



DAWSON STUDENT UNION SC202106-1
MINUTES OF THE DSU STUDENT COUNCIL 2021-2022 MEETING NO. 1
MEETING TYPE: REGULAR
MONDAY, JUNE 21, 2021 @7:00PM
TELECONFERENCE VIA GOOGLE MEET

ATTENDANCE

Voting Members*

ROLE	NAME	ATTENDANCE
Chair of Student Council	vacant	N/A
Councillor: Science, Medical Studies and Engineering*	Adelka Felcarek-Hope	Present
Councillor: Science, Medical Studies and Engineering*	Inès Lamothe-Katrapani	Present
Councillor: Social Science and Business Technologies*	Charlotte Pelletier-Burke	Apologies
Councillor: Social Science and Business Technologies*	Richard Raphael	Apologies
Councillor: Social Science and Business Technologies*	Linnea Nguyen	Present
Councillor: Social Science and Business Technologies*	Hocine Mektoub	Present
Councillor: Social Science and Business Technologies*	Nathan McDonald	Apologies
Councillor: Social Science and Business Technologies*	Daniela Diaz	Present
Councillor: Social Science and Business Technologies*	Tammy Dang	Present
Councillor: Creative and Applied Arts*	Marisa Mitchell	Present
Councillor: Continuing Education*	vacant	N/A
Councillor: TBD*	vacant	N/A
Ex-Officio/DSU President*	Alexandrah Cardona-Fortier	Present

Ex-Officio/DSU VP of Finance*	Yves-Jusslin Maniratanga	Present
VP of Internal Affairs and Operations	Abril Meza Naranjo	Present
VP of Academics and Advocacy	Mia Scroggins-Hadley	Present
VP of External Affairs	Arwen Low	Present
VP of Student Life	Yimaj Baharun	Apologies
VP of Services and Sustainability	Shirin Hinojosa-Violante	Present
Administrative Director (Corporate Secretary)	Rina Alma Arlegui	Present

GUESTS/OBSERVERS PRESENT

None

Being that the Chair seat was vacant, the VP of External Affairs, Arwen Low, presided as Acting-Chair for the first Student Council (Board) meeting of the June 1, 2021-May 31, 2022 mandate. The Acting-Chair thanked all in attendance for their participation and called the regular meeting via Google Meet to order at 19:08.

The Acting-Chair confirmed that a quorum was reached and took a role call.

1. Adoption of the agenda Action Required

The agenda as distributed was approved unanimously without question or comment.

2. Adoption of the minutes of the previous Student Council meeting held on May 19, 2021 Action Required

The minutes of the previous meeting as distributed were approved unanimously without question or comment.

3. Executive Reports No Action Required

All reports were presented orally and noted by the Student Council members.

At the request of the President and Acting-Chair, agenda item 3a was taken after items 3b, 3c, 3d and 3e.

b. Vice-President of Internal Affairs and Operations

The VP of Internal Affairs and Operations, Abril Meza Naranjo, informed the Student Council that there was currently nothing to report.

c. Vice-President of Finance

The VP of Finance, Yves-Jusslin Maniratanga, informed the Student Council that he was currently going through the transition process for the handover of affairs with the previous Treasurer.

d. Vice-President of Academics and Advocacy

The VP of Academics and Advocacy, Mia Scroggins-Hadley, informed the Student Council that there was nothing to report as of yet.

e. Vice-President of External Affairs

The Acting-Chair, Arwen Low, also the VP of External Affairs reported to the Student Council that she was in contact with the Coalition of Anglophone Student Associations of Quebec (CASAQ) and would be reaching out to other Student Boards that the DSU sits on. She would be meeting with the VP of Internal Affairs and Operations the following day to discuss plans for external affairs for the coming year.

a. President

The President informed the Student Council of the following:

i. Dawson College

a. By-Law 8

The Dawson College Board of Governors and Senate had meetings which went later in June (the past 3 weeks). The College approved the newly amended By-Law 8 regarding students' academic success. This by-law determines how a student is expelled or put on probation. The most significant change to By-Law 8 is that a student cannot fail the same class 3 times without the risk of being expelled. Should a student wish to appeal a decision made regarding their academic standing, By-Law 8 would overrule all of the program policies. By-Law 8 relates to the DSU because expelled students can still be Honorary Members of the DSU.

