

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Thursday, July 25, 2019 at 7:00 p.m.
Student Centre Board Room, Progress Campus
941 Progress Avenue, Toronto, Ontario

MINUTES

Present:	K. Singh	-	President
	T. Singh	-	Vice President, Progress Campus
	J. Hewitt	-	Vice President, Story Arts Centre
	S. Singh	-	Vice President, Morningside
	H. Singh	-	Campus Director, Morningside
	Y. Bajaj	-	Campus Director, Progress Campus
	I. Sharma	-	Campus Director, Story Arts Centre
	B. Cox	-	Campus Director, Ashtonbee
	A. Charles	-	Advocate
	J. Dao	-	Advocate
	M. Ferreira Andrade	-	Board Development Officer
	F. Rangel	-	Event Liaison
	P. Kirlik	-	Executive Director/CEO
Staff:	B. Beamish	-	Manager, Communications & Events
	T. Budek	-	Manager, Co-Curricular Student Learning
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Regrets:	A. Boulogne	-	Athletic & Recreation Liaison
	K. Inniss	-	Clubs Liaison

1. **CALL TO ORDER**

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

2. **LAND ACKNOWLEDGMENT**

K. Singh read the land acknowledgment statement.

3. **CONFLICT OF INTEREST**

- S. Singh declared a permanent conflict of interest, noting that he is roommates with M. Ferreira Andrade.

4. **APPROVAL OF AGENDA**

On Motion by Y. Bajaj and seconded by S. Singh the agenda was approved and adopted as presented. Motion carried (8-0-0).

5. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of June 21, 2019 that were previously circulated for review. A few amendments were noted and are reflected in the minutes.

On Motion by H. Singh and seconded by T. Singh it was,
RESOLVED THAT the Minutes of the Full Board meeting of Friday, June 21, 2019 be accepted as amended. Motion carried (8-0-0).

6. **TRANSFORMING THE FUTURE** – B. Beamish presented:

- (a) *Overview* – Every year the CCSAI pledges an amount of \$100,000 to fund proposals that transform the future of the College. Submissions can be submitted online and are then closely reviewed and vetted by the Board of Directors.
- (b) *Proposals* – It was explained that five proposals were received as follows:
- *Food Justice Farmer's Market Pop Up*
 - *Virtual Attendance Robot*
 - *Virtual Fitness*
 - *Writing Centres*
 - *Green Cup (Machine) Centennial*

A package with information about each proposal including an executive summary, projected impact on students, anticipated costs etc. was distributed to the Board for review.

(b...) B. Beamish explained that the intention is to determine whether there are any proposals that should be vetoed at this time and to determine whether the Board would like to invite the individuals who have submitted these suggestions to a future Board meeting to present their proposals in more detail. It was explained that follow up messages were sent out after each submission was received in an effort to confirm that the individuals had done their due diligence by speaking with supervisors or anyone else whose work space would be impacted by the proposed TTF project. I. Sharma noted that he believes the Virtual Attendance Robot proposal would benefit students with accessibility issues. A. Charles noted that students who are parents of young children would also find this useful. H. Singh expressed his support of the Writing Centres proposal. M. Ferreira Andrade noted that one proposal had requested \$95,000 and questioned whether it would prove feasible to approve such an expensive undertaking. P. Kirlik reminded members that funding for Transforming the Future may be impacted by the changes levied by the provincial government on Colleges. B. Beamish noted that alternatively, the Board of Directors could choose to support a portion of a project rather than the full thing. ***Action: B. Beamish will follow up with each project submission and extend an invitation for them to attend a future Full Board meeting to present their proposal in more detail.***

7. **PRESIDENT'S UPDATE** – K. Singh reported:

- (a) *COCA Central Director* – It was noted that Ivan Sharma's candidacy for COCA Central Director was supported by the Board of Directors.
- (b) *Tournaments* – K. Singh attended both the softball and golf tournaments.
- (c) *Board Retreat* – Following a successful Board retreat, K Singh is working closely with P. Kirlik and the Vice Presidents to plan for an exciting year ahead.
- (d) *Student Choice Initiative* – P. Kirlik and K. Singh will attend a one-day conference at Mohawk College on Monday, July 29, 2019 where the student choice initiative will be closely examined. The intention is to gather as much information as possible regarding how other Colleges in Ontario are approaching this change.

