

Meeting – 7th November 2022

Time – 5:00 PM

Online - Teams

Present:

Dawson Thomas	President	Voting Member
Jayden Baldonado	Director	Voting Member
Karanpreet Singh Gill	Director	Voting Member
Ha Phuong Anh Nguyen	Director	Voting Member
Paul John Martinez	Director	Voting Member
Aaron Ramos	Vice President	Voting Member
Marc Stromme	Saitsa Executive Director	Non-Voting
Rachel Paris	Director, Student Services	Non-Voting
Rio Valencerina	Manager, Governance & Advocacy	Non-Voting
Sunra Sunra	Administrative Coordinator, G&A	Non-Voting
Christina Matisons	Board Advisor	Non-Voting

Regrets:

Oluwatomisin Aroge	Director	Voting Member
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Guests:

Graham Gerein	Consultant	Non-Voting
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Agenda Item

1.0 Call to Order:

D. A. Thomas called the meeting to order at 5:02 pm.

2.0 Acknowledgement of Traditional Indigenous Territories:

D. A. Thomas gave the Acknowledgement of Traditional Indigenous Territories.

3.0 Conflict of Interest Check:

D. A. Thomas reminded the Board to declare any real or perceived conflict of interest. A conflict of interest is defined as any situation where a director could directly benefit or appear to benefit from business conducted by the Board.

G. Gerein introduced himself and mentioned that he is an external consultant for Saitsa.

4.0 Approval of the Agenda:

D. A. Thomas called for an approval of the agenda.

Motion:

To approve the agenda as presented.

K.S. Gill/A. Ramos



The motion was approved by general consent.

5.0 Adoption of Minutes:

5.1 Regular Meeting of the Board from 4th October & 19th October 2022

R. Paris suggested an amendment.

Motion:

To approve the minutes as amended.

**P.J. Martinez/ K.S. Gill
Motion Carries**

The motion was approved as amended by general consent.

5.2 Special Meeting of the Board from 19th October 2022

Motion:

To approve the minutes as presented.

**P.J. Martinez/ K.S. Gill
Motion Carries**

The motion was approved by general consent.

J. Baldonado joined at 5:09pm.

In Camera at 5:09pm with Staff, G. Gerein and Board advisor.

**P.J. Martinez/ K.S. Gill
Motion Carries**

6.0 Presentations - Graham Gerein

Out of camera at 6:01pm with Staff, G. Gerein and Board advisor.

**P.J. Martinez/ K.S. Gill
Motion Carries**

D.A. Thomas thanks G. Gerein for coming and presenting, he left at 6:01pm.

7.0 Items for Decision:

7.1 Ends: Will be reviewed In January



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7.2 Executive Limitations

7.3 Governance Process

7.4 Board-Executive Director Delegation

No business was conducted in this meeting for this section.

8.0 Required Approvals

a.) Election PnP

R. Valencerina requested to table it to December meeting.

MOTION

To table item 8.1, Election Policies and Procedures, to the regular meeting of the Board of Directors in December.

J. Baldonado/P.J. Martinez

6-0-0

Motion carries

9.0 Ownership Linkages

R. Paris asked the Board if they want more engagement for expos being conducted by Student services, and the Board said yes. R. Paris said she'll be happy to discuss if the Board wants to participate.

K.S. Gill suggested that we as the Board should look at more opportunities to get more feedback from students and what they want. D.A. Thomas said that this can even be done if we talk to students in our classes.

J. Baldonado expressed that as we have the winter semester orientation coming up, we can set up a booth there to talk about Saitsa and what its offers. D.A. Thomas appreciated the idea.

P.J. Martinez shared that he spoke to his dean and that in the discussion it came up, that most students don't know the difference between Sait and Saitsa so we thought we could do online classroom drops where students could join, or in person classroom talks or townhall events to give updates to students for what Saitsa is doing that way they will find awareness about Saitsa. D.A. Thomas said that this is something that could be discussed at the Board huddle.

