

# CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

## FULL BOARD MEETING

Wednesday, June 27, 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
	K. Singh	-	Vice President, Progress Campus
	J. Hewitt-Vasil	-	Vice President, Story Arts Centre
	A. Clarke	-	Vice President, Ashtonbee
	S. Garcia	-	Campus Director, Ashtonbee
	D. Singh	-	Campus Director, Morningside
	T. Singh	-	Campus Director, Progress Campus
	I. Sharma	-	Campus Director, Story Arts Centre
	D. Denny	-	Advocate
	M. Ferreira Andrade	-	Advocate
	P. Solda	-	Athletics Representative
	S. Hashmi	-	Board Development Officer
	E. Wilson	-	Events Liaison
	P. Kirlik	-	Executive Director/CEO
Staff:	E. Schwenger	-	Engagement and Development, Student Life
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Guests:	D. Aromiwura	-	Analyst, Institutional Research Office
	H. Zhao	-	Director, Institutional Research Office
	P. Lumb	-	Research and Education Strategist, Centre for Global Citizenship Education & Inclusion
	S. Kanageswaren	-	Student at Large
	B. Varghese	-	Student at Large
	A. Seares	-	Student at Large
	P. Pina	-	Student at Large
	M. Patel	-	Student at Large
	C. Echavez	-	Student at Large
	J. Cerveza	-	Student at Large
D. Plodi	-	Student at Large	
Regrets:	R. Fogarthy	-	Clubs Liaison

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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 M. Ferreira Andrade, the agenda was approved as presented with the following amendment:

- *CSA VP Endorsement, **Deferred.***

4. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of May 24, 2018 that were previously circulated for review.

On Motion by S. Casais and seconded by S. Garcia it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, May 24, 2018 be accepted as presented.** Motion carried. (9-0-0)

5. **INSTITUTIONAL RESEARCH OFFICE**

D. Aromiwura and H. Zhao were welcomed to the meeting and delivered an overview of the services the Institutional Research Office provides. Discussion highlights were noted as follows:

- (a) *Orientation Package* – A copy of the orientation package was distributed to all members for information.
- (b) *Function* – The office has four main functions including the following:
  - *Maintaining data and information*
  - *Undertaking research projects*
  - *Administering surveys*
  - *Reporting*

These functions help serve the College by offering support for academic activities, effective collection and interpretation of data, and strategic planning, and management. The office provides critical feedback for improved program effectiveness, student satisfaction and success.

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- (c) *Major Projects* – A list of the major projects the Office has worked on in the past few years was presented for Board information. Highlights include the CPIR Dashboard, which is being utilized by multiple College Departments to determine their performance and seek out ways to improve, the KPI Student Satisfaction Survey that is administered three times per year as a paper-based survey, and the Centennial Graduate Survey.
  - (d) *Collaboration* – The CCSAI can assist the Institutional Research Office by helping promote surveys to students, as the average response rate of 25% can be improved upon. There are often incentives and prize draws for students who take the time to fill out surveys. The CCSAI can highlight these incentives on their social media pages.
  - (e) *Centennial Graduate Survey* – J. Lim proposed that tablets be used to collect data at graduation ceremonies as students often overlook or disregard survey requests received via email. H. Zhao explained that the survey is not generic but is linked to the individual student so that data collected can be analysed more accurately. S. Casais recommended that the Institutional Research Office seek out support from the Centennial College Alumni Association for the administration of the Centennial Graduate Survey. M. Ferreira Andrade suggested that a survey be inserted in each student's graduation certificate envelope package. D. Denny reported on attending a feedback session after convocation, noting that some students are just not interested in providing their feedback regarding College services and their experience as students.
  - (f) *Incoming Student Survey* – The survey is set to launch for the first time this year and was creating to help with the missing data gap relating to incoming student demographics. Incoming students will receive an invitation to participate in the survey during the month of July.
  - (g) *Centralization* – Each College department has their own means to collect data and questions often overlap resulting in survey fatigue for students. An institutional wide survey tool was recently purchased, and a committee was created to help avoid repetition of survey questions. J. Lim questioned whether the CCSAI is permitted to review survey results. H. Zhao explained that the institution that administered the survey owns the data. The Institutional Research Office is the data owner of the KPI and CCSAI members could be granted permission to review data that has been collected, upon request. P. Lumb, Research and Education Strategist, Centre for Global Citizenship Education & Inclusion queried whether students would be able to see what surveys go out in a centralized location. H. Zhao noted that this is a future goal.

