

MINUTES

Douglas Students' Union Board of Directors
Monday, September 14, 2020 – 4:30pm • Online Zoom

Board Members Present

Accessibility Representative	Matthew Somerville
Campus Representative	Danna Domasig
Campus Representative	Michael Gomez
Director of College Relations	Nikie Lal
Director of External Relations	Caitlin Spreeuw
Director of Finance	Eric Sundmark
Director of Membership Development	Ariel Ataiza
Women Students' Representative	Gurpinder Gaidu
Indigenous Students' Representative	Vanessa Le Mercier
Campus Representative	Jinia Mand
Director of Campus Life	Melissa Chirino
Campus Representative	Bikrum Hothi
Campus Representative	Jed Palad
Pride Representative	Mae Jamisola

Board Members Absent

Campus Representative	Amrita Ramkumar
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Staff Present

Accounting & Finance Coordinator	Roxana Matasa
Executive Director	Andrew Dalton
Organiser – Events	Deepa Singh
Services Coordinator	Ashley Gordon
Organiser – Membership Outreach	Delaney Sullivan
Organiser – Advocacy	Tracy Ho

Guests Present

Executive Director, BCFS	Michael Olson
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THE CHAIR DECLARED THE MEETING QUORATE AT 4:32PM

1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territories of the Kwantlen and Coast Salish peoples.

2. BC FEDERATION OF STUDENTS

Michael Olson, Executive Director, BC Federation of Students joined the meeting.

3. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

20/09/14:01 **MOTION**
Sundmark/Domasig
Be it resolved that the agenda be adopted.
CARRIED

4. ADOPTION OF MINUTES

20/09/14:02 **MOTION**
Hothi/Ataiza
Be it resolved that the minutes of the Board of Directors meeting held August 24, 2020 be adopted.
CARRIED

5. STANDING COMMITTEES REPORTS

5.1 Budget and Operations Committee

Nothing to report. Sundmark informed the Board that the schedule for fall meetings will be set by the first meeting September 23.

5.2 Organizational Development Committee

Ataiza reported that the hand Sanitizer samples have arrived and the order has been processed. The face masks should be arriving this week.

Sullivan reported on the E-Newsletter that members have signed up to receive. Moving forward, an email program will be used to facilitate the E-Newsletter. Research into different programs has been completed and Constant Contact is the best option. The cost is roughly \$57 per month for the amount of addresses that we have and covers up to 2500 emails. Ataiza asked about the number of members that have signed up to receive the emails. Sullivan responded that over 1300 members have signed up.

5.3 Campaigns Working Group

Spreeuw reported the working group has met twice since last meeting. Both meetings shared progress reports. The meeting on September 1 focused on an indepth look at the campaigns plan that was posted on slack. The meeting on September 10 focused on advocacy week to be held at the end of the month and into early October. Advocacy week will focus on campaigns and victories. Last year, an advocacy event was held for 1 day; this year will be one week.

Spreeuw then reported on the Campaigns plan that includes all of the campaigns work for the term. It is a live document that will be updated continuously through the term and includes advocacy week, collective events, and mental health awareness events. The rest of the campaign plan document focuses on specific campaigns and work being done.

Spreeuw presented on training attended by Spreeuw, Gaidu, and Chirino and the proposed partner agreement with the University of Victoria Student Society to obtain and use the *Let's Get Consensual* campaign materials. The conversation has been brought forward to see if the board will support a partnership to move forward with the campaign.

Gaidu suggested that more information should be made available. She provided a background to the program which includes consent culture, supporting survivors, and how to operate the campaign online and through COVID times. It focuses on providing a safe space to learn for everyone and to provide an overview of what is consent. Chirino reported that the training was very valuable.

20/09/14:03 MOTION

Gaidu/Domasig

Be it resolved that a partner agreement with the University of Victoria Student Society to obtain and use the *Let's Get Consensual* campaign materials be approved.

CARRIED

5.4 Campus Life Working Group

Chirino reported that the last meeting focused on assigning different tasks for members of the working group.

Chirino further reported that EDGE is this week on Friday and Saturday.

5.5 Other Committees, Collectives or Councils

Nothing to report

6. REPORT ON COLLEGE RELATIONS

6.1 Board of Governors

Lal reported that the first meeting of the Board of Governors is being held next Thursday.

6.2 Education Council

Ataiza reported on first meeting of the term held today. There were extensive conversations and debates on two parts of agenda concerning policy changes.

The issue being discussed concerned students that are not in the country or province being able to

access counselling services. Students on P1 level of academic probation need to access counselling services to move forward with their education but are unable to access those services currently because they are not in BC. The Counselling designation in BC prohibits counsellors from providing support to individuals outside of the province. SMT and the Registrars office changed the process in the summer so that those students can access aid through the academic advisors to ensure that those students are supported. Dench presented the issue and change as an information item and was met with extensive criticism and opposition. The item will be brought back at a future meeting.

Th other issue focused on the timeline for feedback and consultations of the draft for EdCo bylaws. Suggestions were put forward that ranged from September to the spring. The council settled on the policy being brought back for approval in December.

Ho updated that the College has announced it will be status quo for operations in the winter term. We need to start thinking about our own operations and elections in times with students not on campus.

Sullivan reported that a by-election has begun for an empty student spot that is now vacant after a student left for another institution.

6.3 SMT Meeting and Joint Operations Committee

Lal reported that SMT is meeting tomorrow and an update will be provided at the next meeting.

6.4 General Relations with Douglas College

Nothing to report

In-camera 5:00pm

7. CONFIDENTIAL SESSION

7.1 Report of the Labour Committee*

7.2 Legal Affairs*

7.3 Motions Arising from the Confidential Session

Members will consider any matters arising from the confidential sessions that require action.

Ex-Camera 5:35

20/09/14:04 MOTION
Chirino/Gaidu

Be it resolved that the Douglas Students' Union join with the BC Federation of Students as co-plaintiffs in their intended action in the BC Supreme Court against the Canadian Federation of Students in connection with misappropriated membership fees.

CARRIED

8. OLD BUSINESS

No old business will be considered at the meeting.

9. NEW BUSINESS

9.1 Policy Updates

20/09/14:05 MOTION
Spreeuw/Hothi

Be it resolved that Policy 30.06 COVID Office Safety Policy, be adopted.

CARRIED

20/09/14:06 MOTION
Sommerville/Palad

Be it resolved that notice of motion and first reading be served on Procedure 40.01-06, Food Bank Service Guidelines.

CARRIED

20/09/14:07 MOTION
Palad/Sundmark

Be it resolved that notice of motion and first reading be served on Policy 40.01, Financial Assistance and Food Security.

CARRIED

9.2 Security and window Shades

The board will discuss the purchase of lockdown shades and window shades to be installed on Level 2 of the DSU building in New Westminster

20/09/14:08 MOTION
Sundmark/Chirino

Be it resolved that the purchase of security and window shades from Newco Solar Solutions at a cost of \$7831.72 be ratified.

CARRIED

9.3 Maintenance

The Fibre Optics running into the DSU building are seeing degradation and need to be replaced. The network switches in the building are overloaded and at maximum capacity. The board discussed the quote from 4th Utility Inc. to install new fibre optic cables and upgrade the network switches.

20/09/14:09 MOTION
Ataiza/Mand

Be it resolved that the purchase and installation of new fibre optic cabling and network switches be approved at a cost of no more than \$12,000.

CARRIED

9.4 Fire Safety Plan

The board will discuss the quote from Fire-Pro Fire Protection to provide a new updated Safety Plan for the DSU Building.

20/09/14:10 MOTION
Jamisola/Chirino

Be it resolved that the Fire Safety Plan quote from Fire-Pro Fire Protection at a total cost of \$3200 be approved.

CARRIED

9.5 COVID-19 Safety Plan and Policy

The board discussed updates of the COVID-19 Safety Plan, updated cleaning protocols, and updates on office safety procedures.

10. OTHER BUSINESS

Other business may be presented at this time.

11. UPCOMING MEETINGS

The board will review proposed upcoming board meetings for consideration.

- Monday September 28 at 4:30pm, Zoom - Lal
- Monday October 5 at 4:30pm, Zoom - Spreeuw
- Monday October 19 at 4:30pm, Zoom - Lal
- Monday November 9 at 4:30pm, Zoom - Spreeuw
- Monday November 23 at 4:30pm, Zoom - Lal

- Monday December 7 at 4:30pm, Zoom - Spreeuw
- Monday December 14 at 4:30pm, Zoom - Lal

12. ANNOUNCEMENTS

There are no announcements at this time.