H.P.A. Nguyen inquired about the January orientation and how is the Board going to participate, to which S. Sunra clarified that the invites are in the Board calendar and R. Valencerina informed them that it will be a volunteer setup for the Board and R. Poerba will provide them with more details about this.

J. Baldonado expressed that at the Fall orientation, the Board being put in the tent was not effective, according to him and making students playing games and things as such should be done by student volunteers and not the Board and that the Board should only be only information booths. He also mentioned that he doesn't find it helpful, and no student recognized them as being part of the Board during those games and interactions.

H.P.A. Nguyen responded saying that a couple of students recognized her during those interaction and came up to speak to her. D.A. Thomas said that they feel that fun and games are part of student's



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interactions to make it comfortable for students to approach the Board with their opinions. S. Sunra also added that the entire set up and effort by Student Services team was made to make the orientation a comfortable process for students where they don't feel overwhelmed with information or intimidated to come up to the Board to ask questions or share concerns and it went very successfully as students enjoyed themselves.

10.0 Advocacy Linkages

No business was conducted in this meeting.

11.0 Board Education – Personal Branding & Awareness

J.P. Martinez presented the PPT, everyone participated in the discussion prior to the presentation & appreciated their effort.

Dismissed for a break at 6.55pm.

Resumed at 7:00pm

12.0 Monitoring Board Performance

a.) Director Reports & Feedback

K.S. Gill mentioned that in the last academic council meeting he attended, J. Baldonado mentioned indigenization at Sait and environmental issues, and he suggested working on misconducts. K.S. Gill also mentioned that this time we had Academic Integrity Week at Sait and that we would want to keep it up as a continuous collaboration with Sait, he also mentioned that even though not prepared, we did a good job and that we should form a budget for it.

K.S. Gill asked D.A. Thomas what's the progress on u pass, D.A. Thomas responded saying that in J. Baldonado's very detailed reports there is much that is mentioned about that and that they are also working as a chair with CSA and have started to work on it with Nicole, but it is at a very nascent stage, but we are taking a new u pass advocacy approach for sure.

J. Baldonado added that he proposed sub committees for Academic Council, and that he thinks there is 6 of them out of which we might put 3-4 in place. We'll make final decision tomorrow. He also mentioned that with CSA we are trying to do a 2-tier level one for lower income and rate and then the rest. We must now decide how we look at that as to how they are low income.

But nothing is official yet. D.A. Thomas requested the Board to not share this information with the public yet.

P.J. Martinez highlighted that qualitative work for research has begun, he also mentioned that he joined the LGBTQ group; it went very well, was his first-time being part of a focus group discussion and that it was a great experience.

P.J. Martinez also observed saying, that he noticed in some reports like in A. Ramos, there was Campus Centre progress, and that he would want to know more about that, D.A. Thomas replied saying that they would like to keep these answers for our huddles.



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D.A. Thomas asked K.S. Gill about Academic Integrity Week - successes and challenges. K.S. Gill responded saying that the success part is that we are aligned with what other organizations are doing and telling students what is good for their academic health. He mentioned that even though it was a little rushed, we didn't have a budget, planning was little because of miscommunication of Sait with Saitsa but we still did it and as it was for the first time, there were oddly 80 students, but classroom interactions also helped, which were conducted by him and H.P.A. Nguyen; we should learn from here and do it every year hence fourth with improvements.

D.A. Thomas applauded his feedback, they also mentioned that communication needs to be there on part of Sait and Saitsa can help them. They also observed that students didn't know it was Academic Integrity Week or what it meant.

K.S. Gill mentioned that this was the first-year Academic Integrity Council was formed and this week is one of the first goals they were looking to achieve. He also mentioned that the council is also planning on launching an Academic Integrity website next week which should be very helpful for students.

J. Baldonado shared that he got to speak a lot of students at the booth at Academic Integrity Week. He shared that he informed students about misconducts which I feel are mostly unknowingly and suggested that we can do an expo for this purpose next year, like a Healthy Habit's Expo.

D.A. Thomas highlighted a mistake in A. Ramos's report, on 13th October saying it was just them, the two of them and O. Aroge and not the entire Board. A. Ramos's said he will update.

