



Student Union of NSCAD  
D250, 5163 Duke Street  
Halifax, NS B3J 3J6

May 21, 2021

## Executive Meeting Minutes

Present: Larua, Liz, Hannah, Nicole (arrived at 4:14 PM)

Absent:

Regrets:

Chair: Laura

Secretary: Nicole

Call to order 4:12 PM.

Laura motions to approve the agenda. Hannah seconds.

Laura begins the meeting by recognizing we are situated on unceded and unsurrendered Mi'kmaq territory, which is covered under the Peace and Friendship Treaties since 1725. It is our responsibility to understand our relationship with the land as stewards, arrivants, and settlers.

Signatures:

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President

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Resource Coordinator

## Present

**Laura Lima Nishida**, She/Her // President // [president@sunscad.org](mailto:president@sunscad.org)

**Nicole Maggio**, She/Her // VP Academic // [academic@sunscad.org](mailto:academic@sunscad.org)

**Elizabeth Graham**, Anything // VP External // [external@sunscad.org](mailto:external@sunscad.org)

**Hannah Craig**, She/Her // VP Internal // [internal@sunscad.org](mailto:internal@sunscad.org)

## AGENDA

- **Report on PSC**
- **Report on UCC**
- **Summer Tuition Fees Update**
- **Instagram Update**
- **Update on Foodbank & Secretary Interviews**
- **Motion to hire SUNSCAD Employees**
- **Foodbank Update & Grocery Giftcards**
- **Awards Eligibility**
- **Vaccination Information**
- **Motion to Go in Camera**
- **Recaps**

## Report on PSC

- Nicole
  - The Presidential Search Committee meets weekly on Mondays.
  - Has spent the past two weeks editing the Presidential Search advertisement and corresponding documents.
  - The ad is officially up and running.

## Report on UCC

- Nicole
  - Attended her first Undergraduate Curriculum Committee meeting this past Tuesday.
  - Mentioned about listing course fees - additional material costs in course description students have access to upon registration.

- Hannah
  - With online classes - specifically Introduction to Jewelry - students are required to purchase a number of items they would normally have access to in person (flex shaft, saw, hammer, ribbing etc.). This is an incredible additional out of pocket cost for the students and students need to be made aware of this in advance.
- Nicole
  - Martine mentioned setting up a meeting with her as Jacey had already brought this to her attention earlier in the semester.
  - Will be emailing Martine to set up a meeting and would like to have Hannah attend to eloquently articulate this to her as well.
- Laura
  - Be insistent about this matter during your meetings.
- Liz
  - Adobe is required for many courses at a cost to the student. This should also be listed in the course description.

## Summer Tuition Fees Update

- Nicole
  - Spoke with Emily Avelar, the Interim Controller, for about an hour.
  - Basically NSCAD's computer system cannot handle more than a single payment date per Fall/Winter/Summer terms.
  - For the Summer term, tuition fees are due on the holiday - May 24th.
  - Emily confirmed that the \$50 summer tuition late fee has been waived and interest won't incur until August.
  - This is not advertised.
  - Joann Reynolds-Farmer and Christina Warren did not return my email whatsoever.
- Laura
  - Concerned about getting slack for posting anything on Instagram about this.
- Hannah
  - Will post something to the effect that if students have any issues with paying their May 24th Tuition fees, to contact Nicole.

## Instagram Update

- Hannah
  - Needs bio and photo of Liz for the Instagram page.
  - Will post an Accessibility Booklet reminder on Instagram and on Discord.

## Update on Foodbank and Secretary Interviews conducted by Laura and Liz

- Secretary
  - Laura and Liz personally leaning towards Augusta. She was supportive of SUNSCAD and asked questions. She also applied for Foodbank Supervisor which shows her interest in being a part of SUNSCAD.
- Chairperson
  - Only a single person applied for the position of Chairperson. Laura asked everyone who applied for Secretary if they would consider the role of Chairperson and no one was interested.
  - Rebecca is a close friend of Laura's. She has experience commanding a room and keeping everyone in check. Very articulate.
- Foodbank Supervisor
  - Chris Parsons was last semester's Foodbank Supervisor. Very professional.
- Foodbank Helper
  - Augusta will also be offered the position of Foodbank Helper.