13. ADJOURNMENT-5:52PM

Adopted by the Representative Committee on September 28, 2020



Nikiel Lal, Chair



Andrew Dalton, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, September 28, 2020 – 4:30pm • Online Zoom

Board Members Present

Accessibility Representative	Matthew Somerville
Campus Representative	Bikrum Hothi
Campus Representative	Danna Domasig
Campus Representative	Michael Gomez
Campus Representative	Jed Palad
Director of College Relations	Nikie Lal
Director of External Relations	Caitlin Spreeuw
Director of Finance	Eric Sundmark
Director of Membership Development	Ariel Ataiza
Women Students' Representative	Gurpinder Gaidu
Campus Representative	Amrita Ramkumar
Indigenous Students' Representative	Vanessa Le Mercier
Pride Representative	Mae Jamisola
Director of Campus Life	Melissa Chirino

Board Members Absent

Campus Representative	Jinia Mand
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Staff Present

Accounting & Finance Coordinator	Roxana Matasa
Executive Director	Andrew Dalton
Organiser – Events	Deepa Singh
Services Coordinator	Ashley Gordon
Organiser – Membership Outreach	Delaney Sullivan
Organiser – Advocacy	Tracy Ho

Guests Present

AVP, Academic and Student Affairs	Sarah Dench
Director, Student Affairs and Services	Patty Hambler
Registrar	Rella Ng

SPREEUW DECLARED THE MEETING QUORATE AT 4:32PM

1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Kwikwetlem First Nation and Coast Salish peoples, on whose land we live, learn, and play.

2. DOUGLAS COLLEGE

Dench presented to the Board of Directors that most courses will remain online and will continue through the winter semester. There are roughly 6% off classes on campus as in-person instruction is required. The College will be slowly and carefully transitioning but will take a long time to come back when required.

There have been complications surrounding renovations that have caused delays. They are now starting to move back in to the new spaces.

Hambler reported on a number of group programs and workshops being offered through counselling. Anyone can join for free if they are DC students. The Elder connections program has begun through zoom and phone where indigenous students can contact elders directly. One to one counselling for students out of province is still limited but counsellors can still direct students to resources near them. The Here2Talk program is available for all students.

Front desk services are starting up in the new space on the New Westminster campus for a trial run. After the 9th depending on demand and public health directives, the services will be assessed for expansion.

Ng provided a fall services update for Enrolment Services. Included in the changes to the department, will be the addition of Enrolment Services Advisors and Student Success Advisors.

The department will be a "one stop shop" that is no longer compartmentalized. The design is to create a better personal relationship with students instead of bouncing from counter to counter and dealing with all different departments. All students will be assigned a Student Success Advisor that will stay with them through their whole education.

The key update is that students on P1 (level 1 probation) will meet with student success advisors, while counselling support will be directed to students in BC and Here2Talk will be encouraged for students out of province.

Dench reported on discussion at Education Council on policy issues. The College had to vary from policy to ensure that students are being supported while on probation as they cannot access the counsellors. While Counsellors in BC are not able to provide support to students that are not in BC, the college wants to ensure that students have access to services while on P1.

Library and Learning Centre hopes to be opening in the next 2-3 weeks for in-person access. Currently all services are still online, including online peer-tutoring. They are looking to create a booking system for students to book spaces with breaks between bookings so they can ensure proper time for cleaning.

Fitness areas now taking bookings and intramurals are starting up with proper physical distancing and cleaning in place.

Career Centre is still online. The International department is offering services online and in-person.

Dench stressed that if we are hearing complaints or issues arising, to please let her know so that the College can address any problems.

Lastly, Dench reported on a couple initiatives coming up. The College has a strategic plan initiative and they are looking for student voices. The marketing department is working on a program for improved academic integrity and want to have open conversations on why academic integrity is a good thing and what the benefits are.

Budget Consultations are going to be held in October with facilitated zoom sessions and Dench is hoping for lots of involvement from board members and other students.

Chirino inquired about the ability to change Student Success Advisors once they have been assigned.

Ng replied that it is definitely possible as they want to ensure there is a right fit between students and advisors. Chirino also inquired about accommodations for students studying abroad with class times.

Dench replied that they have talked with Deans and asked them to keep in mind that faculty should be flexible and understanding that some students may be in different time zones. If students have issues that can't be worked out with faculty they need to talk to Associate Dean or coordinator. Ng added that Student Success Advisors might be able to provide services at different times because of students being in different time zones.

Palad asked how Intramurals are staying safe? Dench replied they are working from return to sport guidelines from governing sport bodies. Team sports will remain in bubbles, while intramurals will be in small groups. They will start and assess and reassess if changes need to happen.

Ramkumar inquired the academic policy concerning faculty wanting students to have their camera on during examinations. How do they know if you are cheating? Dench replied that there are different ways to monitor tests and some are intrusive. Some programs can just see your space, while some track your movements but the College has gone through all provincial assessments to ensure they are using the correct programs.

Gaidu asked if all students will be assigned an advisor or only if they are looking for counselling? Ng replied that at the moment they are piloting the program with about 3000 students in specific groups to start – international students, students with student loans, new students to the college, students with entrance awards, and student athletes. The goal is long term and designed to follow students through their education. Once you have been accepted you will be assigned an advisor. Assignments will not be alphabetical but a balance based on program lengths.

The Board of Directors thanked the guests for their time and were very appreciative of the open dialogue.

Dench, Hamblar, and Ng left the meeting at 5:15pm

3. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

20/09/28:01 MOTION
Gaidu/Hothi
Be it resolved that the agenda be adopted.
CARRIED

4. ADOPTION OF MINUTES

20/09/28:02 MOTION
Ataiza/Somerville
Be it resolved that the minutes of the Board of Directors meeting held September 14, 2020 be adopted.
CARRIED

5. STANDING COMMITTEES REPORTS

5.1 Budget and Operations Committee

Sundmark reported that the committee met last week to discuss a few operational issues. The committee discussed the possibility of opening up study areas for students and referred the discussion to the health and safety committee meeting. Sundmark and Dalton will be looking at getting quotes for a projector for the board room.

Dalton discussed the recent assessment of the elevator and reported that the committee will be further reviewing the assessment after the annual budget is complete.

5.2 Organizational Development Committee

Ataiza reported that the committee did not meet in the reporting period, the DSU masks have arrived, and we are still waiting for the personal hand sanitizers to arrive.

Ataiza then provided a handbook update. We continue to receive requests for handbook deliveries so we will continue to package and send them out. To date, 1400 have been sent out and 1400 have signed up for the e-newsletter.

5.3 Campaigns Working Group

Spreeuw reported that Advocacy week started today with highlighting the international students' campaign and will continue throughout the week, highlighting different campaigns every day.

The provincial election is underway. Weekly meetings are being held with the BCFS and other locals from around the province to discuss the Take it Over campaign. The Local will be highlighting the campaign on Friday as a part of Advocacy Week through social media but also will be putting stuff on campus and encouraging the pledge to vote online.

Open Access Week will be taking place in October and is focusing on informing people about OER work and the survey. Lal reported that 423 surveys have been completed to date and our goal is to reach 500!

Spreeuw reported on the BCFS meeting today. The BCFS is looking for photo of reps with a clean background and a quote of why they are voting. There is also a video contest with cash prizes. The cash prizes will be awarded for best locations and for including something in the video that reflects your priorities in the election. Ho added that the videos are due this Friday.

Gaidu reported on international student engagement. Student callout videos are being created to share stories and experiences in a "Humans of NY" style. The goal is to have videos of 30 students.

5.4 Campus Life Working Group

Chirino reported that the working group have not met but EDGE was held last week and it was amazing. The Ataiza's did a great job of leading the festivities. Student engagement in the event was very high.

5.5 Other Committees, Collectives or Councils

Sundmark reported on the BCFS Executive Committee meeting. The meeting was held digitally through Zoom. Lot of work focused on the Take it Over campaign. Other discussions at the meeting focused on the Deals App and the OER campaign and how to improve engagement.

Chirino reported on Anti-Racism work being done through the BCFS. She presented on a campaign to end Police street checks.

6. REPORT ON COLLEGE RELATIONS

6.1 Board of Governors

Lal reported on first meeting last Thursday. The meeting included an approval of the strategic plan, a presentation of the the quarterly financials, a presentation on COVID safety measures, and a motion to restrict President wage for the 20/21 year at the direction of the Minister of Finance, Carole James.

6.2 Education Council

Ataiza reported that the next meeting is October 19. The Ad Hoc Committee has supplied notes for the policy changes to all the members of the council.

6.3 SMT Meeting and Joint Operations Committee

Lal reported that SMT met last week. The agenda included budget consultation dates for October to engage students and the budget presentation in February has been scheduled for a Monday after years of feedback from the DSU encouraging SMT to host the event not on a Friday and when students are available to attend and provide feedback.

6.4 General Relations with Douglas College

Nothing to report.

In-camera 5:47

7. CONFIDENTIAL SESSION

7.1 Report of the Labour Committee*

7.2 Legal Affairs*

7.3 Motions Arising from the Confidential Session

Ex-Camera 5:53

20/09/28:03 MOTION
Ramkumar/Domasig

Be it resolved that the labour committee be struck and empowered to form a hiring committee to engage in a hiring process for a new student staff.