Action: Inform DSU Members about the newly amended Dawson College By-Law 8

b. Revised Academic Calendar

Dawson College revised the 2021-2022 Academic Calendar due to teachers' strikes and pressure from the Teachers Union. Classes will start on August 23,

2021 instead of August 18. The later start date of the Fall semester means that there will no longer be a Fall study break (which was initially approved by the College in February). During a Dawson College Body meeting, the President presented a motion to keep the Fall Study Break on the revised Academic Calendar for this year. The motion was not seconded and failed. However, Dawson College has committed to adding it to the Academic Calendar criteria for future years.

c. Second Campus

The plans for Dawson College to expand to a second campus is in the works. No further details are available yet.

d. New Academic Dean

A new Academic Dean, Robert Cassidy, has been appointed. The President (former Deputy Chair) and Past Chair were part of the selection and hiring process/committee. Mr. Cassidy was the Director for the Centre of Learning and Innovations at Concordia University. His expertise is in education and research, focused on best practices in higher education and the role technology plays in those best practices.

e. Welcome Week

Fall Welcome Week plans have started, and the President's video has been filmed. There have been discussions with Dawson College regarding opening up DSU spaces on campus and planning a physical presence during Welcome Week. The independent DSU frosh events are still to be planned.

ii. New DSU Constitution

- a. Since the new Constitution states that the Student Council is now the Board of Directors of the DSU, the meeting on June 21, 2021 was the first official Board meeting.

Previously, the DSU Chair was automatically the Chair of the Student Council and Executive Committee. With the new Constitution, this year will be the first time hiring a Student Council Chair who is not a DSU Member, rather a contracted and remunerated external/neutral party. The election of the Chair would take place at the meeting.

iii. DSU Audit (May 31, 2021)

- a. The VP of Finance and Administrative Director have started working on the audit with Fuller Landau. Although it has been difficult to track down some information requested by the auditors, the DSU is on the right track. This will be the first full audit conducted in years (previously, Notice to Reader Financial Statements were prepared).

f. Vice-President of Student Life

The VP of Finance spoke on behalf of the VP of Student Life, Yimaj Baharun, who was unable to attend the meeting. He expressed the VP of Student Life's excitement to work with everyone to plan the best events possible.

g. Vice President of Services and Sustainability

The VP of Services and Sustainability, Shirin Hinojosa-Violante, informed the Student Council that there was nothing to report.

4. New Business

b. 2021-2022 Strategic Vision (President)

No Action Required

The President presented a brief overview of the DSU's vision for the current mandate with the focus on:

- Investing in our Union
- Enrichment of Services
- Renewed Student Life

ANNEX: 2021-2022 Strategic Vision Presentation

She informed the Board that a formal long-term strategic plan would be developed which would require Board approval.

1. Investing in our Union

- a. First time the DSU was able to invest in 3 guaranteed investment certificates (GICs) due to the DSU having a large surplus for the first time. The GICs cannot be accessed without the Student Council's approval. The GICs will allow for more permanent and stable funding for the DSU services. The GICs are broken down as follows:
 - i. Emergency Fund – it was depleted at the beginning of the pandemic to assist students with food and security; this highlighted the need for it to become a GIC
 - ii. Project Development Fund (new) – funds will be used to create new services and expand existing services
 - iii. Student Groups Fund – funds will be used for clubs and other student groups
- b. Students Group Space improvements
- c. DSU Office improvements: College recommended the DSU to have a more long-term vision; project to be led by VP of Internal Affairs and Operations
- d. New areas for student-run services
- e. HR: Expansion of staff as required by new DSU Constitution
 - i. 12 new Officer positions in total who directly report to the Student Council. The Student Council is now responsible for approving the job descriptions, contracts and remuneration for these positions. Moving forward, some of the job descriptions and contract [templates] can be made public, enabling students to make a more informed decision about the required Officer responsibilities and commitments prior to submitting their candidacy for a particular role.