6. **CENTRE FOR GLOBAL CITIZENSHIP EDUCATION & INCLUSION**

P. Lumb was welcomed to the meeting and provided an overview of the services the Centre for Global Citizenship Education & Inclusion offers for the Centennial College community. Discussion highlights were noted as follows:

- (a) *Projects* – The Centre engages the Centennial College community to transform the learning experience by helping to develop inclusive environments. With a strong focus on social justice, equity and human rights, the Centre supports both student and staff projects by offering funding, training, time and advice.
- (b) *Research* – The aim is to make research more transparent, share data with students and carry out proper follow-up. Often College programs are created without considering the opinions and/or needs of students.
- (c) *Family Resource Room* – A recent project called the Family Resource Room will provide a safe space for students who are mothers to pump breast milk. The CCSAI can assist by promoting such spaces.
- (d) *Collaboration* – There are many opportunities for collaboration both locally and globally. A workshop to examine the religious diversity at Centennial was recently hosted and the feedback received from students who attended was extremely positive. The workshop highlighted ways to be inclusive to visibly religious persons and offered self-care strategies. Additional workshops will be hosted throughout the year. M. Ferreira Andrade reiterated that CCSAI Advocates are available to help support the Centre. D. Denny noted that the CSA conducts a lot of research-based workshops that the Centre may benefit from. S. Casais confirmed the CCSAI's support of the Centre and requested to be kept informed about upcoming initiatives.

*D. Aromiwura, H. Zhao and P. Lumb were thanked and departed the meeting at 6:55 p.m.*

7. **PRESIDENT'S UPDATE** – S. Casais presented:

- (a) *Food Services* – Board members were thanked for sending their feedback on Aramark to P. Kirlik.
- (b) *Important Dates* – V. Barahona from the Student Experience office has documented important dates. These dates will be sent by email to all Board members by the end of the week.
- (c) *Centennial Day* – Centennial Day is planned for August 30, 2018.
- (d) *Residence Move-In* – The move in is scheduled for Sunday, August 26, 2018.

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- (e) *Summer Training Schedule* – The training schedule will be emailed to all Board members.
- (f) *CSA Year Goals* – C. Casais noted that some Board members have signed up for working groups with various goals including a focus on transit, housing, student work life balance etc. ***Action: Members who have yet to sign up for a working group are requested to do so online.***
- (g) *CSA In A Day* – The one-day event will take place on July 26, 2018 and will provide an opportunity for Board members to meet with CSA members, develop research priorities, discuss advocacy and opportunities for collaboration.
- (h) *Accountability Meetings* – The intention is to conduct accountability meetings on a regular basis to provide feedback to members and discuss ways to improve communication. J. Lim recommended that these meetings take place within the two-hour Board meeting time frame on Wednesdays.
- (i) *CCSAI Central, All-in-one* – Board members will be able to easily access soft copies of documents pertaining to goals for the year, accountability worksheets, committees etc. online. In response to a question by D. Singh it was confirmed that CCSAI Central would only be for Board members and not for the entire student population.
8. **CENTENNIAL COLLEGE UPDATE** – E. Schwenger presented with highlights noted as follows:
- (a) *Orientation* – The College appreciates the on-going support provided by the CCSAI to carry out orientation with great success and is looking forward to fall orientation in September. A. Clarke queried whether Campus Representative could be provided with a more solid platform to introduce themselves as student leaders to those in attendance at orientation. E. Schwenger noted that time is limited at orientation, however acknowledged the importance of introducing student leaders to the College community.
- (b) *Leadership Passport* – In response to a query regarding the Leadership Passport it was confirmed that the creation of an academy is on-going and is a large-scale project. The Leadership Passport will take on a new form in the next six months to a year. In response to a question by A. Clarke it was confirmed that students currently completing the Leadership Passport Program will be grandfathered out and are therefore still able to continue working towards completing the project.
9. **ADVOCACY UPDATE** – D. Denny and M. Ferreira Andrade presented with highlights noted as follows:
- (a) *Work Groups* – Advocates have signed up for various CSA work groups.

