

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Wednesday, May 2, 2018 at 6:00 p.m.
Student Centre Board Room, Progress Campus
941 Progress Avenue, Toronto, Ontario

MINUTES

Present:	S. Casais	-	President
	J. Lim	-	Vice President, Morningside
	K. Singh	-	Vice President, Progress Campus
	J. Hewitt-Vasil	-	Vice President, Story Arts Centre
	S. Garcia	-	Campus Director, Ashtonbee
	D. Singh	-	Campus Director, Morningside
	I. Sharma	-	Campus Director, Story Arts Centre
	D. Denny	-	Advocate
	M. Ferreira Andrade	-	Advocate
	P. Solda	-	Athletics Representative
	S. Hashmi	-	Board Development Officer
	R. Fogarthy	-	Clubs Liaison
	E. Wilson	-	Events Liaison
	P. Kirlik	-	Executive Director/CEO
Staff:	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Guests:	K. Lee-Kam	-	Student at Large
	C. Bell	-	General Manager, CSA
Regrets:	T. Singh	-	Campus Director, Progress Campus

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, S. Hashmi called the meeting to order at 6:05 p.m. and presided as Chair.

2. **CONFLICT OF INTEREST**

There were no conflicts of interest to declare.

3. **APPROVAL OF AGENDA**

On Motion by S. Casais and seconded by J. Hewitt-Vasil the agenda was approved and adopted as presented. (7-0-0)

4. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of April 25, 2018 that were previously circulated for review.

On Motion by J. Lim and seconded by J. Hewitt-Vasil it was,
RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, April 25, 2018 be accepted as presented. Motion carried. (7-0-0)

5. **PRESIDENT'S UPDATE** – S. Casais delivered the report with highlights noted as follows:

- (a) *Welcome* – The newly ratified Board of Directors was warmly welcomed to their first official meeting and it was confirmed that their term of service commenced on Tuesday, May 1, 2018.
- (b) *Student Strike Relief Fund* – The fund was created in an effort to assist in supporting and reimbursing students for expenses they may have sustained as a result of the strike/extending academic semester. The deadline to submit an application for reimbursement is Friday, May 4, 2018 at 12:00 p.m. It was conveyed that 5,465 applications were submitted thus far, 3,800 of which were approved for reimbursement.
- (c) *Vice President, Ashtonbee* – The position of Vice President for Ashtonbee campus has yet to be filled and the deadline for the submission of applications is Friday, May 4, 2018.
- (d) *College Quality Assurance Audit Process* – It was reported that an audit will be conducted on May 15, 2018 by a third party. This practice is carried out every five years in an effort to ensure that all standards are met and that there is consistency across Ontario colleges with respect to government requirements.

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- (e) *Experience Centennial* – Approximately 1,300 students were in attendance at the orientation event that was held at Progress campus. The Board of Directors was thanked for their efforts and for the assistance they provided throughout the day.
 - (f) *Transition* – The President has worked closely with R. Kaur to ensure a smooth transition. New Board members are encouraged to continue job shadowing.
 - (g) *Office Renovations* – Renovations will commence on June 25, 2018. In response to a query by J. Lim, it was clarified that dates for renovations have yet to be arranged for the Morningside and Ashtonbee campus. J. Hewitt-Vasil questioned whether the office at Story Arts Centre would be renovated, and P. Kirlik explained that there are some limitations with the existing space and the way that the campus was originally constructed that must be taken into consideration.
 - (h) *Inclusive Internationalization Summit* – The summit is scheduled for June 5, 2018 and will provide an opportunity for those interested in learning about the role that internationalization plays in education as well as how post secondary institutions are becoming more global. The CCSAI will cover the \$25 registration fee for all those who are interested in attending the summit.
 - (i) *Raffle* – A raffle draw for swag and other prizes will take place at the end of every full Board meeting.
6. **CSA UPDATE** – S. Casais provided the report with highlights noted as follows:
- (a) *General Manager* – C. Bell was recently appointed as the new General Manager of the CSA and was invited to this meeting to present a brief overview of the purpose and vision of the organization.
 - (b) *Nominations* – Nominations are currently open for the CSA Board of Directors and it was reported that J. Lim, Vice President of Morningside Campus has nominated himself for a Director position.
 - (c) *CSA Conference* – The conference will run from May 9 to the 13, 2018 and more detailed information will be emailed to all Board members in this regard.

7. **COLLEGE STUDENT ALLIANCE INTRODUCTION**

Curtis Bell, General Manager, CSA was warmly welcomed to the meeting and proceeding to familiarise the new Board of Directors with the organization's purpose, goals and vision. Discussion highlights were noted as follows:

- (a) *Personal Involvement* – C. Bell reported having been involved with student governance for over a decade and strongly emphasized the extensive experience gained through working with the CSA.

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- (b) *Members* – Centennial College is a founding member of the CSA and the working relationship dates back many years ago to when the first office of the CSA was housed at Centennial College. There are currently 11 members.
 - (c) *Purpose* – The non-profit organization works with both post-secondary institutions and the government in an effort to improve the college experience by making recommendations for student education, advocating for students and partnering with student leaders.
 - (d) *Vision* – C. Bell would like to establish a strong, positive energy by working together with the CCSAI and building relationships with like minded individuals, sharing and exchanging ideas with other institutions and building on the strong foundation that has been established thus far.
 - (e) *Possibilities* – Members of the CSA can assist with orientation, attend vendor fairs and participate in initiatives with a student advocacy component at Centennial.
 - (f) *Direction* – J. Lim questioned how the approach of the CSA Board of Directors would be determined for the upcoming year. C. Bell confirmed that the elected Board would determine the direction and vision. Some of the likely objectives are to address the international student education experience in the province, and to improve food security.
 - (g) *Open Communication* – Board members were encourage to be in regular communication with C. Bell via email.
 - (h) *Conference* – The organization hosts various conferences throughout the year that bring student leaders together. The upcoming MAYCON2018 will take place on Wednesday, May 9 through Sunday, May 13, 2018 in Peterborough, Ontario. A number of new members will be in attendance. Board members who require further information about the conference and requested to email C. Bell or any of the CSA staff.