- a. Administrative Director/Corporate Secretary – staff and Officer position; position filled by Rina Arlegui
 - b. Chair – to be elected at the meeting; Student Council to determine remuneration
 - c. Accountability Officer –search process for this position has not yet begun; Student Council to determine remuneration
 - d. 7 Executive Officers – previously, the Executive Committee with 9 members
 - e. Chief Returning Officer – previously, the Chief Electoral Officer
 - f. Deputy Officer – previously, the Deputy Electoral Officer
- ii. Addition of casual/part-time staff for services

2. Enrichment of Services

- a. The Hive – A hybrid model (online and on campus) will start in Fall 2021, which includes extended hours on a Saturday. There are plans to hire new staff for the centre. The Hive Senior Coordinator, Gustavo Guzman, will work with Executive Officers to develop a long-term plan for The Hive as well as determine number of additional staff required to provide services.
- b. Dawson Dining: On-campus meal service is expected to resume operations in August; however, anything related to food is still to be confirmed. Currently, food baskets are available online. The DSU would like to continue offering and promoting the online service when the Fall semester starts., eventually offering a hybrid service when in-person operations are allowed to resume.
- c. Plans to have a hybrid model (online and on campus) available starting Fall 2021; Aug: online baskets, Mid-Semester – return to on-campus meal
- d. The Plant Newspaper – Moving to a new and bigger office space
- e. CIXS (original name of Dawson’s radio station) – A new project has been in the works to bring back the radio station as a podcast. The CIXS will occupy the original radio station’s space.
- f. Student Awards – Introduction of scholarships and bursaries from DSU awarded directly to students
- g. Special Project Funding (application-based funding) for Student Groups will continue. During the 2020-2021 Academic Year, 2 requests were received
- h. Student Café – Later this year, the Student Council will be asked to discuss and/or approve start-up costs for an independent student-run café - to be funded by the Project Development Fund. The café will be a co-op with its own Board of Directors. The project is currently on standby. The College expects the cafe to open in Fall 2022, operating out of Oliver’s cafeteria (which is currently being renovated).

3. Renewed Student Life

- a. Increased budget for events and mobilization (primarily campaigns)
- b. Growing Students Groups – This will be more inclusive since the group does not have to be an accredited Student Club, allowing for more students to be involved in student life

- c. Growing Volunteer Network – Opportunity to learn about non-profit organization, engage in student life, receive volunteer credits on their transcripts

The Student Council noted the 2021-2022 Strategic Vision without questions or comments.

c. 2021-2020 Proposed Budget (VP Finance)

Action Required

The VP of Finance went through the proposed budget that was distributed. The projected total revenue for the year amounts to \$521,049.41 CAD, the total expenses for the year amounts to \$437,500.00 CAD, and the projected unallocated funds (revenue less expenses) amounts to \$83,549.41 CAD.

ANNEX: 2021-2022 Proposed Budget

The VP of Finance highlighted the following points:

- Revenue considers the increase in student fees that was approved during the referendum; however, depending on Bill 96 with respect to a cap on student admissions in English CEGEPs, the projected revenue may change. It also takes into account the surplus from last year of \$76, 049.41 CAD
- Specified that the Student Café and Student Groups Fund (lines highlighted in orange) are projects that would be funded by a guaranteed investment certificate (GIC), therefore these item lines are not included in the expense budget. The Student Café presently has no forecasted budget; it will be dependent on discussions with Dawson College and the Student Council will need to approve the amount to initiate the project. The Student Groups Fund's forecasted budget is \$22,500.00 CAD following club guidelines of \$1500.00 CAD per year (the DSU currently has 15 clubs)
- The Hive budget has increased from last year to \$12,000.00 CAD
- New budget line for \$3,000.00 CAD has been added for the CIXS
- Academics and Advocacy budget of \$5,000 CAD is now separated from The Hive budget
- New budget line of \$20,000 CAD added for Student Awards
- Not donating to Dawson Foundation this year since they presently have sufficient funding/contributions
- New budget line of \$15,000.00 CAD for Special Project Funding
- Changes to corporate costs/professional fees changes: Legal fees increased due to injunction; accounting fees increased due to audit
- Student Governance cost changes: proposed budget for Executives Officers' remuneration of \$47,000.00 CAD which includes reimbursement of expenses (when applicable). The remuneration remains the same as last year. In the future, the Student Council could approve an increase in the Executive Officers' remuneration
- Chair and Accountability Officer remuneration not yet included in budget – Student Council to determine amounts
- Training cost changes: Mandatory legal training for Executives as per new DSU Constitution is approximately \$4,000.00 CAD