CARRIED

20/09/28:04 MOTION TO RECESS
Chirino/Le Mercier

Be it resolved that the meeting recess for 10 minutes and return at 6:05pm.

CARRIED

Meeting recessed at 5:55pm

Meeting return to order at 6:05pm

8. OLD BUSINESS

No old business was considered at the meeting.

9. NEW BUSINESS

9.1 Policy Updates

- 20/09/28:05 MOTION**
Gaidu/Jamisola
Be it resolved that Procedure 40.01-06, Food Bank Service Guidelines, be adopted.
CARRIED
- 20/09/28:06 MOTION**
Sundmark/Ramkumar
Be it resolved that Policy 40.01, Financial Assistance and Food Security, be adopted.
CARRIED

9.2 Clubs

Sundmark and Sullivan presented the list of clubs that have applied for the 2020-2021 academic year. They went through the list and discussed the difficulties of getting clubs signed up this year. Questions were brought forward concerning COBID safety implications and group meetings.

Gomez left 6:15Pm

- 20/09/28:07 MOTION**
Chirino/Somerville
Be it resolved that the following list of clubs be ratified as of October 1, 2020 to September 30, 2021, with the condition that all officer signatures are submitted by Friday October 2, 2020.
CARRIED

Clubs for Ratification:
Board Games club
BSN Peer Mentorship Program
Burmese Club
Comedy Club
Couples for Christ Youth Campus Based
DCBA
Debates Club
Developer Students Club
EmpowerHer Club
FOCUS Club
Korean Club
Makers Club
School of Outreach Ministry (SCOM) Club
Therapeutic Recreation Association

9.3 National Action Plan to End Violence against First Nations, Metis, and Inuit Women, Girls, and two-Spirited Person

Ho presented the National Action Plan and the board discussed sending a letter to the Minister of Crown-Indigenous Relations, Carolyn Bennet. In consideration of how to host indigenous events this fall during COVID, a review was done of the Native Women's Association website that contained suggested actions. Ho showed the call to action and all that was included in the ask. The initial inquiry at the federal level was stalled because of lack of consultation. The pandemic has also removed the priority of the issue. Sending a letter is a show solidarity.

- 20/09/28:08 MOTION**
Gaidu/Le Mercier
Be it resolved that the Board of Directors send a letter to Minister of Crown-Indigenous Relations Carolyn Bennett calling on the government to take action and address the scale and severity of the violence experienced by Indigenous women, girls, and two-spirited people.
CARRIED

9.4 Technology for Podcasts and Videos

Singh presented on technology options for podcast recording, that include a tripod, lights, microphones (lapel Mics), and a podcast mic. Singh has also reach out to CEIT for suggestions.

20/09/28:09 MOTION
Sundmark/Hothi

Be it resolved that the purchase of technology for recording the DSU videos, such as microphones and tripod, be approved at a cost of no more than \$1500.

CARRIED

9.5 Digital Solutions

Dalton reported on quotes received from Quicktech for digital solutions and maintenance. The quotes included 2 options. The first option is to have a whole new system installed, with proper router and licenses, for security, VPN, and back-ups. The second option is to hire Quicktech on a monthly plan to oversee all digital needs of the DSU. The board discussed the options at length and had many questions about other associated costs.

20/09/28:10 MOTION TO REFER
Chirino/Sundmark

Be it resolved that quotes be referred to the Budget and Operations committee for review and for recommendation to the next meeting of the Board of Directors.

CARRIED

9.6 Student Society Emergency Aid Fund

20/09/28:11 MOTION
Ramkumar/Somerville

Be it resolved that matching funds of \$6358 be approved for the Student Society Emergency Aid Fund.

CARRIED

9.7 DC OER Grant

The board discussed an annual contribution to the DC OER grant.

20/09/28:12 MOTION
Gaidu/Ramkumar

Be it resolved that the an annual contribution of \$3000 be made to the Douglas College OER Grant.

CARRIED

10. OTHER BUSINESS

Ho asked the board if anyone is interested in doing the campaigns intro video for tomorrow. Ramkumar offered to do the video.

Dalton talked with the board about scheduling and office hours, inquiring with everyone how operations are working for everyone with the new COVID safety protocols. Directors responded that they are happy with how things are going. The board then discussed ways of having better communication for office hours and having better communication when Directors are not going to be in the office for their office hours.

11. UPCOMING MEETINGS

The board will review proposed upcoming board meetings for consideration.

- Monday October 5 at 4:30pm, Zoom - Spreeuw
- Monday October 19 at 4:30pm, Zoom - Lal
- Monday November 9 at 4:30pm, Zoom - Spreeuw
- Monday November 23 at 4:30pm, Zoom - Lal
- Monday December 7 at 4:30pm, Zoom - Spreeuw
- Monday December 14 at 4:30pm, Zoom - Lal

12. ANNOUNCEMENTS

No announcements at this time.

13. ADJOURNMENT – 7:01

Adopted by the Representative Committee on October 5, 2020



Nikiel Lal, Chair



Andrew Dalton, Executive Director



MINUTES

Douglas Students' Union Board of Directors
Monday, October 5, 2020 – 4:30pm • Online Zoom

Board Members Present

Accessibility Representative	Matthew Somerville
Campus Representative	Bikrum Hothi
Campus Representative	Danna Domasig
Campus Representative	Michael Gomez
Campus Representative	Jed Palad
Director of College Relations	Nikiel Lal
Director of External Relations	Caitlin Spreeuw
Director of Finance	Eric Sundmark
Director of Membership Development	Ariel Ataiza
Women Students' Representative	Gurpinder Gaidu
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Pride Representative	Mae Jamisola
Director of Campus Life	Melissa Chirino
Campus Representative	Jinia Mand

Board Members Absent

Campus Representative	Amrita Ramkumar
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Staff Present

Accounting & Finance Coordinator	Roxana Matasa
Executive Director	Andrew Dalton
Organiser – Events	Deepa Singh
Services Coordinator	Ashley Gordon
Organiser – Membership Outreach	Delaney Sullivan
Organiser – Advocacy	Tracy Ho

THE CHAIR DECLARED THE MEETING QUORATE AT 4:31PM

1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Coast Salish peoples we live, learn, work, and play.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

20/10/05:01 **MOTION**
Gaidu/Chirino
Be it resolved that the agenda be adopted.
CARRIED

3. ADOPTION OF MINUTES

20/10/05:02 **MOTION**
Somerville/Palad
Be it resolved that the minutes of the Board of Directors meeting held September 28, 2020 be adopted.
CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Sundmark presented the recommendation of the Budget and Operations Committee for digital solutions. After discussions at the previous meeting of the board, the committee inquired with Quicktech for clarification on costs, agreements, and software.

20/10/05:03

MOTION

Sundmark/Chirino

Be it resolved that the purchase of a VPN from Quick Tech Management be approved at a cost of \$1324.00 plus tax be approved; and

Be it further resolved that a managed IT services agreement with Quick Tech Management be approved at a cost of \$750 plus tax per month with an initial set up fee of \$750 plus tax.

CARRIED

4.2 Organizational Development Committee

The committee has not met. Ataiza and Sullivan are meeting tomorrow to discuss next steps.

4.3 Campaigns Working Group

Spreeuw reported the working group has not met but the working group has been quite active with the Take it Over campaign. Students can pledge to vote to get into a contest for swag and air pods. All directors and staff should be taking the pledge to vote.

One on One Q&A sessions will be held with candidates in both ridings of campuses. NDP, Liberal, and Green candidates have been contacted. The Q&A session will be in a talkshow style on Zoom. The sessions will focus on issues facing students by fielding ideas from students and directors. Le Mercier, Spreeuw, Mand, Gaidu, Somerville, Lal, and Chirino have all expressed interest in being apart of the sessions.

Spreeuw informed the board that this Wednesday there will be Take it over hangout with the BCFS to talk about getting people to pledge.

Spreeuw further reported on the OER survey. So far, 463 students have completed the survey. The survey will stay open until Friday to reach the goal the of 500.

4.4 Campus Life Working Group

Nothing to report.

4.5 Other Committees, Collectives or Councils

Jamisola provided an update on the pride collective. An In-person event has been approved for the October 16 for National Coming Out day. The event will be a meet and greet event.

Somerville reported on mental health week with the collective focusing on videos of members showing how they handle stress. Directors are encourage to film a selfie video with their name, position, and what helps them manage stress.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Nothing to report.

5.2 Education Council

Mand reported the next meeting is scheduled for October 19.

5.3 SMT Meeting and Joint Operations Committee

Nothing to report.

5.4 General Relations with Douglas College

Nothing to report.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee*

6.2 Legal Affairs*

6.3 Motions Arising from the Confidential Session

Members will consider any matters arising from the confidential sessions that require action.

7. OLD BUSINESS

No old business will be considered at the meeting.

