

# CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

## FULL BOARD MEETING

Wednesday, September 5, 2018 at 7:00 p.m.  
Student Centre Board Room, Progress Campus  
941 Progress Avenue, Toronto, Ontario

### MINUTES

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Present:	S. Casais	-	President
	J. Lim	-	Vice President, Morningside
	J. Hewitt	-	Vice President, Story Arts Centre
	S. Garcia	-	Campus Director, Ashtonbee
	T. Singh	-	Campus Director, Progress Campus
	S. Agarwal	-	Event Liaison
	R. Fogarthy	-	Clubs Liaison
	P. Kirlik	-	Executive Director/CEO
Proxies:	J. Lim	-	holds a proxy for D. Singh
	R. Fogarthy	-	holds a proxy for I. Sharma
	S. Garcia	-	holds a proxy for A. Clarke
Staff:	K. Rajpaulsingh	-	Director, Student Life
Guests:	P. Greenwood	-	CAPs
	S. Van Osch	-	Manager, Ancillary Services
	B. Constance	-	General Manger, Aramark
	M. Thomas	-	Regional Manager, Aramark
	L. Reid	-	Events Coordinator (departed at 7:12 p.m.)
	L. Gahol	-	Engagement Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Regrets:	K. Singh	-	Vice President, Progress Campus
	M. Ferreira Andrade	-	Advocate
	P. Solda	-	Athletics Representative
	S. Hashmi	-	Board Development Officer

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1. **CALL TO ORDER**

Notice having been given and there being a quorum present, P. Kirlik called the meeting to order at 6:58 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 J. Lim and seconded by R. Fogarthy the agenda was approved as amended. (8-0-0)

4. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of August 8, 2018 that were previously circulated for review.

On Motion by J. Hewitt and seconded by R. Fogarthy it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, August 8, 2018 be accepted as presented.** Motion carried with one abstention, J. Lim. (7-0-1)

5. **PRESIDENT'S UPDATE** – S. Casais provided the President's update with highlights noted as follows:

- (a) *Regrets* – Board members who are not in attendance due to class scheduling conflicts with tonight's meeting will not be penalized.
- (b) *Classroom Visits* – All bookings are to be added to the CCSAI central page to provide an opportunity for interested Board members to sign up to attend.
- (c) *Kerala Fundraiser* – It has been recommended that earnings from one day of Progress Student Centre food service sales during the month of September be donated for Kerala, India. The date for this proposition has yet to be determined. J. Lim queried whether the fundraising initiative could also take place at other campus locations and inquired whether an events proposal would have to be created/submitted for the fundraiser. ***Action: Board members are requested to liaise with S. Casais for direction regarding the proposed Kerala fundraiser.***
- (d) *Board Meeting Dates* – Board meetings will be scheduled on Thursday evenings for the duration of the fall semester.

6. **RESIGNATION**

On Motion by J. Hewitt and seconded by S. Casais it was,  
**RESOLVED THAT the resignation of Board member D. Denny, Advocate, be accepted as presented.** Motion carried with one abstention, S. Casais. (7-0-1)

7. **RATIFICATION**

P. Kirlik noted that director terms had been agreed to, and that ratification of same is now required. The new Board member was introduced as follows:

**Simona Agarwal - Event Liaison**

On Motion by T. Singh and seconded by S. Garcia it was,  
**RESOLVED THAT the director term be duly ratified and approved.** Motion carried. (8-0-0)

8. **PROGRAMMING UPDATE** – L. Reid presented:

- (a) *Sex Toy Bingo* – The event is scheduled to take place on September 6, 2018.
- (b) *Campus Carnival* – The ongoing event continues to be a great success. Board members are encouraged to promote activities to students and attend.
- (c) *Orientation* – A ‘back-to-school’ hunt will be hosted during the week of September 10, 2018. Various swag items including cameras and speakers will be distributed.
- (d) *Thrive* – Board members are encouraged to begin brainstorming regarding Thrive events. The deadline to submit event proposals for Thrive is October 15, 2018. In response to a question by J. Hewitt it was reported that Thrive will take place during the week of November 12, 2018.
- (e) *Events, Entrance Fee* – In response to a query by T, Singh regarding entrance fees, L. Reid explained that implementing a small entrance fee after a certain time increases demand for events and encourages students to arrive early to enter for free. The intention is to keep entrance fees low and increase attendance.

*L. Reid was thanked for her report and departed at 7:12 p.m.*

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9. **CAPs PRESENTATION** – P. Greenwood was welcomed to the meeting and provided a brief update regarding the services provided by Centennial Advising and Pathway Services:
- (a) *Purpose* – The organization was established in 2016 in an effort to best support the College and help students identify goals by providing important information and resources. In the past, there was no direct way to channel available resources. There are currently 23 success advisors who effectively provide support, tips and strategies for a successful, seamless College experience.
  - (b) *Services* – The organization works with prospective students and current students with offices located at Progress Campus. Services include placement advice, student financial services, second career assistance, support for students with disabilities and more. Students from all campus locations can contact advisors via email or phone.
  - (d) *Collaboration* – Working with the CCSAI will help enhance advising and pathway services by creating awareness and effectively promoting free services. In response to an inquiry by J. Lim regarding the sending of emails via CAPs to inform students of upcoming CCSAI event, it was confirmed that success advisors would be very open to this recommendation. Campus specific lists could be generated to begin sending out more timely and coordinated communications. P. Greenwood noted that flyers or brochures could be provided to the CAPs office to help promote upcoming CCSAI events.
  - (e) *Contact List* – An internal contact list was distributed to all Board members for the contacting of advisors with ease.