- General Administration cost changes: Wages \$140,000.00 CAD for 2 employees and may hire third employee this year; website improvement cost is \$10,000.00 CAD
- Student Life cost changes: Student Groups Fund – paid with investment account so not included in expense budget; \$10,000.00 CAD budgeted for Student Groups space improvement; \$30,000.00 CAD for events and mobilization
- External Affairs cost changes: Dawson will host the Coalition of Anglophone Student Associations of Quebec's (CASAQ) General Assembly this year – a budget of \$2000.00 CAD has been allocated for this
- Internal Affairs & Operations cost changes: Budget of \$15,000.00 CAD for office renovations
- 3 new investment accounts (GICs) totalling \$150,000.00 CAD (\$50,000.00 CAD each) were opened at the end of the 2020-2021 mandate: Emergency Fund, Student Groups Fund, Project Development Fund. The plan is to invest an additional \$30,000.00 CAD (revenue transfer of \$10,000.00 CAD into each GIC) for a total investment of \$180,000.00 CAD. The GIC amounts are not included in the total revenue

MOTION moved by Yves-Jusslin Maniratanga *to approve the 2021-2022 Proposed Budget.*
 Second: Abril Meza Naranjo

The motion passed unanimously.

d. Officers Contracts (President)

Action Required

The Executive Contract template, including annex – job description of each Executive Officer role based on the DSU Constitution, was distributed prior to the meeting for Student Council approval.

The President explained that the contract is relatively standard for student executives, and that the confidentiality clause was not very strict since the DSU is a public organization. The contract template and annexes were reviewed by the DSU's Legal Counsel (Patrice Blais).

MOTION by Alexandrah Cardona-Fortin *to approve the Executive Contract Template and Job Descriptions (ANNEX 1).*

Second: Yves-Jusslin Maniratanga

The motion passed unanimously.

e. Selection of the Chair (Acting-Chair)

Action Required

The Acting-Chair informed the Student Council that:

The Chair of the Student Council is elected by members of the Student Council. They are to chair and administer meetings of the Student Council and to act on behalf of the Student Council when instructed to do so by the Student Council. The Chair may not be a Member, an employee or have any other ties to the Union other than those

concerning their role as Chair. The chair is also called to chair General Assemblies and any other committees they are assigned to. The term of office of the Chair shall run

from the second meeting of the newly inducted Councillors and Executive Officers to the first meeting of the following mandate (DSU Constitution, Section 7.1).

This year, the DSU received 1 application for the DSU Chair position from Samantha Morel. Samantha is currently pursuing a degree in civil law at the Université de Montréal. She graduated from Dawson College in June 2020 with focus on Law, Society and Justice. Samantha's experience in governance includes:

- President of Dawson College Model United Nations Team
- President of the Dawson Feminist Union
- President of the Villa Maria Feminist Club
- Highschool President for 2 consecutive years

MOTION by Arwen Lowe *to close nominations and elect Samantha Morel for the DSU Chair position*. The term of office of the Chair shall run from the second Student Council meeting to the first meeting of the following mandate.

Second: Abril Meza Naranjo

The motion passed with 8 votes in favour, 0 against, and 1 abstention.


f. Schedule of 2021-2022 Student Council Meetings **Action Required**

The Acting-Chair informed the Student Council that it is required to meet at least 8 times during its mandate. She proposed to schedule the next Student Council meeting for Monday, August 30 @19:00, and to determine the meetings for the rest of the year once Councillors have their school schedules. The location of the meetings, whether via tele/video conference or on-campus, would be approved via email. This is dependent on room capacity guidelines due to COVID-19.

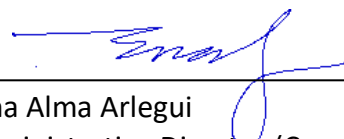
The proposed meeting date and time, as well as decision to determine the rest of the meetings once all Councillors have their school schedules, was approved unanimously. It was noted that Linnea would not be able to attend the second Student Council meeting.

5. Adjournment

The meeting adjourned at 18:13.



