

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

MINUTES of the meeting of the Full Board Meeting
held at the Student Centre Board Room, Progress Campus
941 Progress Avenue, Toronto, Ontario
on Wednesday, December 16, 2015 at 7:00 p.m.

Present:	D. Gangwani	-	President
	E. Cossaboom	-	Programmer
	R. Muhlemann	-	Campus Director, Story Arts Centre
	L. Webb	-	Club Liaison
	H. Kalathiya	-	Vice President, Morningside
	B. Ramdial	-	Campus Director, Progress
	R. McConney	-	Vice President, Ashtonbee
	R. Kassies	-	Campus Director, Ashtonbee
	A. Parris	-	Campus Director, Morningside
	M. Ellington	-	Athletics Representative
	D. Singh	-	Vice President, Progress
	R. Irwin	-	Advocate
	P. Sharma	-	Advocate
	T. O'Selmo	-	Campus Director, Story Arts Centre
	S. Chakraborty	-	Campus Director, Morningside
	V. Pudipeddi	-	Board Development Officer
	O. Ladele	-	Campus Director, Morningside
T. Zhang	-	Campus Director, Progress	
P. Kirlik	-	Executive Director/CEO	
Staff:	L. Sancu	-	Chairperson
	T. Ellul	-	Manager Board Development & Services
	R. Bois	-	Office Coordinator, Morningside
	V. Barahona	-	Event & Club Coordinator
	S. Westacott	-	Recording Secretary, MinuteTakers Inc.
Guests:	T. Nault	-	Registrar, Centennial College
	C. Stephenson	-	VP Student and Community Engagement
	K. Rajpaulsingh	-	Director of Student Life

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, L. Sanci called the meeting to order at 7:00 p.m. and presided as Chair.

2. **APPROVAL OF AGENDA**

On Motion by D. Singh and seconded by B. Ramdial the agenda was approved and adopted as presented.

3. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of November 25, 2015 that were previously circulated for review.

On Motion by R. Kassles and seconded by R. Irwin it was,

RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, November 25, 2015 be accepted as presented. Motion carried. (17-0-0)

4. **APPROVAL OF DRAFT BYLAWS**

On Motion by A. Parris and seconded by E. Cossaboom it was,

RESOLVED THAT the draft bylaws be approved as presented in principle only. Motion carried. (17-0-0).

- (a) *Overview* – L. Sanci provided a brief overview of the purpose of the bylaws, what they reflect and how the Board can move forward using a document that properly reflects the work that is done within the organization. The purpose today is to approve the bylaws ‘in principle’; meaning that they are approved in a broad sense with the full knowledge that there may be some minor changes made.
- (b) *Eligibility Clause* – In response to a query, it was explained that prior to sitting on a board in a ‘senior’ position, it is helpful that the individual running for candidacy has some volunteer experience and has some understanding on how the organization is run. It was further explained that it is not just based on experience but also exposure to the Board, this exposure can be achieved by working on various committees and other volunteer positions.
- (c) *Involvement Prior to Board Position* – K. Rajpaulsingh noted the work done on the By-laws and reiterated that it is essential that students first ‘get a feel’ for the senior board positions by way of volunteering and gaining experience prior to taking the next step. L. Webb expressed that it is important that students are ‘sensitized’ to what it means to be on the Board. P. Kirlik noted that it is everyone’s job to communicate the positions that are available. It was suggested that rather than using the phrase ‘volunteer’ it would be better to use ‘exposure’.

- (d) *Volunteers* – E. Cossaboom noted that she has been working with Veronica and Brad on how to get more volunteers with the various events and one of these is specifically on how to get more involved in CCSAI.

5. **CONFLICT OF INTEREST**

The conflict of interest policy is important for Board members and it is essential that Board members make decisions with objectivity, integrity and sincerity. This policy helps to keep those lines clear in order to keep conflicts of interest out of decision making. The second policy helps to define when a Board should go 'in camera' and speak confidentially. It was noted that ideally a Board should operate with full transparency, however there are times and topics that are sensitive and cannot be fully disclosed.