8. NEW BUSINESS

8.1 Clubs

Sundmark reported on club council. Almost all clubs attended and were excited to get going. All the clubs submitted their packages. Chirino asked how clubs will operate. Sundmark responded that Zoom will be the main way for engagement with some clubs having meetings outdoors with social distancing measures in place.

Sullivan reported on clubs getting a slack account that is separate from our slack account. Clubs have been asking for training sessions for succession planning. Asking to post Blurb on listserv.

Sundmark reported on request for a wrestling club. The request was initially denied but a meeting was held with the BC Wrestling Association. Further inquiries need to be done with the College.

Lastly, Sundmark reported that a club was missed in the ratification process at the last meeting.

20/10/05:04 MOTION

Sundmark/Gomez

Be it resolved that the Circus Club be ratified as of October 1, 2020 to September 30, 2021.

CARRIED

8.2 Health and Safety Committee

Dalton provided updates to the safety plan which included access to the microwave in the office kitchen and the changes to allow for small internal events in the lounge spaces on L1 and L3.

9. OTHER BUSINESS

Ho requested that if reps are available to help with questions and themes for the candidate interviews to stick around after the meeting.

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- Monday December 7 at 4:30pm, Zoom - Spreeuw
- Monday December 14 at 4:30pm, Zoom - Lal

11. ANNOUNCEMENTS

Sundmark announced that timesheets need to be submitted immediately for this weeks pay period.

12. ADJOURNMENT – 5:10PM

Adopted by the Representative Committee on October 19, 2020



Nikiel Lal, Chair



Andrew Dalton, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, October 19, 2020 – 4:30pm • Online Zoom

Board Members Present

Accessibility Representative	Matthew Somerville
Campus Representative	Bikrum Hothi
Campus Representative	Danna Domasig
Campus Representative	Michael Gomez
Campus Representative	Jed Palad
Director of College Relations	Nikiel Lal
Director of External Relations	Caitlin Spreeuw
Director of Finance	Eric Sundmark
Director of Membership Development	Ariel Ataiza
Women Students' Representative	Gurpinder Gaidu
Indigenous Students' Representative	Vanessa Le Mercier
Director of Campus Life	Melissa Chirino
Campus Representative	Jinia Mand
Campus Representative	Amrita Ramkumar (4:52)

Board Members Absent

Pride Representative	Mae Jamisola
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Staff Present

Accounting & Finance Coordinator	Roxana Matasa
Executive Director	Andrew Dalton
Organiser – Events	Deepa Singh
Services Coordinator	Ashley Gordon
Organiser – Membership Outreach	Delaney Sullivan
Organiser – Advocacy	Tracy Ho

THE CHAIR DECLARED THE MEETING QUORATE AT 4:31PM

1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Qayqayt First Nation and all the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

20/10/19:01 **MOTION**
 Gaidu/Spreeuw
 Be it resolved that the agenda be adopted.
 CARRIED

3. ADOPTION OF MINUTES

20/10/19:02 **MOTION**
 Chirino/Domasig
 Be it resolved that the minutes of the Board of Directors meeting held October 5, 2020 be adopted.
 CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Nothing to report

4.2 Organizational Development Committee

Ataiza reported that he is meeting with Sullivan and Dalton tomorrow and for committee members to be on the lookout for a meeting coming soon.

4.3 Campaigns Working Group

Spreeuw reported that the working group met October 8 to review the OER survey, advocacy week, and open access week. This is the last week for the take it over campaign as the election is this Saturday. Spreeuw encouraged all board members to vote.

Ho reported on the Q&A sessions. Q&As were held with representatives from the Green party, the Liberal party, and the NDP. Joan Isaacs of the Liberal party just responded by email with answers. All the videos are available on our Youtube channel. Please make sure we are all sharing info with our members.

Lal asked about the written submissions. Ho replied that written submissions have been put into a slideshow and all video Q&As have been closed caption.

4.4 Campus Life Working Group

Chirino reported that there was a meeting held last week to go over October calendar and events. The working group discussed creating a spooky story telling video, brainstormed hangouts for students and went over collective events.

Singh added that a virtual animal event will be held this Wednesday at 4:30.

4.5 Other Committees, Collectives or Councils

Nothing to report.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Lal reported that there is an online retreat being held this week for planning.

5.2 Education Council

Mand reported that there was an issue with policy approvals because of lack of process. The policies were reviewed again today and approved to help students who are not in BC or country with access to college services.

Ataiza reported on a bylaw review that was sent to committee. The amendments were not approved but will go for approval at the next meeting. There was lots of student engagement which helped calmed down the whole meeting.

5.3 SMT Meeting and Joint Operations Committee

Lal reported that SMT will be meeting tomorrow and an update will be provided at the next meeting.

5.4 General Relations with Douglas College

Nothing to report.

In-camera 4:44pm

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee*

6.2 Legal Affairs*

6.3 Motions Arising from the Confidential Session

Members will consider any matters arising from the confidential sessions that require action.

Ex-Camera 4:47pm

20/10/19:03 MOTION
Gaidu/Ataiza
Be it resolved that the recommendation of the Labour Committee to hire Danielle Buteau be ratified effective October 16, 2020.
CARRIED

7. OLD BUSINESS

No old business will be considered at the meeting.

8. NEW BUSINESS

8.1 Club Budgets

Sullivan and Sundmark provided an overview of the club budget requests from 2 clubs.

20/10/19:04 MOTION
Somerville/Domasig
Be it resolved that club allocations be granted as per schedule 1 – Club Funding Allocations for Fall 2020 (attached).
CARRIED

8.2 Maintenance

Dalton presented on a list of maintenance issues that need to be dealt with around the building.

20/10/19:05 MOTION
Ramkumar/Palad
Be it resolved that the preventative roof maintenance at a cost of \$2976.00 plus GST be approved.
CARRIED

20/10/19:06 MOTION
Spreeuw/Gomez
Be it resolved that the quote from 4th Utility to supply and install DSU DSX door alarms throughout the building to improve security measures at a cost of \$4165.00 plus GST be approved.
CARRIED

20/10/19:07 MOTION
Ramkumar/Le Mercier
Be it resolved that Dunbar Masonry be hired to repair cracked brickwork at a cost of no more than \$2500.
CARRIED

20/10/19:08 MOTION
Palad/Ramkumar
Be it resolved that the level 2 outer door of the DSU building be upgraded to an electrical retraction system that is directly connected to the DSX Fob system at a cost of no more than \$4500.
CARRIED

8.3 Door Signage

Dalton presented the quote from Seen Signs to complete the signage on L2 of the building.

20/10/19:09 MOTION
Somerville/Spreeuw
Be it resolved that the quote from Seen Signs be to create and install signage for level 2 of the DSU building be approved at a cost of no more than \$2500.
CARRIED

9. OTHER BUSINESS

No other business

10. UPCOMING MEETINGS

The board will review proposed upcoming board meetings for consideration.

- Monday November 9 at 4:30pm, Zoom - Spreeuw
- Monday November 23 at 4:30pm, Zoom - Lal
- Monday December 7 at 4:30pm, Zoom - Spreeuw
- Monday December 14 at 4:30pm, Zoom - Lal

11. ANNOUNCEMENTS

No announcements were made at this time.

12. ADJOURNMENT – 5:15PM

Adopted by the Representative Committee on November 09, 2020



Nikiel Lal, Chair



Andrew Dalton, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, November 9, 2020 – 4:30pm• Online Zoom

Board Members Present

Accessibility Representative	Matthew Somerville
Campus Representative	Bikrum Hothi
Campus Representative	Danna Domasig
Campus Representative	Michael Gomez
Campus Representative	Jed Palad (4:41)
Director of College Relations	Nikie Lal
Director of Finance	Eric Sundmark
Director of Membership Development	Ariel Ataiza
Women Students' Representative	Gurpinder Gaidu
Indigenous Students' Representative	Vanessa Le Mercier
Director of Campus Life	Melissa Chirino
Campus Representative	Amrita Ramkumar
Pride Representative	Mae Jamisola

Board Members Absent

Director of External Relations	Caitlin Spreeuw
Campus Representative	Jinia Mand

Staff Present

Accounting & Finance Coordinator	Roxana Matasa
Executive Director	Andrew Dalton
Organiser – Events	Deepa Singh
Services Coordinator	Ashley Gordon 4:48
Organiser – Membership Outreach	Delaney Sullivan
Organiser – Advocacy	Tracy Ho

THE CHAIR DECLARED THE MEETING QUORATE AT 4:33PM

1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Coast Salish peoples and the Kwantlen First Nations.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

20/11/09:01 **MOTION**
Chirino/Gaidu
Be it resolved that the agenda be adopted.
CARRIED

3. ADOPTION OF MINUTES

20/11/09:02 **MOTION**
Ramkumar/Hothi
Be it resolved that the minutes of the Board of Directors meeting held October 19, 2020 be adopted.
CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Sundmark reported on the meeting. All food items remaining in the food bank have been donated to food bank or shelter organizations in Vancouver, New Westminster, and Coquitlam. The committee has decided to re-open the office 5 days per week with the continued reduced hours of 10am-3pm to ensure that members are receiving access to in-person services when needed in a safe manner. In

the near future, the committee will look at helping personalize offices with cork boards and white boards. Gomez and Gordon will be looking into what is required in each office but this will possibly be postponed due to the recent public health order. Sundmark then reported on first aid courses and the rising costs due to materials no longer being reusable.