Samantha Morel
Chair
Date: September 13, 2021



Rina Alma Arlegui
Administrative Director (Corporate Secretary)
Date: September 13, 2021





Dawson Student Union Annual Strategic Vision

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- 2) Enrichment of Services**
- 3) Renewed Student Life**



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Investing in our Union

Investment Accounts (Guaranteed Investment Certificates)

- Emergency Fund
- Project Development Fund
- Student Groups Fund

Highlights: A more secure Emergency Fund, which was previously depleted at the beginning of the pandemic.

The introduction of the Project Development Fund which will allow the board of the union to authorize funds for expansion of existing services or the creation of new services.

The introduction of the Student Groups Fund, which serves as a savings account for the budgets of accredited Clubs. This measure ensures that Clubs will be adequately funded going forward.

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Investing in our Union

Office and Clubs Spaces Improvements

- Student Groups Space Improvements
- Office Improvements
- New areas for student-run Services

Highlights: Improved seating options and collaboration/work stations in DSU office and club spaces. New furnishings in student spaces and aesthetic improvements for better club life.

Complex renovations are dependent on the plans of Dawson College. The DSU is currently in talks regarding renovation plans. However, there are many factors at play and delays are to be expected. Therefore the issue of DSU operational spaces and renovations will need to be implemented in the long-term DSU strategic plan to be developed over the upcoming year.

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Investing in our Union

Human Resources

- Expansion of staff
- New remunerated positions
- Equitable numeration
- Transparency (Contracts, Job descriptions etc)

Highlights: The constitution introduces three (3) new positions which are remunerated based on the Council.

1. **Administrative Director** (Secretary of Student Council) *[Position filled]**
2. **Chair** (of Student Council) *[Position pending]**
3. **Accountability Officer** *[Position vacant]*

**Officers of the union.*

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Investing in our Union

Human Resources

- Expansion of staff
- New remunerated Officer positions (12)
- Equitable numeration
- Transparency (Contracts, Job descriptions etc)

Highlights: The constitution has modified the roles of the **Executive Officers** and **Chief Returning/Deputy Returning Officers**.

As such, Council must approve the work contracts and remuneration for these Officer positions.

Staff: This year will focus on restructuring Human Resources with the aim to strengthen and expand services coordinated by the union's employees (The Hive etc). The budget reflects the union's desire to recruit more casual and part-time staff members.



Enrichment of Services

During 2020-2021, each DSU service has been modified to facilitate online operations. These plans are therefore based on the government and college's projections that campus will operate at 100% capacity starting in August.

THE HIVE (CENTRE FOR GENDER ADVOCACY):

Fall 2021: A hybrid model for BOTH online and on-campus service options. Extended hours on Saturday.

The centre's Senior Coordinator Gustavo Guzman will work closely with the executives to draft expansion plans for the Hive including: a focus on implementing new services, recruiting new staff and developing a hybrid model that allows the centre to maximize its output of services.





Enrichment of Services

DAWSON DINING:

Fall 2021: A hybrid model that adapts throughout the year.

August - online baskets

Mid-semester - return to campus kitchen operations





Enrichment of Services

The Plant Newspaper & CIXS Podcast

The Plant: New office space for the college newspaper. Double the space. Improved light fixtures and work stations for the editorial teams.

CIXS Podcast: The re-introduction of the college's traditional radio station "CIXS The Edge". Returning to its former broadcasting space on campus (*pending confirmation from the college regarding renovations*).





Enrichment of Services

Back into Student's pockets!

Student Awards: Introduction of bursaries and scholarships from DSU awarded directly to students!

Special Project Funding: Application based funding for Student Groups who develop community-based projects at or around Dawson!

Student Cafe: Council will be asked to approve any contributions for the start up costs of an independent student Cafe Co-op, where students will have the opportunity to work on campus and participate on the co-op's board of directors (*expected to open in the Oliver's cafeteria in Fall 2022*).





Renewed Student Life at Dawson

Events: DSU will be planning in-person events from early August 2021 to May 2022. A wide variety of events will entail outdoor and indoor activities both on and off campus. We will also collaborate with other colleges or universities to expand student life enrichment options.

Mobilization: For 2021-2022 the Union wants to focus campaigning efforts on social issues that impact students such as Sustainability and eco-conscious lifestyles as well as learning and working conditions for Continuing Education students and teachers. The Union will also prepare a back-to-school campaign that promotes advocacy services and our upcoming student insurance plan, outlining the various features.