On Motion by B. Ramdial and seconded by S. Chakraborty it was,
RESOLVED THAT the Conflict of Interest Policy and In Camera Guidelines be duly approved and accepted as presented. Motion carried. (17-0-0)

6. **16/17 CENTENNIAL COLLEGE ANCILLARY FEES**

On Motion by S. Chakraborty and seconded by V. Pudipeddi it was,
RESOLVED THAT the 2016/2017 Centennial College Ancillary Fees Guidelines be duly approved as presented. Motion carried. (16-0-1)

- (a) *Overview of Fees Guidelines* – An overview of the proposed fee guidelines was provided and some general discussion ensued. In response to queries it was explained that the new student card can be used as a debit card while on campus and at select off campus locations. It was assured that if students do not wish to load the card with funds it can simply be used as a student identification card only.
- (b) *Support for International Students and Mental Health* – Clarification regarding this section was requested. T. Nault explained that students will be able to access support via a variety of avenues and services that are a part of the student health plan. It was explained that these services are being offered through the existing GuardMe program.
- (c) *Co-op Fees* – Additional clarification was required regarding the cost. Currently the fees are different for international versus domestic students. Additional clarification was provided regarding circumstances when students might have to leave a co-op and this plan just makes sure that students are getting what they pay for. Concern was expressed that right now there are students who are having difficulty finding a co-op or are not making anywhere close to the cost to be in the actual co-op. It was expressed that the proposed fee guidelines are not beneficial. Craig Stephenson advised that any further questions or concerns on this can be directed to him specifically. It was explained that the co-op fees are only mandatory to international students who are doing a co-op.

7. **MEMO OF UNDERSTANDING UPDATE**

- (a) *Overview* – C. Stephenson explained the MoU is a document that outlines expectations of both parties. The document is about CCSAI and Centennial College mutually working for the benefit of Centennial students. The final draft of this document will be circulated to all Board Members in January 2016. It was further explained that this document solidifies in writing what the CCSAI wants to do and how they will do it.

8. **EXECUTIVE DIRECTOR UPDATE**

- (a) *Upcoming Events* – There will be a potluck on Friday December 18, 2015 from 11:00 a.m. to 6:00 p.m. with door prizes and games.
- (b) *Board Honorarium* – The Board honorarium will be deposited on Friday.

9. **GOVERNANCE COMMITTEE UPDATE**

- (a) *Next Meeting Date* – The next meeting will be January 20, 2016.

10. **PROGRAMMING COMMITTEE UPDATE**

- (a) *Next Semester Programming* – A calendar of upcoming events was distributed for review.
- (b) *Frosh Week* – Frosh Week will be from January 25-29, 2016. There will be events at all different campuses with one final event at one location. It was suggested that during Frosh Week the new Sexual Assault and Violence Policy can be promoted.
- (c) *Services Week* – This week is where students who want to become involved with CCSAI can indicate where they are interested in serving and to provide them with a chance to get to know what goes on.
- (d) *Event Process and Timeframes* – In response to a query, it was expressed that notice of at least three weeks is ideal in order to set up, promote and organize events.

11. **FOR THE GOOD OF THE BOARD**

Purpose of this is to give the Board the opportunity to reflect on how the meeting ran. It was noted that it is important for members to come to the meeting prepared and from the questions and discussions held it is clear that individuals were well prepared.

12. **IMPORTANT DATES**

- (a) *Special General Meeting* – Is scheduled for January 13, 2016 to be held at the Progress Campus. Part of the agenda for this meeting will be the full approval of the By-Laws.
- (b) Programming Committee Meeting – The next meeting will be rescheduled.

13. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Wednesday, January 6, 2016 at 7:00 p.m. at a location to be determined.

14. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 7:53 p.m. on Motion duly D. Singh made and seconded by T. O'Selmo.

President – D. Gangwani

Executive Director/CEO – P. Kirlik