C. Bell was thanked and departed at 6:24 p.m.

8. **ADVOCATE UPDATE** – D. Denny and M. Ferreira Andrade presented:

- (a) *Cases* – The advocates reported handling their first advocacy case at Ashtonbee campus and look forward to building on the amazing legacy established by former CCSAI advocates.

At this point in the meeting, S. Casais assumed the position of Chair.

9. **BOARD DEVELOPMENT OFFICER UPDATE** – S. Hashmi presented:

- (a) *Orientation* – The Board was thanked for their efforts to make orientation a great success.

At this point in the meeting, S. Hashmi resumed the position of Chair.

10. **ATHLETICS REPRESENTATIVE UPDATE** – P. Solda reported:

- (a) *Baseball Team* – A new baseball team is being put together.
- (b) *Sponsorship* – Athletics recently made a change from Adidas to Under Armour for Colts clothing and apparel.
- (c) *Open Play* – Open play has officially launched, and students can participate in various sports and activities from 12:00 p.m. to 4:00 p.m. on weekdays.
- (d) *Intermural Job Openings* – There are a number of part-time openings for referees, coaching assistants etc. More detailed information can be obtained at gocolts.ca.

11. **EVENTS LIAISON UPDATE** – E. Wilson presented:

- (a) *Experience Centennial* – Orientation was a wonderful experience to be a part of, and it was encouraging to see Board members involved and engaging with new students. All suggestions and recommendations for improvement can be brought to the attention of E. Wilson who will work closely with the Orientation Committee throughout the course of the year.

12. **CLUB LIASON UPDATE** – R. Fogarthy presented:

- (a) *Expectations* – R. Fogarthy has been in regular communication with J. Sevila the former Club Liaison in an effort to grasp a solid understanding of the expectations of the position and what can be done to improve the student experience with clubs.

13. **VICE PRESIDENT UPDATES**

13.1 **Progress Campus** – K. Singh presented:

- (a) *Orientation* – The Vice President engaged with many students at orientation and looks forward to building upon the success of this first undertaking.

13.2 **Morningside Campus** – J. Lim presented:

- (a) *Contacts* – A list of the many contacts made last year is being fashioned with the assistance of the former Vice President. The intention is to best address the concerns and/or recommendations raised by students.
- (b) *Events* – A comprehensive list of the many events hosted at Morningside campus last year will be put together to identify events that were enjoyable and well attended, and to review and reevaluate the events that were not as successful.

13.3 **Story Arts Centre** – J. Hewitt-Vasil presented:

- (a) *First Day in Office* – The first day in office went well and an informal meeting was held with Barry Waite, Chair of Communications to touch upon food services during the summer semester. It was suggested that a meeting be scheduled with Aramark to discuss options.

14. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik presented with highlights noted as follows:

- (a) *Financial Update* – A brief financial update will be provided at future full Board meetings.
- (b) *Ashtonbee Vice President Position* – The application for the open position can be accessed online.
- (c) *Awards Ceremony* – Centennial College President, Ann Buller has requested Board attendance at a ceremony that will take place at a local high school on Friday, May 11, 2018. Bolt the Colt will be in attendance.
- (d) *Priorities* – There are a number of priorities including food security that will be addressed with the assistance of the CSA and with some funding provided by Transforming the Future. It was reported that this year, P. Kirlik will be completing her Master's degree with a dissertation in Food Security. Focus groups and surveys will be fashioned to assist with the collection of critical data regarding food security at Centennial in an effort to best provide better services and to ensure that all students have access to quality, nutritious food.
- (e) *Nametags* – Nametags are to be worn at all Board meetings and also when Board members are in their respective Campus offices.
- (f) *Information Binder* – Full time staff created and distributed a large, information binder to each member. Directors are asked to bring this binder with them to all Board meetings so that new documents, paperwork or revised schedules can be added on a regular basis. Members are requested to familiarize themselves with the various CCSAI By-laws that are included in the information binder.

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- (g) *Training* – Board training will take place every Wednesday. An exception to this is training session scheduled for Friday, May 4, 2018 with Wendy Leung, Human Resources and Finance Manager.

15. **FOR THE GOOD OF THE BOARD**

- (a) *Focus* – P. Kirlik praised the Board for being punctual, attentive and supportive of the meeting chair throughout the course of the meeting.
- (b) *Professionalism* – K. Lee-Kam noted that the meeting was carried out in a professional and supportive manner.
- (c) *Robert's Rules* – S. Casias recognized the Board's adherence to Robert's Rules of Order.
- (d) *Suggestions* – K. Singh encouraged all members to voice their recommendations and suggestions freely.

16. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Friday, May 25, 2018 at the conference in Picton, Ontario.

17. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 6:48 p.m. on Motion duly made and seconded.

President – S. Casais

Executive Director/CEO – P. Kirlik