

MINUTES

CCSS Council October 30, 2017 6:00pm

Interurban Campus, Campus Centre building room 320/321

..... External Executive	SINGH, Bikramjit	Interurban Director
MATTHEWS, Wyatt	Interurban Director
CAMPBELL, Dana	Interurban Director
MIONE, Luke	AUGER-LANGEJAN, Mitchell	Lansdowne Director
WINTER, Melanie	NEDELEC, Shauna	Lansdowne Director
NATH, Sri	Lansdowne Director
SMITHSON, Chris	Lansdowne Director
KANOGA, Karen	YOUNG, Ellen	Off Campus Director
LINDSAY, Solomon	JURKUCH, Isaiah	Education Council
HARRIS, Thea	BoG Interurban
.....	BoG Lansdowne

Attending: Wyatt Matthews, Ellen Young, Dana Campbell, Shauna Nedelec, Luke Mione, Sri Nath, Bikramjit Singh, Solomon Lindsay, Isaiah Jurkuch

Regrets: Karen Kanoga, Chris Smithson, Mitchell Auger-Langejan

Absent: Thea Harris

Guests & Staff: Michel Turcotte, Gord Rant, Michael Glover

I CALL TO ORDER

Meeting called to order by Speaker of Council

Ellen, Speaker of Council called the meeting to order at 6:08pm

Recognition of Coast Salish Territories

Dana, acknowledged the Coast Salish Territory on which the meeting was being held. Camosun College serves the communities of southern Vancouver Island and the Gulf Islands which are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Souke Nations. Camosun Campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich WSÁNEĆ peoples.

II RATIFICATION OF AGENDA/APPROVAL OF PREVIOUS MINUTES

Approval of the Agenda

Additions:

Attendance: Late regrets

MOTION

Campbell/Singh

BIRT the CCSS Board of Directors accept late regrets from Chris Smithson, Karen Kanoga and Mitchell Auger-Langejan

CARRIED

MOTION

Matthews/Campbell

BIRT Council accepts the agenda as presented

CARRIED

MINUTES

CCSS Council October 30, 2017 6:00pm

Interurban Campus, Campus Centre building room 320/321

Approval of Previous Minutes

MOTION

Matthews/Jurkuch

BIRT Council accept the minutes from the October 16th Council meeting as presented

CARRIED

III Presentations/Resignations/Guest Business/Announcements

a)

IV Financial Motions/Issues

a) Approximately \$1,500.00 for the CCSS festive dinner

Michel explained this is a yearly occurrence and that it is a good time for members to connect outside of the Boardroom.

MOTION

Matthews/Campbell

BIRT the CCSS Board of Directors approve an expense of approximately \$1,500.00 for the CCSS festive dinner

CARRIED

b) \$1,000.00-For member who broke her tooth while eating

Michel explained that the student would be contributing \$500.00 to get a crown put on the tooth but is still in need of financial assistance because the student H&D plan doesn't cover crowns

MOTION

Singh/Lindsay

BIRT the CCSS Board of Directors approve an expense of \$1,000.00 to come from the H&D Budget to assist the student in acquiring the crowns needed to fix their teeth.

CARRIED

c) \$759.55- INNOV8 Digital Solutions (Copier and printer fees and expenses)

MOTION

Matthews/Lindsay

BIRT the CCSS Board of Directors approve an expense of \$759.55 for copier and printer fees

CARRIED

d) \$800.00-CSEEA club related events funding (Attached)

MOTION

Lindsay/Campbell

BIRT the CCSS Board of Directors approve an expense of \$800.00 to come from the clubs budget to assist CSEEA in facilitating club related events

CARRIED

e) \$700.00-Camosun Tennis club (Attached)

MOTION

Lindsay/Campbell

BIRT the CCSS Board of Directors approve an expense of \$700.00 to assist the Camosun Tennis club with court rentals and associated costs (Racquet rentals, balls etc.)

CARRIED

MINUTES

CCSS Council October 30, 2017 6:00pm

Interurban Campus, Campus Centre building room 320/321

V Committee Reports

- a) **OD Report-** No report
- b) **Special Events-** No Report
- c) **Campaigns & Advocacy-**No report
- d) **Executive Committee Report-** No report
- e) **Finance Committee Report-** No report
- f) **Electoral Committee Report-** **Michel** reported that we had a good turn out for the election. 10% of the student population voted. The electronic voting is really helping and there were no issues to speak of. He noted that we do need a motion to ratify the results of the CCSS Fall 2017 election. He took questions from the floor.

MOTION

Matthews/Campbell

BIRT the CCSS Board of Directors ratify the results of the CCSS Fall election 2017

CARRIED

- g) **Personnel Committee Report-** No report

VI Member Reports

- a)
- b)

VII Other Reports

- a) **Ellen** reported that this will be her last CCSS meeting as a Director at large. She has been on the CCSS Board in some capacity since 2013. She has seen a lot of change and growth of the CCSS, ranging from some of the early CamFest's to the CCSS helping fund the new trades building at Interurban. She has enjoyed her time here.

VIII Unfinished Business

- a)

IX Question Period

X New Business

Vacation accrual policy (Attached)-Michel

Given that at the auditors recommendation, the society is now needs to accrue the value staff vacations that are not taken, It is prudent to implement a financial policy regulating the paying out of any such accrued vacation value to prevent a significant fiscal hit in any ongoing fiscal year. On a going forward basis, any excess vacation due to an employee on January 1st, which can not be carried over to the next calendar year, should be paid out to the employee before March 31. This will prevent caring forward significant liabilities and simplify record keeping. Michel will provide some draft wording to the board.

MOTION

Lindsay/Matthews

MINUTES

CCSS Council October 30, 2017 6:00pm

Interurban Campus, Campus Centre building room 320/321

Whereas CCSS employees receive weeks of vacation based years service and those allocations are enshrined in the Collective Agreement; and

Whereas CCSS employees must take two weeks of their vacation but can also carry forward only ten days as vacation time into the next year; and

Whereas the accrued liability to the employer is in some cases greater than ten days in any given year; and

Whereas the society's auditors have realised that accrued vacation is a liability and has started recording that in the financial statements; and

Whereas carrying forward potentially increasing amounts of vacation liability would create administrative challenges in trying to accurately track such information on a multi year basis; and

Whereas carrying forward a significant and growing amount of vacation liability could pose fiscal challenges in the future; and

Whereas staff vacations are based on the calendar year and the societies fiscal year runs April to March; and

Whereas the Auditors have also suggested that the society should write down more of its financial practices; therefore

Be It Resolved that the following be accepted an Financial Policy and that the section be numbered accordingly:

Vacation Accrual Policy

1. Society staff must ensure that they take at least the minimum amount of vacation required by the Collective Agreement.
2. Should, on December 31, a staff member have accrued unused vacation entitlements over and above the amount allowed to be carried forward as vacation days into the next calendar year, that excess amount will be recorded and paid out to the employee prior to the close of the fiscal year.
3. Any accumulated excess vacation accrual that exists in the records of the society at the coming into effect of this policy shall be paid out to the employee prior to the end of the fiscal year in which this policy comes into effect.
4. All vacation related records shall be retained for at least 7 years

a)

CARRIED

MOTION

Adjourn

CARRIED

6:49pm

Lindsay/Jurkuch

MINUTES

CCSS Council October 30, 2017 6:00pm

Interurban Campus, Campus Centre building room 320/321

MINUTES

CCSS Council October 30, 2017 6:00pm

Interurban Campus, Campus Centre building room 320/321