## Motion to Hire SUNSCAD Employees

- Laura motions to omnibus the hiring of the SUNSCAD employees. Nicole seconds.
- For the Summer 2021 term, Laura motions to hire Augusta LeBlanc for the position of Secretary, Rebecca Delle Monache for the position of Chair, Chris Parsons for the position of Foodbank Supervisor, and Augusta LeBlanc for the position of Foodbank Helper.
  - Nicole Seconds.
  - No oppositions.

## Foodbank Update & Grocery Giftcards

- Liz
  - Feed NS renewal membership was due March 31, 2021.
  - Feed NS contacted Liz indicating that membership agreement needs to be signed and overdue fees need to be paid.
  - Will contact Tara, Sam and Jacey and see if they know more.
  - There is also a Feed NS FoodBox Program we could advertise.
  - School will be in lockdown until at least June 9th.
  - We should issue Giftcards to those in need.
- Nicole
  - NSCAD is offering students a \$50 grocery giftcard. We should advertise this.
  - Thinks \$50 should also be offered to students in need from us as a secondary means.
  - Everyone agrees that \$50 is a good amount. Any less isn't enough.

- Laura motions to issue \$50 giftcards on an as need basis to students in need.
  - Hannah seconds.
  - No oppositions.

## Awards Eligibility

- Hannah
  - Is not eligible for a single award because she did not have full-time status in Winter 2021.
  - There should be scholarships for part-time students.
- Nicole
  - These are individual donors and full-time studies has always been mandated for any scholarship application.
  - Scholarships have popped up within the past week.
  - Is on the Scholarship Committee and there are several questions I have for Christina Warren. Will request a meeting with her before the 15th and ask about part-time student scholarships.

## Vaccination Update

- Hannah
  - Will be posting something on Instagram about how to get vaccinated.
  - Will attest that we at SUNSCAD take a positive stance on everyone getting vaccinated.
  - It is now opened to anyone over the age of 25 and you must book an appointment through NS Health.
- Nicole
  - Less is more. By posting this information, it implies that SUNSCAD is promoting vaccinations.
  - Getting the information out to the students is important, but be careful of chosen words because we don't want to be in a position of retracting any statements.

## Motion to Go IN CAMERA

- Laura motions to go in camera. Hannah seconds.
  - Went in camera at 5:51 PM.
- Laura motions to go out of camera. Hannah seconds.
  - Went out of camera at 6:10 PM.

## RECAPS

- Laura
  - Get a copy of the budget.
  - Get an email list from Tara
  - Get giftcards set up
  - Email the unsuccessful applicants for the SUNSCAD positions.
  - Train the incoming Chair.
- Hannah
  - Will create a Weekly Dispatch which includes information about:
    - Accessibility Booklet
    - Vaccination Info
    - Info for Feed NS Food Box
  - Update the website.
  - Attend the meeting with Nicole and Martine when it is arranged.
- Nicole
  - Attend the PSC meeting on Tuesday and review docs.
  - Attend the Senate Executive meeting (don't have a date yet).
  - Instagram Office Hours.
  - Email Martine about meeting re: Course Description Material Fees.
  - Email Christina about meeting prior to June 15 re: Scholarship applications.
  - Train Augusta for the Secretary position (any day except Tuesday).
- Liz
  - Will be doing more research for committees with funding for International students.
  - Will send Hannah a photo & bio for the Instagram page.
  - Updating the GoogleDoc for any students with grocery giftcard needs.
  - Get in touch with Tara about FeedNS Membership fees.

**Laura motions to adjourn. Nicole seconds.**

Meeting adjourns at 6:21 pm.