13. Monitoring CEO Performance

a.) EL-2

D.A. Thomas asked M. Stromme about point 5 of EL-2 and why the threshold is higher than the rest?

M. Strome explained that when we deal with emergency we want highest threshold, to be prepared. We have been trying to catch up on training cause of Covid and because we must follow Sait's protocol, so it gotten delayed. R. Valencerina mentioned that for example we just got 30 fire wardens last month and threshold is high so we may achieve higher standards. Goal is to get it to a minimum when everyone is comfortable with an emergency.

D.A. Thomas asked how many employees we have in the organization, M. Stromme responded saying that we are between 50-100 about 70 employees, which is good given we are down on operations.

MOTION

Be it resolved that the Board of Directors accepts the report of the Executive Director regarding Board policy EL-2, Treatment of Staff, and finds it partially complaint with a reasonable interpretation, with



an expected compliance date of November 2023

J. Baldonado/K.S. Gill
6-0-0
Motion carries

b.) EL-3

P. J. Martinez asked M. Stromme about EL 3-6.1 and how we can make sure we are complaint. M. Stromme said it has been created newly and we are trying to check all the boxes one by one, it's on agenda and we are getting there. We know the processes we don't have it all on paper, R. Valencerina said like we are making a document for the G&A department, but it takes time. C. Matisons also expressed saying we are also developing them where she is working but we must have an action plan till we have something fortified, so I suggest that it should be in place sooner than later.

P. J. Martinez said he agreed, and that the organization needs a succession planning. M. Stromme replied saying that for that we have 6.2, we have plans in place just not written in paper which we are getting to.

J. Baldonado asked about environmental factors and if that's also something we are working to get in place, M. Stromme said, it was last done in Jan 2022 & now will be done in Jan 2023 after finalizing the ends, we do it on a regular basis. J. Baldonado asked, why are we then non-compliant or in red, M. Stromme said, we did not meet the standards that the Board set last, hence it in the red. And that's not a bad thing it's just something we need to work on and address.

D.A. Thomas asked about EL3-6.1, that do we have a succession plan for ED here or just any staff?

M. Stromme said, it is for himself, R. Paris's, and N. MacDonalds' position as per policy interpretation.

Who will do it D.A. Thomas asked, to which M. Stromme responded saying he will do it himself and that he has done it before, he is working on it with R. Valencerina.

D.A. Thomas asked if the document should entail terms like termination?

M. Stromme said that is for the Board to decide, and that because he is planning for a succession plan and not be terminated hence it's not in the language. It's very consistent with other documents.

MOTION

Be it resolved that the Board of Directors accepts the report of the Executive Director regarding Board policy EL-3, Planning, and finds it partially complaint with a reasonable interpretation, with an expected compliance date of November 2023.

J. Baldonado/P. J. Martinez
6-0-0
Motion passed



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MOTION

Be it resolved that the Board of Directors accepts the report of the Executive Director regarding Board policy EL-3, Planning, and finds it partially complaint with a reasonable interpretation, with an expected compliance date of December 2023.

c.) EL- 9

Be it resolved that the Board of Directors accepts the report of the Executive Director regarding Board policy EL-9, Planning, and finds it partially complaint with a reasonable interpretation, with an expected compliance date of November 2022.

J. Baldonado/A. Ramos
6-0-0
Motion passed

14.0 Information Requested by the Board

No business was conducted in this meeting.

15.0 Information for the Board

a.) Saitsa – Events

S. Sunra presented the events of the month to the Board.

R. Valencerina & R. Paris informed the Board about Laurence Décor Award.

16.0 In-Camera Session

In-Camera session at 8:02 pm, only Board & M. Stromme.

J. Baldonado/P. J. Martinez
Motion Carries

M. Stromme left at 8:07 pm.

Out of Camera at 8:53 pm.

J. Baldonado/P. J. Martinez
Motion Carries

17.0 Self-Evaluation & Governance Processes

No business was conducted in this meeting.



**Board of
Directors**

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18.0 Questions/Adjournment

Adjournment of the meeting at 8:55 pm.