20/11/09:03 MOTION
Sundmark/Ramkumar

Be it resolved that the subsidy for first aid courses be increased by 10 dollars per student.
CARRIED

4.2 Organizational Development Committee

Ataiza reported on the bulk purchase order for swag. After discussion and voting from the whole board, the logo was chosen for the crew neck sweaters. Sullivan reported on handbook mailout distribution moving forward and that Palad will be taking over ensuring that the handbooks are getting out to members and working with student staff.

20/11/09:04 MOTION
Ataiza/Sundmark

Be it resolved that the bulk purchase order at a total cost of \$8000 be ratified.
CARRIED

4.3 Campaigns Working Group

Ho reported on meeting from the October 20. At the meeting, the working group did a review of the Take it Over election campaign, the OER survey responses, and next steps for the working group. Next steps include encouraging students to fill out course evaluations and encouraging others students to push for more OERs.

Ho further reported a meeting will be held with Sarah Dench, Patty Hamblar, and Thor Borgford to talk about issues being brought forward by students concerning issues with classes, faculty, online learning, and quality of education. Ho inquired with the board if they have any ideas or thoughts that want to be shared?

The board had a long discussion about issues affecting them in their studies and classes and issues they have heard from other students. Issues discussed included drastic increases in homework, lack of grading or notification of academic standing, difficulties with group work, deadlines assigned on weekends, exam formats and no ability to review your answers, and overall expectations of faculty from students. While most of the conversation revolved around issues facing students, Somerville reported that the push should be for consistency as students in some of the closed programs have reported positive experiences that include being well organized, clear expectations, and good communication.

4.4 Campus Life Working Group

Chirino reported on the meeting last week to go over events for this term and the next. Events coming up include Trans awareness week and a Netflix party this week. She further reported on EDGE. Normally EDGE is only held in the fall but this year will also be held in January. Chirino and Singh are meeting with Student Life to plan for winter EDGE.

Singh reported on cancelling the painting party because of students needing to pick up supplies from campus and the public health order discourages students from coming to campus. Singh also further explained the rationale for the recommended motion.

20/11/09:05 MOTION
Gomez/Palad

Be it resolved that that the Douglas Students Union partner with Student Life on EDGE Winter 2021 and the budget be approved at a cost of \$1800.
CARRIED

4.5 Other Committees, Collectives or Councils

Gaidu reported that November 25 to December 6 the focus will be on sharing posts for international awareness days on Violence against women and ensuring there are lots of interactions.

Singh reported on planning ahead for the winter semester. SHIFT will be taking place in March with the DSU collaborating on the project. There will be a series of virtual events with a social justice framework and the Impacts of COVID through different lenses. The DSU will be covering the costs of

one of the facilitators that should be around \$450-600.

Ho mentioned wanting a student on the planning committee and if anyone is interested, to let her know.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Lal reported that no regular meetings were held within this time period. A retreat was held with a review of the previous year and sessions on the future with COVID and what that will look like.

5.2 Education Council

Ataiza reported that the next meeting will be held in a week on the November 15. A report will be provided at the next meeting.

5.3 SMT Meeting and Joint Operations Committee

Lal reported that SMT was held on October 20. No feedback was provided.

5.4 General Relations with Douglas College

Dalton reported on requests for students on college working groups including a request for a student on the Service Integration Working Group. No one presented interest.

Dalton further discussed taking part in the college sessions for the future student housing and new building across from the New Westminster campus.

Ataiza mentioned that it is very important to have students in these working groups to provide student perspective and feedback.

Chirino said that the focus was turned on students looking for real feedback. She further mentioned that there was updated opportunities for housing feedback similar to the survey in 2017.

Singh reported that the sessions were mostly good but one of them had very little opportunity for feedback. The Indigenous workshop was excellent as it really got down to how the spaces are set up with the focus on decolonization. It really dove deep into all aspects of the building. Singh followed up after the session through email with the request for feedback from Chief Rhonda Larabee of the Qayqayt First Nation.

Nikiel reported that the sessions he attended were really great but for one there was a bit too much expertise presented to have too much opportunity to give feedback.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee*

6.2 Legal Affairs*

6.3 Motions Arising from the Confidential Session

Members will consider any matters arising from the confidential sessions that require action.

7. OLD BUSINESS

No old business will be considered at the meeting.

8. NEW BUSINESS

8.1 College Budget Consultations

Ho presented the plans for the budget consultations, which included encouraging students to fill out the College survey, encouraging students to fill out the DSU feedback form, and for students to take part in the DSU budget drop-in sessions. The board discussed the opportunities and how to reach as many students as possible. Gaidu recommended to do 2 sessions per day to give them options for feedback. Ho reported that the drop-in sessions will be recorded but not shared. They will be used to help direct the budget consultation submission.

The board further discussed which Directors would lead the sessions. The following list includes which directors volunteered for the sessions:

International students – Ramkumar, Gomez, and Ataiza

Technology – Somerville and Palad

Quality of Education –Lal, Gaidu, Domasig, and Hothi

Services – Jamisola and Le Mercier

Fees – Sundmark, Domasig, and Hothi

8.2 DSU Promotional Video

Sullivan presented the final version of the DSU Promotional Video and discussed opportunities and options for promotion in the winter term. The board discussed that they would like to use the video but as it focuses on lively on-campus activities, it should not be presented without explanation to go with it.

9. OTHER BUSINESS

Dalton discussed the current public health order and the implications for the office. Staff and Directors are encouraged to work from home whenever possible for the next two weeks or until further direction comes from the public health authorities. Increased screening will be happening all over campus.

Chirino reported on the moose hide campaign and the desire to have a representative join us at our next meeting to discuss how to run the campaign effectively. The idea was well received by the rest of the board and Chirino will reach out the campaign organizer to invite them to the next meeting.

10. UPCOMING MEETINGS

The board will review proposed upcoming board meetings for consideration.

- Monday November 23 at 4:30pm, Zoom - Lal
- Monday December 7 at 4:30pm, Zoom - Spreeuw
- Monday December 14 at 4:30pm, Zoom - Lal

11. ANNOUNCEMENTS

Announcements may be made at this time.

Sullivan reported that priority registration is coming soon. She will be making office schedules for the winter term soon and will be sending out a form soon to directors to find out their desired office days.

Sullivan also requested that Directors send their schedules in as soon as possible.

Everyone sang Happy Birthday to Domasig.

12. ADJOURNMENT – 6:01PM

Adopted by the Representative Committee on November 23, 2020



Nikiel Lal, Chair



Andrew Dalton, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, November 23, 2020 – 4:30pm • Online Zoom

Board Members Present

Accessibility Representative	Matthew Somerville
Campus Representative	Bikrum Hothi
Campus Representative	Danna Domasig
Campus Representative	Michael Gomez
Campus Representative	Jed Palad
Director of College Relations	Nikie! Lal
Director of Finance	Eric Sundmark
Director of External Relations	Caitlin Spreeuw
Women Students' Representative	Gurpinder Gaidu
Indigenous Students' Representative	Vanessa Le Mercier
Director of Campus Life	Melissa Chirino
Campus Representative	Amrita Ramkumar
Pride Representative	Mae Jamisola

Board Members Absent

Director of Membership Development	Ariel Ataiza
Campus Representative	Jinia Mand

Staff Present

Accounting & Finance Coordinator	Roxana Matasa
Executive Director	Andrew Dalton
Organiser – Events	Deepa Singh
Services Coordinator	Ashley Gordon
Organiser – Membership Outreach	Delaney Sullivan
Organiser – Advocacy	Tracy Ho

Guests Present

Moose Hide Campaign	Omar Karim
Moose Hide Campaign	Sravanthi Chipati
Moose Hide Campaign	Sage Lacerte

THE CHAIR DECLARED THE MEETING QUORATE AT 4:34PM

1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Coast Salish peoples and all the lands of the Nations on which we live, learn, and play.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

20/11/23:01 **MOTION**
Gaidu/Chirino
Be it resolved that the agenda be adopted.
CARRIED

3. ADOPTION OF MINUTES

20/11/23:02 **MOTION**
Palad/Sundmark
Be it resolved that the minutes of the Board of Directors meeting held November 09, 2020 be adopted.
CARRIED

4. MOOSE HIDE CAMPAIGN

Karim, Chipati, and Lacerte of the Moose Hide campaign joined the meeting of the board to provide a presentation on the current work of the campaign.