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- (b) *Convocation* – The CCSAI was supportive of the event and a survey has been sent to all graduates to seek out ways to improve upon future convocations.
  - (c) *Budget* – D. Denny expressed concern and questioned whether further clarification of the budget would be provided, particularly for line items relating to the international student health plan. S. Casais confirmed that a Full Board budget training session would be scheduled later in the month. Any further questions pertaining to the budget can be directed to P. Kirlik.
  - (d) *Internationalization Summit* – The one-day session provided a plethora of insight with respect to training new immigrants to successfully live and work in Canadian environments.
  - (e) *Advocacy Cases* – There are several on-going advocacy cases that are being handled; however the summer months tend to be slower.
  - (f) *Advocacy Plan, Draft* – The draft plan was presented at the last Governance Committee meeting and members were requested to provide input and feedback. **Tabled.**
  - (g) *Food Security* – Advocates are waiting to hear back from Aramark who have been asked to review concerns that students have reported regarding food security.

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

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

- (a) *Communication* – Campus Vice Presidents at Progress, Morningside and Ashtonbee have contacted a number of Chairs and Deans at their respective campus locations in an effort to create a solid avenue for communication throughout the upcoming school year. J. Hewitt-Vasil will reach out to these staff members at Story Arts Centre after convocation.
- (b) *Advocacy Plan* – The draft advocacy plan is being closely reviewed and revised, but the Advocates and Board members have been requested to provide their feedback and any recommendations for improvement or revisions or wording.
- (c) *Events* – The Board has worked closely to successfully host several events.
- (d) *Virtual Meeting Attendance* – As it may prove challenging for members to attend Board or Committee meetings during busier times of the school year, it has been proposed that the option of virtual attendance (teleconference or video conference) as an alternative to physical attendance be explored.

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- (e) *Food Security* – A few concerns have been brought to the attention of Aramark and the CCSAI is awaiting a formal response from the establishment. In response to a query by M. Ferreira Andrade, P. Kirlik noted that a response is anticipated by the end of this week. This matter continues to be high on the College's priority list.
- (f) *Appreciation* – J. Lim commended the efforts of S. Hashmi and congratulated her on going above and beyond to succeed as Board Development Officer. M. Ferreira Andrade expressed his appreciation for S. Hashmi who has spent a significant amount of time looking into food security concerns raised at Ashtonbee Campus.

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

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

- (a) *COCA Conference* – P. Solda attended the conference that took place in New Brunswick and reported on the valuable sessions that addressed mental health matters, programming, ideas for fairs and swag, advocacy and effective promotion. There are several excellent guest speakers who were in attendance that could be invited to speak at future Centennial events.
- (b) *Planning* – A number of athletic initiatives are being planned including Scream Louder, You-Da-Bomb, Hiking Trip, Ball Hockey and a Lunch Box Nutrition Program. J. Lim recommended collaborating with Strut Fashion Show for the You-Da-Bomb initiative as both promote positive body image. D. Denny expressed that the fashion show is a different concept. After discussion it was recommended that these events be organized during the same period to build upon the parallel theme. In response to a question by M. Ferreira Andrade, P. Solda explained that the Lunch Box Nutrition Program helps students make healthier choices, teaches how to read food labels, and provides information on how to improve eating habits. The initiative may be scheduled for Nutrition Week next March.

11. **CLUB LIAISON UPDATE**

- (a) *Clubs Ratification* – Club members in attendance were asked to introduce themselves to the Board of Directors. The following 15 clubs have requested ratification:
- CCSAI Med Lab Society
  - CCSAI Brazilian Club
  - CCSAI Anime Guild
  - CCSAI Centennial Billiard
  - CCSAI Punjabi Calligraphy

- CCSAI Software Engineering Club
- CCSAI Electro Infinity
- CCSAI Tech Head Society
- CCSAI Western Bhangra Clubs
- CCSAI IMM
- CCSAI Cycling Club
- CCSAI Asme
- CCSAI Power 2 Change
- CCSAI Ras Garba
- CCSAI Filipino Club

On Motion by M. Ferreira Andrade and seconded by J. Hewitt-Vasil it was,  
**RESOLVED THAT the fifteen clubs be ratified as presented.** Motion carried.  
(9-0-0)