Growing Student Groups: DSU wants to strengthen independent Student Groups and accredited Clubs on campus. Various recruitment and promotional activities will take place to this end.

Growing the Volunteer Network: DSU wants to provide more volunteer opportunities for students through the recognized volunteer credit program which will allow students to better engage with the Union's student life initiatives and develop a better sense of community.



DSU

DSU STUDENT COUNCIL MEETING NO. 1 MONDAY, JUNE 21, 2021 @7:00PM		ANNEX: DSU SC202106-1-4.b	
2021-2022 Proposed Budget (June 13, 2021)			
Accounts	All amounts shown are in CAD		
Surplus/Deficit from Previous Year	\$	76,049.41	
REVENUES			
Miscellaneous			
Donations			
Events Revenue			
Merchandise			
Membership Fees			
Summer/Fall Semester	\$	225,000.00	
Winter Semester (Projected)	\$	220,000.00	
Total Revenue			\$ 521,049.41
EXPENSES			
Services & Sustainability			
The Hive Centre	\$	12,000.00	
Student Café*		-	
The Plant	\$	12,000.00	
CISX Podcast	\$	3,000.00	
Dawson Dinin'	\$	4,500.00	
Sustainability	\$	5,000.00	
Composting	\$	-	
Academics & Advocacy			
Advocacy Services	\$	5,000.00	
Student Representatives Caucus Expenses	\$	2,000.00	
Student Awards	\$	20,000.00	
Dawson Foundation Donations	\$	-	
Special Project Funding	\$	15,000.00	
Insurance, Professional Services, Contract			
Legal Fees	\$	30,000.00	
Accounting Fees (Bookkeeping and Audit)	\$	30,000.00	
Banking Fees	\$	3,000.00	
Government Fees	\$	1,000.00	
Commercial Insurance	\$	6,000.00	
Student Governance			
General Assembly	\$	1,000.00	
Elections Operations & Commissioner	\$	7,500.00	
Officers Remuneration	\$	47,000.00	
Expenses for Councillors, Volunteers or	\$	2,000.00	
Accountability Officer Renumeration			
Chair Renumeration			
Training	\$	4,000.00	

2021-2022 Proposed Budget (June 13, 2021)

General Administration		
Wages & Payroll Levies	\$ 140,000.00	
Training and Team Building	\$ -	
Webmaster	\$ 15,000.00	
Meetings	\$ 1,000.00	
Printing	\$ 1,000.00	
Digitization	\$ 4,000.00	
Student Life		
Student Groups Fund*	-	
Student Groups Space Improvements	\$ 10,000.00	
Events and Mobilization	\$ 30,000.00	
Social Media Campaigns	\$ -	
Conferences	\$ -	
Retreat	\$ -	
External Affairs		
CASAQ General Assembly	\$ 2,000.00	
Travel Costs	\$ 5,000.00	
Internal Affairs & Operations		
Office Supplies	\$ 1,000.00	
Office Equipment	\$ 3,500.00	
Office Improvements	\$ 15,000.00	
Total Expenses		\$ 437,500.00
INVESTMENTS		
GICs		
Emergency Fund*		
Student Groups Fund*		
Project Development Fund*		
Unallocated (Revenue-Expense)	\$ 83,549.41	
Total		\$ 521,049.41
*View Investment Section		

2021-2022 Proposed Budget (June 13, 2021)

Investment Section		
Investments Accounts(GICs)	Total Amount	Interest Rate
Emergency fund	\$ 50,000.00	0.50%
Student Group Fund	\$ 50,000.00	0.25%
Project Development Fund	\$ 50,000.00	0.50%
Total	\$ 150,000.00	
Transfer of Revenue to Investment Accounts	Amount transferred	
Emergency Fund	\$ 10,000.00	
Student Groups Funds	\$ 10,000.00	
Project Development Fund	\$ 10,000.00	
Total Amount transferred	\$ 30,000.00	
Expenses from Investment Account	Program/Initiative	Amount
Emergency Fund	-	-
Student Group Fund	Student Group Fund	\$ 22,500.00
Project Development Fund	Student Cafe	-