Lacerte began with an introduction and an exercise where all attendees recognized their lineage, history, and relation to the lands upon which we live and have lived. She then provided a presentation on the history of the campaign, the origins, and the growth of the campaign since its inception in 2011. Lacerte outlined the government advocacy work that has been done, the work with institutions and all levels of education, and the need for the campaign to continue to grow.

Karim then discussed the initiatives of Post-Secondary Institutions across the country and their involvements with the campaign. He then followed with a presentation on the on the 5 steps to become an ambassador institution.

Lacerte ended the meeting with an invite to the Students' Union to participate in a special event on February 11, 2021, that will include a list of speakers, events, activities, a full day fast, and a celebration at the end of the day.

The board expressed their gratitude to the organisers for joining the meeting to present on the campaign. Karim, Chipati, and Lacerte left the meeting at 5:05PM

5. STANDING COMMITTEES REPORTS

5.1 Budget and Operations Committee

Sundmark reported that the committee have not met but the budget will be presented later in the meeting for approval.

5.2 Organizational Development Committee

Palad reported that the committee will be meeting on Wednesday from 12-1.

5.3 Campaigns Working Group

Ho reported on the last meeting. The meeting was fairly short and focused on discussing plans moving forward for this semester and next. Ho expressed thanks to Palad for chairing that meeting.

5.4 Campus Life Working Group

Chirino reported on the last meeting of the working group. Discussions focused on lots of collective events coming up soon and Winter EDGE. Winter EDGE will be a 1-day event. The DSU will be hosting another guided painting session and will be focusing interactions with new students on fun topics and less on information about services. Chirino encouraged all reps to continue to share events with their friends and on social media.

5.5 Other Committees, Collectives or Councils

Somerville reported on the November 30 guided meditation event. The event is designed to encourage release stress. The event will start at 230 on Monday.

Gaidu reported work of the Women's Collective for November 25, the International Day for the Elimination of Violence Against Women. The Women's Collective will be focusing on social media and will be releasing a video to lay the foundation of knowledge and support women in your life. The next focus of the Collective will be December 6, the National Day of Remembrance and Action on Violence Against Women. The day of action is to remember the 14 women murdered on this day in 1989 at Montreal Polytechnic and to advocate for the end of gender-based violence.

Jamisola reported on the Pride event held last week for the Transgender Day of Remembrance. Jamisola reported that although the day of remembrance is a very serious topic that needs to be recognized, efforts were made to keep the event and discussions lighthearted for those in attendance.

Le Mercier reported that tomorrow is the Self-Care Indigenous Workshop and is being held at 230.

6. REPORT ON COLLEGE RELATIONS

6.1 Board of Governors

Lal reported that the next meeting is being held this Thursday.

6.2 Education Council

Lal reported on the meeting last week. The Council is still working on the Bylaws, with little progress being made.

6.3 SMT Meeting and Joint Operations Committee

Lal reported on the last SMT meeting. At the meeting, Lal inquired about the number of students that participated in the recent college budget survey. There were just over 180 students that completed the survey.

6.4 General Relations with Douglas College

Ho reported on modules created to teach students about academic integrity. Associate Dean of LLPA, Janette Tilley, reached out to see if anyone wants to be a part of the advisory committee that deals with issues of academic integrity. Jamisola expressed interest in the committee.

7. CONFIDENTIAL SESSION

7.1 Report of the Labour Committee*

7.2 Legal Affairs*

7.3 Motions Arising from the Confidential Session

Members will consider any matters arising from the confidential sessions that require action.

8. OLD BUSINESS

No old business will be considered at the meeting.

9. NEW BUSINESS

9.1 DSU Elevator Maintenance/Modernization

Dalton present on the proposed elevator maintenance. He discussed the proposed cost, the assessment completed by Gunn Consultants, and the process. The assessment has been reviewed by Terra Asset Management, with the feedback received that it is a fair assessment of work that needs to be completed. While the whole project could potentially be spread out over a couple of years, Dalton proposed moving forward with the whole project this year while students are not on campus and to ensure that rising construction costs do not negatively affect the proposed current costs of the project.

20/11/23:03

MOTION

Ramkumar/Somerville

Be it resolved that the proposed elevator maintenance and modernization be approved at a cost of up to \$300,000.

CARRIED

Singh left the meeting 5:45

9.2 DSU 2020/21 Budget

Matasa presented the proposed 2020/21 DSU budget to the Board of Directors. She gave a thorough explanation of the process and the work that went in to creating the proposed budget.

20/11/23:04

MOTION

Gomez/Hothi

Be it resolved that the 2020/21 DSU Budget be approved.

CARRIED

20/11/23:05

MOTION TO RECESS

Domasig/Le Mercier

Be it resolved that the meeting recess until 6:10pm.

CARRIED

The meeting recessed at 6:03

The meeting returned to order at 6:11

Gaidu Left the meeting at 6:11

9.3 Academic Challenges Meeting

Chirino, Gaidu, Somerville, Spreeuw, and Ho reported on the Academic Challenges meeting held with Thor Borgford, Sarah Dench, and Patty Hamblen on November 16, 2020.

Somerville reported on his presentation on all the inconsistencies including lack of lectures, teaching/exams on holidays. In the report they want examples of where these issues are taking place and the potential that students bringing concerns forward may stay anonymous.

Ho reported that anonymity is not guaranteed depending on how it needs to be dealt with. The college need to follow proper processes with faculty needing to be able to respond to direct complaints. Students wanting to bring forward their concerns should always go with support to ensure that everyone is protected and proper processes are followed.

Spreeuw reported on her contributions, which included wanting lectures recorded, assignments seeming to be a lot harder, lack of clarity from faculty, and students not receiving enough information on their courses, assignments, and expectations. All recorded videos should also have closed captions.

Chirino reported the meeting went well. Everyone had time to express their issues. She spoke about tests and exams where students can't go back, they do not have enough time, and they are being held after hours, on holidays, and on weekends. There are inconsistencies between class experience.

Spreeuw reported on her presentation that focused on the lack of clarity on assignments. Assignments should be made clear right from the start. There is also a lack of availability from Faculty, with very little, to no, office hours, and slow responses from faculty to emails. There is very little positive reception for feedback and students are feeling intimidated to not speak against course material.

Everyone should fill out their course evaluations and encourage others to do so too.

9.4 2020/21 Student Society Emergency Aid Fund

Dalton present on the proposed contribution to the 2020/21 Student Society Emergency Aid Fund.

20/11/23:06 MOTION

Jamisola/Chirino

Be it resolved that matching funds of \$7500 be approved for the 2020/21 Student Society Emergency Aid Fund.

CARRIED

10. OTHER BUSINESS

Ho reported on the budget sessions to date. We also need to focus on getting more students to fill out the budget feedback forms on our website and all directors should have done so too.

The Douglas College course evaluations are now up and are completely anonymous. Ho expressed the importance of taking the time to fill out the form and getting others to do so too.

Chirino brought forward a discussion on ensuring that students are aware of the upcoming elections. We want to have a bunch of reps creating videos that talk about who they are, what they do, what is the DSU, and the importance of their roles. Palad, Ramkumar, Spreeuw, Gomez, Domasig, Sundmark, Lal, Hothi, and Jamisola expressed interest in helping with the project.

Sundmark reported on recent correspondence from the BCFS Secretary Treasurer about an upcoming student housing survey for 2020/21. The board requested that Sundmark request more information about the survey and what work is involved.

11. UPCOMING MEETINGS

The board will review proposed upcoming board meetings for consideration.

- Monday December 7 at 4:30pm, Zoom - Spreeuw
- Monday December 14 at 4:30pm, Zoom - Lal

12. ANNOUNCEMENTS

Sullivan reported that she still needs schedules for the new year.

Dalton reported that the next meeting on December 7 will be focusing on the election with Jenelle Davies, staff member of the BCFS, in attendance to discuss the Election Buddy software.