12. **EVENTS LIAISON UPDATES** – E. Wilson presented:

- (a) *FIFA Viewing Parties* – Students have enjoyed watching games broadcasted live at all campus locations and a large viewing party for the championship game is planned for Sunday, July 15, 2018 at Progress Campus. There will be games, raffles, and an opportunity to kick around soccer balls in the gym.
- (b) *Wonderland* – A trip to Wonderland is tentative scheduled for July 21, 2018. J. Lim reported that the Alumni Wonderland trip is scheduled for July 23, 2018 and recommended that the CCSAI consider changing their trip to a date in the month of August.
- (c) *416 Carnival* – The Red Cross guests will be staying in residence until August 2018; over 100 of the guests are children. The carnival will provide an opportunity for the guests to feel welcomed and to be introduced to ‘all things Toronto’. Morning activities would be tailored for guests and afternoon events would be open to all students. J. Lim expressed that the CCSAI is a student focused association and must look to care for students first.
- (d) *Move-In Day* – The move-in day for students will take place on August 26, 2018. Two tables will be set up, one for CCSAI promotion, and one for CCSAI Clubs.
- (e) *Movie Night* – An outdoor movie night is being planned.
- (f) *More Games* – The aim is to host this event during each semester. Steve and Matt who are former students of Brock University, are looking at ways for the CCSAI to become more involved with residence.
- (g) *Event Proposal Forms* – Submitted forms are being reviewed in detail.

- (h) *CCSAI Asks Booth* – Booths will be set up once a week and will follow a monthly theme to promote the services of the CCSAI. J. Hewitt-Vasil recommended that the CCSAI Asks booths be aligned with Board meeting dates.

13. **VICE PRESIDENT'S REPORTS**

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

- (a) *Inclusive Internationalization Summit* – The Summit took place on June 5, 2018 and a number of Board members were able to attend.
- (b) *Club Training* – A club training session was carried out on June 6, 2018.
- (c) *Pride Picnic* – The picnic was a great success and Board members actively strived to engage students and encourage participation.
- (d) *Tug of War* – A Tug of War game will be planned for the month of August 2018.
- (e) *Food Waste* – K. Singh is seeking out ways to address food waste on campus.
- (f) *CCSAI Classroom Visits* – Classroom visits will be organized beginning the second week of July 2018. J. Lim noted that a classroom visit sheet was utilized last year to keep track of visits. It would be beneficial to add such a document to the CCSAI Central platform.
- (g) *Social Media* – S. Casais commended the efforts of K. Singh to create engaging social media content.

13.2 **Ashtonbee Campus** – A. Clarke reported:

- (a) *Events Calendar* – An events calendar has been created for the first semester. Several event proposals will be forwarded to E. Wilson for review and approval by the end of the week.
- (b) *Meeting* – A. Clarke met with the Dean at Ashtonbee campus today.
- (c) *Orientation* – The hope is for a strong CCSAI presence at orientation on August 23, 2018.
- (d) *Gardening Committee* – The committee will meet to address a number of concerns with the garden.

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

- (a) *Inclusive Internationalization Summit* – The summit was extremely beneficial with many eye-opening presentations on ways to be inclusive in our cities and communities.

- (b) *Pride Picnic* – The picnic was well attended and was a great success.
- (c) *Convocation* – J. Hewitt-Vasil represented the CCSAI at convocation.
- (d) *Room Bookings* – J. Hewitt-Vasil will meet with the Dean at Story Arts Centre to discuss concerns with room bookings. The online room booking system is outdated and will be reviewed.
- (e) *Prayer and Meditation Room* – The room is currently being used for storage. J. Hewitt-Vasil has arranged for the room to be painted in order for it to be used for what it was intended for. Upon completion, the room will be available for use by students 24/7.