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

- (a) *Research and Advocacy* – The organization is looking to hire a researcher.
- (b) *50th Anniversary* – On October 15, 2019, the CCSAI is celebrating its 50th year of serving the students of Centennial. A VIP reception is being planned and staff members are working diligently to connect with and invite current and former students who have graciously served the CCSAI. Further information will be sent to all Board members at a later date.

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- (c) *TTC* – A meeting has been arranged to discuss options for modifying existing bus routes.
 - (d) *Focus Groups* – KPMG was engaged to carry out a focus group to collect data on the new ancillary fee and intends to have their project completed by the end of August, 2019. Members were thanked for attending this research study as well as the group on campus retail.
 - (e) *ACL Student Benefits* – K. Singh met with representatives from ACL and We Speak Student to review data collected from the student health plan. Many students are using their health benefit plans, particularly for dental treatments.
 - (f) *Student Choice Initiative* – It is anticipated that the CCSAI will receive printed reports/spreadsheets containing information about which students have opted in.
 - (g) *CCSAI XP Program* – B. Beamish and his team continue to work on the CCSAI XP program, a reward system for students. Students must register and will then have the opportunity to earn XP points by attending events, participating in social media contests, taking on a club executive role etc. Accumulated points can then be redeemed for CCSAI swag.
 - (h) *Food Security* – P. Kirlik met with E. Schwenger and J. Cristini to discuss food security. Student concerns will continue to be reviewed in order to seek out ways to improve upon food security and food options on campus.
 - (i) *Financial Statement* – A copy of the financial statement for the month ended June 2019 was distributed to all members for information. It was noted that the line item for Essential Fees has yet to be populated. It was noted that some expenditures for clubs had been incorrectly allocated to Progress campus and this will be amended.
9. **COLLEGE UPDATE** – T. Budek reported with highlights noted as follows:
- (a) *Experience Centennial* – It was noted that dates for orientation were determined well in advance and the website encompasses dates for 2019, 2020 and 2021. A calendar of events that students can easily access has been drafted and dates for events at various campus locations were highlighted. The experience Centennial App is now live and students will be encouraged to register for orientation through the app. The will be the main engagement tool at orientation. IT is working on creating a single sign-in platform that would assist with the collection of information.
 - (b) *START Smart* – The College has introduced a two-day pre orientation program to help support equality seeking students, such as those whose first language is not English or members of the LGBTQ community, to be more knowledgeable and feel better prepared and comfortable with beginning their journey at Centennial College.

- (b...) The free event will take place on August 19 and 20, 2019. A small advisory council is been created for START Smart and Board members are encouraged to join this council.
- (c) *Colts Statue* – Planning is underway to erect a green Colts statue on campus for brand recognition. The statue would eventually become a symbol of college pride and achievement, and a talking point for Centennial tradition.

10. VICE PRESIDENT'S REPORTS

10.1 **Progress** – T. Singh reported:

- (a) *BYOD Meeting* – A Bring Your Own Device (BYOD) meeting was hosted with representatives from various College departments in attendance. The goal is to launch a pilot project in Fall 2020 that would require students to bring their own device in order to be enrolled in a specific program of study. This will ensure consistency with the hardware and software students need at the onset of their studies at Centennial.
- (b) *Vending Machines* – It was explained that Coca Cola is looking to improve vending machines on campus and is pursuing more sustainable options.
- (c) *Food Security* – Food selections on campus are being reviewed with the intention of introducing more plant based and vegan foods.
- (d) *Single Use Plastic* – Progress is being made to reduce the use of single use plastic on campus.

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

- (a) *TEDx* – The theme for TEDx 2019 will be 'On the Verge' and the leadership committee is looking to confirm speakers.
- (b) *Governance* – J. Hewitt attended the Governance meeting as has worked closely with K. Singh and P. Kirlik to plan CSA in a Day.

10.3 **Morningside Campus** – S. Singh reported:

- (a) *TTC* – S. Singh thanked K. Singh for taking the initiative to invite representatives from the TTC to Centennial to review the current status of public transit and seek out options for improvement.
- (b) *Food* – Many students at Morningside Campus have expressed concern regarding the quality of food offered on campus and this will be addressed with Aramark at a future Board meeting. It was noted that there is also a significant amount of food that is being wasted/thrown away each day.