*P. Greenwood was thanked and departed the meeting at 7:23 p.m.*

10. **ARAMARK** – S. Van Osch, B. Constance and M. Thomas were welcomed to the meeting and S. Casais presented an update regarding a meeting that took place to discuss initiatives and changes as proposed by Aramark. Discussion highlights were noted as follows:
- (a) *Revised Framework* – It was noted that a number of menu changes will be implemented, included additional daily value meals and mix and match deal promotions. Healthy snacking stations will be launched and more vegan and vegetarian menu options will be added to existing menus. New menu food icons will help draw students' attention to healthy options and help students make meal choices with ease. A 'bring your own bottle/mug' initiative will also be launched to increase sustainability with the support of a company called Companion.

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- (b) *Feedback Forums* – A platform will be established to collect feedback from students. Previously students could only submit their concerns/complaints or recommendations regarding food services via email. The new feedback model includes short, interactive online surveys and will help collect data in a central database pertaining to purchases, food choices and more. Data will then be analysed to help Aramark determine whether goals for improvement are being met. M. Thomas reiterated the importance of working closely with the CCSAI to be well informed regarding what is working well for the student population and what needs to be improved upon. A solid partnership will help enhance the student experience.
  - (c) *Hours of Operation* – T. Singh questioned whether there were plans to increase the hours of operation of various food kiosks. It was noted that some hours have been modified and hours will be reviewed on a regular basis throughout the school year to determine if further changes are warranted. J. Lim noted that food options are extremely limited at Morningside campus for students whose classes run late in the day and requested that this matter be further appraised.
  - (d) *Appreciation* – J. Lim and P. Kirlik expressed their appreciation on behalf of the Board of Directors to Aramark representatives for being available, and for striving to improve food services and advocated on going communication with the CCSAI throughout the year as improvements and changes to food services are implemented.
11. **CENTENNIAL COLLEGE UPDATE** – K. Rajpaulsingh presented the College update with highlights noted as follows:
- (a) *Orientation* – Board members were commended for the successful completion of orientation and high energy levels and the excellent turnout was noted.
  - (b) *Engagement Week* – Seven weeks of activities have been organized and Board members were implored to attend and help promote all activities.
  - (c) *Thrive* – Thrive will take place the week of November 12, 2018. Further information pertaining to Thrive will be received from S. Crowe.
  - (d) *Leadership Academy* – The Academy will launch on October 15, 2018 and a formal invite will be emailed to all Board members.
  - (e) *Student Experience Office* – The new office is now open and has partnered with Centennial Advising and Pathway Services to help students become better advocates during their time as students and in preparation for their future careers. It is recommended that a discussion regarding the role of Advocates and the role of Board members as advocates take place in the near future. It was noted that a presentation about the new Student Experience Office would occur at an upcoming Full Board meeting.

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- (f) *Athletics and Recreation* – The fall schedule can be accessed on [gocolts.ca](http://gocolts.ca). The hashtag #horsepower is being used to help promote athletics and help spread school spirit. Board members can look out for further information from P. Solda and will also receive a #horsepower t-shirt.
- (g) *Frosh Party* – In response to a query by R. Fogarthy regarding an ad on social media advertising a frosh week party, K. Rajpaulsingh confirmed that the event appears to have been organized by an external party that the College is not affiliated with.
12. **CSA UPDATE** – J. Lim presented:
- (a) *Meetings* – The latest meeting was rescheduled due to a scheduling conflict with orientation.
- (b) *Textbook Broke* – The CSA continues to promote the campaign, and highlights that this initiative provides students with a platform to speak up about the high costs of books in post-secondary education. In response to a query by J. Hewitt, it was confirmed that promotional materials and banners will be used at all four campus carnivals and J. Lim will be present to promote the campaign on behalf of the CSA. It was noted that the #TextbookBroke hashtag can continue to be used throughout the year.
- (c) *Advocacy Summit* – The summit will take place in the month of November.
13. **CLUB LIAISON UPDATE** – R. Fogarthy provided the clubs report with highlights noted as follows:
- (a) *Clubs Open House* – The open house will be hosted in the Main Events Hall on September 20, 2018. In response to a query by J. Hewitt, it was noted that attending the club open house is not mandatory for club members, but is highly encouraged. It was questioned whether the open house could be held at all campus locations and pertinent discussion ensued.
- (b) *Club Applications* – Applications will open on September 6, 2018 and will close on September 24, 2018.
- (c) *Club Training* – Training will take place on November 8<sup>th</sup> and 9<sup>th</sup>.
- (d) *Club Fairs* – Club Fairs will take place on November 22<sup>nd</sup> and 23<sup>rd</sup>.