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

- (a) *Meetings* – J. Lim informed the Board of his attendance at various meetings including College Council, Governance and Programming, and the Inclusive Internationalization Summit.
- (b) *Canadian Alliance of Student Associations* – C. Casais and J. Lim met with representatives from Conestoga Student Inc. on May 30, 2018 to consider the possibility of joining the Canadian Alliance of Student Associations.
- (c) *TEDx Selection Committee* – J. Lim sat on the TEDx Selection Committee on June 13, 2018.
- (d) *Pride Month* – Board members were thanked for their efforts to host a successful Pride Picnic and for their participation and attendance at the parade despite poor weather conditions.
- (e) *Morningside CCSAI Office* – Renovations are in progress and should be completed by Friday. Event planning will commence when the office re-opens.
- (f) *FIFA Viewing* – In response to a query by D. Singh regarding watching FIFA soccer games at Morningside Campus, J. Lim reported that the CCSAI office would be inspected before opening, when renovations are complete, after which arrangements may be made for students to watch games in the lounge.

14. **CSA UPDATE** – J. Lim provided the CSA update with discussion highlights noted as follows:

- (a) *President's Summit* – The summit is scheduled to take place on July 25, 2018.
- (b) *CSA in a Day* – The CCSAI has been selected to host CSA in a Day on July 26, 2018. Further information about the event is forthcoming.

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- (c) *College Student Alliance Meetings and Events* – Board members are encouraged to attend upcoming meetings and provide support and engagement for upcoming events.
15. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik reported:
- (a) *Audit* – The audit will begin on July 11, 2018 and will take approximately two weeks to complete. A full financial update will be provided at the Full Board meeting scheduled for August 8, 2018.
- (b) *Conference* – P. Kirlik thanked the Board for supporting her attendance at the conference in Nova Scotia. The conference provided an opportunity to connect with other professionals in the field and to review best practices.
- (c) *Golf Tournament, Dinner Committee* – P. Kirlik continues to serve as a member of the Dinner Committee for the Golf Tournament, which is scheduled for Monday, July 9, 2018.
- (d) *Office Renovations* – Renovations are ongoing. Members are to avoid accessing the Progress Office. Construction at Morningside should be completed June 28, 2018. The new floor will be installed at Ashtonbee next month.
- (e) *Summer, Transforming the Future* – A press release regarding Summer TTF will go out on Thursday, June 28, 2018. Some recently approved initiatives including sleep pods, charging stations, the community garden at Ashtonbee and licencing software are coming to fruition.
- (f) *Centennial College President* – Ann Buller with be retiring this year and the College is in the process of looking for a new President. S. Casais will sit on the selection committee and events and activities will be planned to recognize and celebrate Ann Buller's many achievements at Centennial.
- (g) *New Registrar* – Lisa White joins the Centennial community as the new Registrar.
- (h) *Student Health and Dental Plan* – The CCSAI has an obligation to ensure that all domestic students are familiar with what the new plan involves.
- (i) *World Congress* – A world congress will take place in Australia in September 2018 and the CCSAI will help promote this widely throughout the College. Attendance will be limited to students who have yet to participle in a GCELE learning service project.

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- (j) *Scholarships and Bursaries* – Scholarships and bursaries are under review. S. Casais questioned whether last years amounts could be used as a frame of reference. J. Lim recommended creating a poll for members to vote on individual scholarships and bursaries. **Action: S. Casais is directed to send a digital copy of scholarships and bursaries to Board members for review.**
  - (k) *Board Training* – The finalized training schedule will be sent to all Board members by email. There is a lot to accomplish before the end of August 2018 and attendance, active participation and engagement is critical.
  - (l) *Appletree Telemedicine* – Telemedicine is coming to Progress Campus and will be a service available to any member of the College community. This is a College initiative and the College is responsible for agreement details; the CCSAI is merely subletting space for use.
  - (m) *Events Coordinator* – The position was re-posted and the interview process is underway.

16. **FOR THE GOOD OF THE BOARD**

- (a) *Respect* – S. Casais congratulated the Board for engaging with and being respectful to all speakers throughout the meeting.
- (b) *Chair* – J. Lim recognized S. Hashmi for her professionalism and for successfully chairing the meeting.
- (c) *Appreciation* – J. Lim thanked P. Kirlik for following up regarding the status of the CCSAI Filipino Association.

17. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Wednesday, July 11, 2018 at 6:00 p.m. at the Student Centre Board Room, Progress Campus, 941 Progress Avenue, Toronto, Ontario.

18. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 8:12 p.m. on Motion duly made and seconded.

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President – S. Casais

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Executive Director/CEO – P. Kirlik