- (c) *Student Lounge, Operating Hours* – The current hours are under review.

At this point in the meeting the K. Singh assumed the role of Chair.

11. **BOARD DEVELOPMENT OFFICER UPDATE** – M. Ferreira Andrade reported:

- (a) *Leave of Absence* – T. Singh has requested a leave of absence from August 17 to September 2, 2019.

On Motion by J. Hewitt and seconded by S. Singh it was,
RESOLVED THAT the leave of absence be accepted. Motion carried with one abstention. T. Singh. (5-0-1)

- (b) *Golf Tournament* – The tournament proved to be an excellent opportunity to raise money for those in need in the community.
- (c) *Student Appreciation Week* – Many students are not aware of the CCSAI and efforts will be made to increase awareness through promotion.
- (d) *Fall Semester Meeting Schedule* – Members were reminded that fall semester timetables are to be forwarded to M. Ferreira Andrade and P. Kirlik to determine the Board meeting schedule.

At this point in the meeting, M. Ferreira Andrade resumed the position of Chair.

12. **ADVOCACY UPDATE** – A. Charles and J. Dao presented with highlights noted as follows:

- (a) *Golf Tournament* – A. Charles reported having attended the golf tournament and was pleased to see that money was raised for members of the community who are in need.
- (b) *Advocacy Clinics* – Monthly clinics will commence in the fall.
- (c) *Suggestion Box* – It has been proposed that a suggestion box be made available for students use in order to increase engagement, encourage students to access services and ensure that students' needs are being met with regards to advocacy.
- (d) *Model United Nations Platform* – J. Dao will conduct a presentation at a future Board meeting to determine whether the organization could help launch this model platform at Centennial.
- (e) *CCSAI Broadcast* – J. Dao explained that efforts would be made to develop a CCSAI Broadcast to help reach out to the Deans and Department Chairs and promote the organization to students.

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- (f) *CCSAI Mini Series* – A mini television series could be filmed to showcase the exciting daily lives of CCSAI staff and Board members, promote the organization and help ensure that Board positions are filled each year.
13. **EVENTS LIAISON UPDATE** – F. Rangel reported:
- (a) *Golf Tournament* – F. Rangel participated in the golf tournament.
- (b) *Canada Day* – The event took place on June 28, 2019 and was great success.
- (c) *Wonderland Trip* – The Wonderland Trip will take place on July 27, 2019. Five buses will depart from Progress Campus at 9:00 a.m. and will return at 9:00 p.m.
- (d) *Rivalry Games* – The games will take place during orientation.
- (e) *International Education Week* – The CCSAI will assist with entertainment for this initiative that will take place in the month of November. International education and international culture within the Centennial Community will be showcased.
14. **CLUB LIAISON UPDATE** – The Chair presented a brief report received from K. Inniss with highlights noted as follows:
- (a) *Club Status* – Most of the clubs have accomplished the required number of meetings and events to remain active.
- (b) *Club Events* – A list of events that clubs have planned was sent to all Board members for information. The last day to host a club event for the summer semester is August 9, 2019 and a debriefing session will be carried out after each event.
- (c) *Ex Officio Club Members* – Board members who have signed up to be ex officio members of clubs that have been ratified were thanked.
15. **CSA UPDATE** – J. Hewitt reported:
- (a) *CSA in a Day* – The event will commence at 8:30 a.m. and attire is business casual as there will be many group photos taken. It is anticipated that the event will be very informative and enjoyable.
- (b) *Emails* – Members who are not receiving regular updates from the CSA are requested to ensure that they have provided their email address to J. Hewitt.
- (c) *Policy and Research Analyst* – The CSA is looking to hire a Policy and Research Analyst as Olivia will be on maternity leave.

16. **BOARD OF GOVERNOR'S UPDATE** – Nothing to report.

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

(a) *Voice Projection* – M. Ferreira Andrade requested that that members remember to speak clearly and project their voices during Board meetings to ensure that they are heard.

(b) *Appreciation* – T. Singh thanked J. Dao for her ideas regarding the establishment of a CCSAI broadcast and recognized members for their hard work and contributions for the planning of exciting events and looking into options for improving food services.

18. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on a ***date to be determined.***

19. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 8:10 p.m. on Motion duly made and seconded.



President – K. Singh



Executive Director/CEO – P. Kirlik