(e) *Clubs Maintaining Status* – The clubs that have maintained official status were noted as follows:

- Anime Guild
- Punjabi Calligraphy
- Power to Change
- Sinag Laki Filipino Association
- Brazilian Club
- Med Lab Society
- Software Engineering

(f) *Club Policy* –

On Motion by R. Fogarthy and seconded by S. Casais it was,  
**RESOLVED THAT the amended club policy be approved and accepted as presented.** Motion carried. (8-0-0)

#### 14. VICE PRESIDENT'S UPDATES

14.1 **Morningside Campus** – J. Lim reported:

- (a) *Orientation* – There were some complaints received by students regarding the lack of food available, however overall, orientation ran very smoothly. **Action: J. Lim is requested to provide feedback in writing to S. Crowe regarding the complaints about the lack of food during orientation at Morningside campus.**
- (b) *Pop-Up Booth* – A booth was set up outside of the Morningside CCSAI office in an effort to engage with new students. Many expressed a keen interest in learning about the organization and the services the College provides. It is recommended that other campus locations consider setting up such booths throughout the year.
- (c) *Classroom Visits* – Members of various faculties have been contacted and a schedule is being created for upcoming classroom visits.
- (d) *Appreciation* – J. Lim thanked J. Hewitt for holding his proxy in his absence and thanked the Board of Directors for accommodating teleconference calls during Board meetings.

14.2 **Story Arts Centre** – J. Hewitt reported:

- (a) *Orientation* – Orientation was a great success and Board members were thanked for their attendance and active participation.

- (b) *Tedx Conference* – The conference will take place on October 25, 2018 and the theme will be Resilience. The Board is invited to assist with promotion and to help to increase momentum as the event approaches. J. Lim questioned whether there were posters or other promotional materials that have been printed to promote Tedx. J. Hewitt noted that students can be directed to the website and the College's social media platforms will continue to push the hashtag. S. Casais reported that there are some banners that can be used.
- (c) *Museum of Resilience* – The CCSAI is accepting submissions for the Museum of Resilience until September 28, 2018. Discussion ensued regarding likely submissions, including written pieces, dance, sculpture etc. The protocol that will be established for the accepting of submissions was noted.
- (d) *Halloween* – J. Hewitt is available to face paint for Board members who would like to dress up as zombies for Halloween. Plans are in place for a 'spot the zombie' game and various other exciting Halloween themed activities.
- (e) *Prayer and Meditation Room* – Discussion ensued regarding keeping the room prayer and meditation room clean. K. Rajpaulsingh reiterated that this is not the responsibility of the CCSAI and would ensure that Facilities is properly cleaning the room on a regular basis. Hugo is to be kept as the direct contact for all matters pertaining to the room.

15. **DELIVERABLES UPDATES** – S. Casais presented:

- 15.1 **Develop Feedback Model & Data Driven Decision Making Model** – S. Garcia reported that the working group had established a mission and vision statement. The members of the group are S. Garcia, S. Casais and S. Hashmi. The goal is to establish a centralized survey link with evaluating abilities to obtain a steady flow of data from various partners. Policies and procedures will be created and long-term sustainability will be of top priority.
- 15.2 **Service/Activity Evaluation Protocol** – S. Casais explained that the protocol would be interconnected with the feedback model. An evaluation protocol process will be developed and identified milestones will be regularly appraised and reviewed. Establishing protocols and procedures to evaluate services will greatly support the Governance Committee. The members of the working group are S. Casais R. Fogathy, I. Sharma, A. Clarke and S. Agarwal.

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

16. **EXECUTIVE DIRECTOR'S UPDATE**

- (a) *Draft Operating Budget* – Having been reviewed in detail, the following motion was presented for approval:



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- (a...) On Motion by S. Garcia and seconded by R. Fogathy it was,  
**RESOLVED THAT the Operating Budget be accepted as presented.** Motion carried. (8-0-0)
- (b) *Office Furniture, Morningside Campus* – In response to a query by J. Lim, it was reported that an update regarding the new office furniture at Morningside Campus is forthcoming.
- (c) *Carnival* – R. Fogathy expressed concern that some students may not receive their student identification cards in time for the carnival event and pertinent discussion ensued. It was noted that the presentation of an official student timetable would be sufficient for those who have yet to obtain student cards. J. Lim reiterated that students should be encouraged to bring proper identification, as alcohol will be served at the event.

*At this point in the meeting, P. Kirlik resumed the position of chair.*

17. **FOR THE GOOD OF THE BOARD**

- (a) *Timekeeping* – R. Fogathy praised the Board for being punctual and conducting the meeting in a timely fashion.
- (b) *Club Policy* – J. Lim commended R. Fogathy for the smooth handling of club ratifications and revisions made to the club policy.
- (c) *Welcome* – S. Casais formally welcomed S. Agarwal to the Board of Directors.

18. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Thursday, October 4, 2018 at 7:00 p.m. at Morningside Campus, 755 Morningside Ave, Scarborough, Ontario.

19. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 8:20 p.m. on Motion duly made and seconded.

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President – S. Casais

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Executive Director/CEO – P. Kirlik