and Warren to ensure that the Food Bank was well stocked and maintained to suit the needs of those students who chose to use it. This included Michelle keeping careful track of the items entering and leaving the Food Bank, and then providing Warren and I with a list of items that needed stocking week by week. While slightly tedious, we found that this system worked well, and allowed us to keep up with the supply and demand required.

### Student Initiatives Fund

New on campus this year is the Student Initiatives Fund – a program developed by Casey Phillips. This fund allowed students to apply for funding that they did not already have themselves. This funding could be used for a number of reasons, all of which are outlined in the SIF package, which can be found on the Nipissing website.

As with any new program, the first year is a little slow, however I would like to note that the SIF moving forward will greatly benefit the students at Nipissing University. Both Markus Hawco and I had the opportunity to sit on the SIF Committee- the group that decides on rewarding funding to those groups that did apply. I am happy to have represented NUSU in this capacity, and I look forward to seeing those approved applications make changes on our campus.

### Nipissing University's 25<sup>th</sup> Anniversary Committees

Both Jordan Andrews and I had the opportunity to take places on a number of committees struck to help plan and coordinate events for Nipissing University's 25<sup>th</sup> Anniversary this year. For the past several months I have had a seat on both the Gala and Events Committees, though I do regret to inform the Board that neither of these committees have met in several months, and progress on proposed events are in limbo at this moment.

### On/Off Campus Events

As always, NUSU strives to run both on and off campus programming for Nipissing University Students, and this year was no different. From September to April, we ran a large number of events for student, a challenge as we no longer had the old bar and restaurant space to do so. We made significant steps in programming this year, and did work on broadening the scope of activities we



100 College Drive, PO Box 5001  
North Bay, ON P1B 8K9  
Tel: (705) 474-3461 Fax: (705) 474-7732  
Web: [www.nusu.com](http://www.nusu.com)

## Nipissing University Student Union

provide, both in conjunction with NUSU executives and staff, and other departments around the University.

A condensed list of hosted events can be found below:

- Clubs Days (September & January)
- Halloween Haunt
- River Town Saints & The Abrams @ Capitol Centre
- Sexy Bingo
- Financial Literacy
- Frosh Week
- Shinerama
- Random Acts of Kindness

### **NUSU Crew**

One of the many smaller projects that I worked on this year was the caretaking of our volunteer base, the NUSU Crew. Whilst this project proved difficult, I feel that it is essential for NUSU to retain its volunteer bases for the purposes of helping with campaigns, events, etc.... I have made my recommendations for the NUSU Crew moving forward in my transition document.

### **Student Development and Services Collaboration**

This year, both the Services and Communications departments of NUSU were able to collaborate effectively with the Student Development and Services department of Nipissing. While this collaboration was not immense, it did help to further build upon the already existing relationship between both parties.

### **Student Lounge**

This year, the executive committee has been working in conjunction with Dave Drenth and Terry Kirkby from the Facilities office to create a student lounge space on campus. With a budget set for this project, and an approved allotment from the SIF, this project is finally gaining traction; NUSU is now able to begin purchasing the furnishings for this space.

With work beginning and completing during the summer months, the student lounge will be ready and in operation for the 2017/2018 academic year.



100 College Drive, PO Box 5001  
North Bay, ON P1B 8K9  
Tel: (705) 474-3461 Fax: (705) 474-7732  
Web: [www.nusu.com](http://www.nusu.com)

## Nipissing University Student Union

### **Social Committee**

The terms of reference for the Social Committee were overhauled this year, and have thus been implemented since the new year. Whilst the Social Committee has not met numerous times this year, the progress made with this group has been positive, and should continue to be well into the term of the incoming Vice-President Services.

For reference, the Social Committee is made up of the Vice-President Services (Chair), the Director of Services, the Director of Communications, and 2 elected members of the Board.

### **Nipissing University Alumni Advisory Board**

This year, I sat as the NUSU representative on Nipissing University's Alumni Advisory Board. In this role, I was able to help bring forward views and representation of NUSU and the students of Nipissing University.

Furthermore, Markus and I co-chaired and lead the 2016 Homecoming Events. This is a change from previous years, as we were able to shake up the activities. Important to note is that because of great planning and coordination, we achieved the highest attendance numbers throughout Homecoming Weekend, and most notably at the Homecoming Hockey game hosted at Memorial Gardens.

### **Frosh Week & Shinerama**

This year, our Frosh Week ran from August 30 – September 4, and included just over 400 participating first year students. Though we hit a few snags throughout the course of the week, we ran Frosh successfully, and to the enjoyment of both incoming students and our Frosh Leaders.

Frosh Week 2016 included a host of our favourite activities, including Muddy O's, the Amazing Race and Beady Day – those which always see extremely high attendance rates. We also hosted events which are likely to see a change in the future – the Dean's Brunch and Campus Scavenger Hunt. Recommendations for the entirety of Frosh Week have been made to the incoming Vice-President Services, J'aime Brunet as well as the Frosh Week Coordinators.

Our large Shine Day event was held on September 3<sup>rd</sup> of last year and included many of our typical Shine Day activities – face painting, car washes, cheer and grocery carrying. Our main Shine Day location was Sobeys on Algonquin again this year. Though the total has already been announced, it accumulated to around the \$12,000 mark. A reminder for next years BOD and Executive Committee – 2017 is NUSU's 20<sup>th</sup> year of hosting Shinerama – make it a big one!



100 College Drive, PO Box 5001  
North Bay, ON P1B 8K9  
Tel: (705) 474-3461 Fax: (705) 474-7732  
Web: [www.nusu.com](http://www.nusu.com)

## Nipissing University Student Union

### Conclusion

The past 12 months have been tremendous. I really feel that NUSU has grown as a corporation, and that the incoming Executive Team will continue to do good work alongside our highly dedicated and extremely hard working staff.

I would like to extend my sincerest thank you first to our staff, without whom we would not be able to pull off half of the work that we do. Secondly, I would like to thank my fellow executives – this year has been long and tiring at times, but I could not have hoped to work with better folk. Next to our 2016-2017 Board for attending meetings and helping to make changes within NUSU – thank you. And finally, to our Frosh Leaders; thank you for coming on board with us, helping to pull off a great week; you truly are all best friends.

I am truly honoured to have been able to represent the students of Nipissing and the whole of NUSU over the past 12 months – this has been a massive learning experience for me, and I have enjoyed every minute of it.

For everyone continuing on with NUSU from this point forward – I wish you all the best, the biggest successes and best events.

My warmest regards,

Dave Ratcliffe  
Vice-President Services 2016-2017