13. ADJOURNMENT 6:42

Adopted by the Representative Committee on December 7, 2020



Nikiel Lal, Chair



Andrew Dalton, Executive Director



MINUTES

Douglas Students' Union Board of Directors
Monday, December 7, 2020 – 4:30pm• Online Zoom

Board Members Present

Campus Representative	Bikrum Hothi
Campus Representative	Danna Domasig
Campus Representative	Michael Gomez
Campus Representative	Jed Palad
Director of College Relations	Nikiel Lal
Director of Finance	Eric Sundmark
Director of External Relations	Caitlin Spreeuw
Women Students' Representative	Gurpinder Gaidu
Indigenous Students' Representative	Vanessa Le Mercier
Director of Campus Life	Melissa Chirino
Pride Representative	Mae Jamisola
Director of Membership Development	Ariel Ataiza
Campus Representative	Jinia Mand

Board Members Absent

Campus Representative	Amrita Ramkumar
Accessibility Representative	Matthew Somerville

Staff Present

Accounting & Finance Coordinator	Roxana Matasa
Executive Director	Andrew Dalton
Organiser – Events	Deepa Singh
Services Coordinator	Ashley Gordon
Organiser – Membership Outreach	Delaney Sullivan
Organiser – Advocacy	Tracy Ho

Guests Present

BCFS, Organiser	Jenelle Davies
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THE CHAIR DECLARED THE MEETING QUORATE AT 4:33PM

1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Coast Salish peoples and all the lands on which the Directors are joining the meeting.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

20/12/07:01 **MOTION**
Sundmark/Chirino
Be it resolved that the agenda be adopted.
CARRIED

3. ADOPTION OF MINUTES

20/12/07:02 **MOTION**
Hothi/Palad
Be it resolved that the minutes of the Board of Directors meeting held November 23, 2020 be adopted.
CARRIED

4. DSU ELECTIONS

Davies of the BCFS joined the meeting to present on the Election Buddy voting software. Davies presented on the logistics of using Election Buddy, the privacy protections of the software, and the

widespread use at other Locals and the BC office for online elections. Davies reported that Locals using the software reported an increase in voter turnout in almost all cases.

Matasa inquired about how many other Locals have used the service. Davies provided a report that almost every Local of the BCFS have successfully used the program.

Ho inquired about the customization functions of ballots. Davies responded that the software allows for complete customization and internal messaging for directions to members on how to complete voting process.

Lal asked about testing the software before the elections. Davies reported that with the software, multiple tests can be completed before the election goes live.

20/12/07:03

MOTION

Gaidu/Gomez

Whereas the majority of classes are currently facilitated in an online format; and

Whereas the winter semester will continue with the majority of classes being facilitated in an online format; and

Whereas eligible voting members will not be returning to campus for the winter semester; and

Whereas elections are held annually in the winter semester as per the bylaws of the organization; and

Whereas the Election Buddy program offers a secure online format for online voting at a discounted rate through the BC Federation of Students; therefore,

Be it resolved that the Election Buddy program be engaged to facilitate online voting for the DSU 2021 Elections; and

Be it further resolved that the cost of up to \$2000 for the Election Buddy program be approved.

CARRIED

20/12/07:04

MOTION

Domasig/Chirino

Be it resolved that the election schedule be approved as presented:

Elections Notice: January 11-22, 2021

Elections Nominations: January 25-29, 2021

Elections Campaigning: February 1-12, 2021

Elections Polling: February 8-12, 2021

CARRIED

20/12/07:05

MOTION TO POSTPONE

Gaidu/Le Mercier

Be it resolved that the motion to elect the Electoral Committee be postponed until the next meeting on December 14, 2020.

CARRIED

20/12/07:00

MOTION

/

Be it resolved that the executive be empowered to form an Electoral Committee.

5. STANDING COMMITTEES REPORTS

5.1 Budget and Operations Committee

Sundmark reported that the committee has not met in the reporting period.

5.2 Organizational Development Committee

Ataiza reported that the winter bulk purchase order has started to arrive and that the sweaters and shirts look good.

Ataiza further reported on a brainstorming session that was held to discuss the logistics of operating the volunteer program in the winter term.

5.3 Campaigns Working Group

Spreeuw reported on the meeting held November 24. The working group met briefly to discuss the OER survey, next steps for budget consultations, and the Fairness for International Students campaign.

Ho reported that the notes from the meeting were circulated. The original plans for the fall term changed a bit with the election. The DC international students project was pushed back and is now a longer-term project. Work on the project will begin in the new year.

Sundmark reported on a Christmas tree sculpture project that will be completed this week. He will be building a tree of textbooks to show the high costs. The tree will then be put on social media for encouraging members to create their own to show how much they spent on textbooks.

5.4 Campus Life Working Group

Chirino reported on the movie night this week and the upcoming December 17 Holiday Hangout.

5.5 Other Committees, Collectives or Councils

Sundmark reported on the BCFS executive meeting held this past weekend. He presented on a few key subjects that were discussed at the meeting. As all the provincial ministers have been appointed to their new portfolios, this is a good time to push the Fund it/Fix it campaign and with the presentation of the Federal budget, now is the time to push the Knock Out Interest campaign.

Sundmark provided a follow-up report on the student housing survey proposal. At the meeting, an organizer from Utile was in attendance to present on the work that has been completed in Quebec and the new survey to reach the rest of Canada. Utile is a not-for-profit organization that works to lobby government and build student housing. They address very specific housing needs for students living around institutions across the country. They are looking for participation in the survey and encouraging student associations to share the survey with members.

Lastly, Sundmark presented on discussions held concerning the Deals App. He recommended a need a push to get more deals in our Local area through other means, such as email and phone correspondence.

6. REPORT ON COLLEGE RELATIONS

6.1 Board of Governors

Lal reported on the previous meeting of the Board of Governors. At the meeting, Brian McLennon and a few DC Athletes provided a presentation on student life of athletes right now during COVID.

Lal reported on current enrolment numbers at the College. The fall semester saw a decrease in International enrolment of 16.5%. Domestic saw a decrease of less than 1% (4.5 FTE).

6.2 Education Council

Ataiza reported that the next meeting will be held next week.

6.3 SMT Meeting and Joint Operations Committee

Lal reported that the next SMT meeting is next Tuesday.

6.4 General Relations with Douglas College

Dalton reported that the letter submitted to SMT for member emails has been received. The Local is waiting to hear back on the request.

Spreeuw reported on the Open Douglas Working Group. There is a strategic initiative team to advance OER work on campus that is working to reduce material costs for students.

7. CONFIDENTIAL SESSION

7.1 Report of the Labour Committee*

7.2 Legal Affairs*

7.3 Motions Arising from the Confidential Session

Members will consider any matters arising from the confidential sessions that require action.

8. OLD BUSINESS

No old business will be considered at the meeting.

9. NEW BUSINESS

9.1 DSU Annual General Meeting

The board discussed the schedule for the Annual General Meeting in January, 2021.

20/12/07:06 MOTION
Hothi/Palad

Be it resolved that the DSU Annual General Meeting be held January 27, 2021 at 2:30pm digitally through Zoom.

CARRIED

9.2 Clubs

Sundmark and Sullivan presented the proposal to approve the ratification of the PNUR Grad Association December 2020 and the request to donate their club funds to the Douglas College Homeless Project.

20/12/07:07 MOTION
Ataiza/Gaidu

Be it resolved that the ratification of the PNUR Grad Association December 2020 be approved, effective October 1, 2020.

CARRIED

20/12/07:08 MOTION
Hothi/Gomez

Whereas Public Health Orders currently do not allow for grad associations to host in person celebrations; and

Whereas the PNUR Grad Association December 2020 currently has \$3676.55 in their account; and

Whereas the PNUR Grad Association December 2020 has requested the funds be donated to the Douglas College Homeless Project; and

Whereas as per the clubs policy, the Budget and Operations Committee have the ability to approve the donation of funds to external organizations; therefore,

Be it resolved that the recommendation by the Budget and Operations committee to donate \$3676.55 on behalf of the PNUR Grad Association December 2020 to the Douglas College Homeless Project be approved.

CARRIED

9.3 BCFS Annual General Meeting

The BCFS 39th Annual General Meeting is scheduled for January 15 to 17, 2021, in a digital format. The board discussed the delegation for the meeting and the open sessions that can be attended by all board members.

20/12/07:09 MOTION
Chirino/Ataiza

Be it resolved that Chirino, Lal, Sundmark, Ramkumar, Ho, and Dalton be appointed as delegates to the BCFS Annual General Meeting January 15-17, 2021.

CARRIED

10. OTHER BUSINESS

Dalton reported on the opportunity for a couple members to join the Faculty Association Sustainability Committee. Le Mercier and Palad expressed interest in being a part of the committee.

Dalton and Matasa reported on the need for rep hours to be submitted early so that cheques and signatures can be acquired before the office closes.

Sullivan reported on a BCcampus initiative that includes creating video submissions for their campaign. Palad expressed interest in being a part of the video.

Sullivan further reported on virtual tours being created by FSO. On Friday, they will be in Coquitlam and Monday in New Westminster. The Lounges on both campuses need to be set back up for the tours. Multiple reps volunteered to help.

Lal reported on a letter from the SFU Graduate Society concerning work permits for international students and calling on the government to help students. The society has requested that the board sign on to the lobby document. Lal will be putting the document in slack for the board to review.

Singh discussed planning for the Christmas dinner and reported that the dinner will be held Monday December 21, 2020.

11. UPCOMING MEETINGS

The board will review proposed upcoming board meetings for consideration.

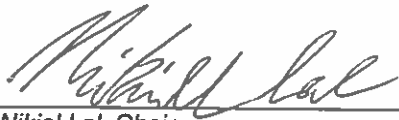
- Monday December 14 at 4:30pm, Zoom - Lal

12. ANNOUNCEMENTS

No announcements may at this time.

13. ADJOURNMENT – 6:03PM

Adopted by the Representative Committee on December 14, 2020



Nikiel Lal, Chair



Andrew Dalton, Executive Director



MINUTES

Douglas Students' Union Board of Directors
Monday, December 14, 2020 – 4:30pm • Online Zoom

Board Members Present

Accessibility Representative	Matthew Somerville
Campus Representative	Bikrum Hothi
Campus Representative	Danna Domasig
Campus Representative	Michael Gomez
Campus Representative	Jed Palad
Director of College Relations	Nikiel Lal
Director of Finance	Eric Sundmark
Director of External Relations	Caitlin Spreeuw
Women Students' Representative	Gurpinder Gaidu
Indigenous Students' Representative	Vanessa Le Mercier
Director of Campus Life	Melissa Chirino
Campus Representative	Amrita Ramkumar
Director of Membership Development	Ariel Ataiza
Campus Representative	Jinia Mand

Board Members Absent

Pride Representative	Mae Jamisola
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Staff Present

Accounting & Finance Coordinator	Roxana Matasa
Executive Director	Andrew Dalton
Organiser – Events	Deepa Singh
Services Coordinator	Ashley Gordon
Organiser – Membership Outreach	Delaney Sullivan
Organiser – Advocacy	Tracy Ho

THE CHAIR DECLARED THE MEETING QUORATE AT 4:31PM

1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Coast Salish peoples and the Kwantlen peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

20/12/14:01 **MOTION**
Gaidu/Chirino
Be it resolved that the agenda be adopted.
CARRIED

3. ADOPTION OF MINUTES

20/12/14:02 **MOTION**
Ataiza/Ramkumar
Be it resolved that the minutes of the Board of Directors meeting held December 7, 2020 be adopted.
CARRIED

4. DSU ELECTIONS

The board discussed options for the members of the electoral committee. Directors had the opportunity to put their name forward and present on why they should be a part of the committee. Spreeuw, Chirino, and Sundmark put their names forward for the committee. Dalton presented on the option to have an

external member as part of the electoral committee. A Zoom poll was held with the outcome of a tie between 3 of the options. Sundmark then stepped down as an option for the electoral committee. Another Zoom poll was held and the board voted unanimously in favour of Spreeuw, Chirino, and an external member being the student representatives on the electoral committee. Dalton put his name forward as the staff representative.

20/12/14:03 MOTION
Gaidu/Hothi

Be it resolved that the Electoral Committee be confirmed as Chirino, Spreeuw, and an external member, as chosen by the electoral committee, as student members and Dalton as the staff representative.

CARRIED

5. STANDING COMMITTEES REPORTS

5.1 Budget and Operations Committee

Nothing to report.

5.2 Organizational Development Committee

Nothing to report.

5.3 Campaigns Working Group

Spreeuw reported on the meeting held December 8. The meeting included an update on the OER survey and the strategic initiative. The working group discussed advocacy week and the budget consultations. Advocacy week will be highlighting the following campaigns: Moose Hide, Period Promise, Fund it Fix it, and Knock Out Interest.

Sundmark presented on the UTILE survey that investigates student housing across the country.

5.4 Campus Life Working Group

Chirino reported the working group have not met. There will be a hangout event on Thursday and she encouraged reps to show up to the event and to share with friends. Lots of games will be played and there are prizes to give out.

5.5 Other Committees, Collectives or Councils

Sundmark reported on attending an anti-oppression workshop through the BCFS with Ho and Chirino. He reported that it was a very good workshop. The workshop went through challenges in dealing with oppression and focused on learning new tools.

Chirino added that the level of knowledge around the table was good with everyone cooperating and working together.

6. REPORT ON COLLEGE RELATIONS

6.1 Board of Governors

Nothing to report.

6.2 Education Council

Ataiza reported that it was a shorter meeting that included a program revision for post degree diplomas and a new program proposal, but most of the conversations concerned the bylaw revision and it is expected it will be the focus for the following 2 meetings.

6.3 SMT Meeting and Joint Operations Committee

Lal reported that the next SMT meeting is tomorrow and he will provide an update in the new year.

6.4 General Relations with Douglas College

Spreeuw reported on the OER Strategic Initiative meeting. The meeting focused on refining the general milestones (achievable goals) and she will report to the campaigns working group.

Ho reported that after the learning challenges report, Borgford invited her to VPAC to discuss the report with the deans at Douglas College. At the meeting it was suggested that in the new year, they have actual students attend and talk directly to the deans. Borgford has also been working with

deans and faculty to talk about non-punitive learning opportunities for academic integrity issues. Ho also discussed making videos and take it to the faculties to promote change.

Ho inquired if anyone on the board would be interested in making a video about their experiences. Ramkumar, Spreeuw, Jinia, Le Mercier, and Chirino expressed interest.

7. CONFIDENTIAL SESSION

7.1 Report of the Labour Committee*

7.2 Legal Affairs*

7.3 Motions Arising from the Confidential Session

Members will consider any matters arising from the confidential sessions that require action.

8. OLD BUSINESS

No old business will be considered at the meeting.

9. NEW BUSINESS

9.1 BCFS Annual General Meeting

20/12/14:04

MOTION

Ramkumar/Gomez

Be it resolved that the submission of the following motion to the BCFS 39th Annual General Meeting January 15 to 17, 2021, be ratified:

Whereas housing is one of the greatest financial stressors for students in British Columbia; and

Whereas students in British Columbia face discrimination while attempting to secure housing, particularly international students who are often victims of predatory landlords; and

Whereas many member locals are at institutions with limited or inadequate student housing, and in some cases with no on-campus housing; and

Whereas there is a lack of student housing statistics in BC with which to conduct informed advocacy; and

Whereas the Quebec-based non-profit UTILE, which is dedicated to the development of affordable student housing, is conducting a national student housing survey in 2021 called FLASH 2021; and

Whereas the FLASH 2021 survey aims to fill the gap in student housing data by collecting information from over 200,000 students from institutions across the country to support student housing advocacy; and

Whereas upon the conclusion of the survey UTILE will produce province or region-specific reports using the data set from only that region; and

Whereas a local-area (e.g. city) report will be produced upon request at a cost of \$3,000, and a provincial report will be produced upon request at a cost of \$10,000;

Whereas access to high-quality data would enable the Federation and member locals to more effectively advocate for members; therefore

Be it resolved that member locals be encouraged to participate in the FLASH 2021 survey by circulating it to their members; and

Be it further resolved that a provincial report based on the British Columbia data be procured from UTILE upon the completion of the FLASH 2021 survey.

CARRIED

9.2 DSU Holiday Party Expenses

The Board discussed the ratification of the expenses for the DSU Holiday party that includes \$50 cheques for Directors, Staff, and Student Staff to cover dinner costs and ratification of the expenses for activities and small gifts.

20/12/14:05 MOTION
Ataiza/Le Mercier

Be it resolved that the expenses for the DSU Holiday party be ratified at a total cost of \$2500, including \$50 food cheques for all Directors, Staff, and Student Staff, and to cover the costs of activities and small gifts.

CARRIED

9.3 Ombuds Report

Organiser Ho presented the 2018-19 DSU Ombudsperson Annual Report. There has been growth in use of the program with many different conflicts that arise and that students are approaching the office for help with. Recommendations included focus on better promotion of the program, continued drop-ins, and better relationship with VPAC.

20/12/14:06 MOTION
Le Mercier/Palad

Be it resolved that the 2018-19 DSU Ombudsperson Annual Report be received.

CARRIED

10. OTHER BUSINESS

Matasa reported that she will be in the office on Wednesday to do cheques. By Saturday morning, please send all your hours to Eric so that cheques can be issued and include the address where you will be. Sundmark summarized that this includes all hours until this Friday to be paid next week, with hours over the break to be paid at the start of January.

Ho discussed a new Spotify account to share ideas with members of what we are listening to, including music and podcasts.

11. UPCOMING MEETINGS

The board will review proposed upcoming board meetings for consideration.

- Monday January 11 at 4:30pm, Zoom – Spreeuw
- Monday January 25 at 4:30pm, Zoom – Lal
- Monday February 1 at 4:30pm, Zoom – Spreeuw
- Monday February 22 at 4:30pm, Zoom – Lal
- Monday March 8 at 4:30pm, Zoom – Spreeuw
- Monday March 22 at 4:30pm, Zoom – Lal
- Monday April 12 at 4:30pm, Zoom – Spreeuw
- Monday April 26 at 4:30pm, Zoom – Lal

12. ANNOUNCEMENTS

Sullivan discussed schedule updates and requested that reps please send them ASAP to avoid conflicts with events, classes, and work.

Ho thanked those that went through the Budget Videos to help provide feedback for the Douglas College Budget Report.

13. ADJOURNMENT – 5:25PM

Adopted by the Representative Committee on January 11, 2021


Nikiel Lal, Chair


Andrew Dalton, Executive Director

