

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Friday, June 21, 2019 at 2:00 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
	H. Singh	-	Campus Director, Morningside
	Y. Bajaj	-	Campus Director, Progress Campus
	I. Sharma	-	Campus Director, Story Arts Centre
	A. Charles	-	Advocate
	J. Dao	-	Advocate
	A. Boulogne	-	Athletic & Recreation Liaison
	M. Ferriera Andrade	-	Board Development Officer
	F. Rangel	-	Event Liaison
	K. Innis	-	Clubs Liaison
	P. Kirlik	-	Executive Director/CEO
Staff:	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
	E. Schwenger	-	Engagement & Dev, Student Life
Guests:	E. Dunk	-	Director, Donor Relations & Events
	S. Carrillo	-	Stewardship & Donor Relations Officer
	S. Singh	-	Vice President, Morningside, Incoming
	B. Cox	-	Campus Director, Ashtonbee, Incoming
	H. Hassan Mayyunnihil	-	CCSAI Marketing Analytics Club
	A. Koshy Mathews	-	CCSAI Marketing Analytics Club
	R. Steinmetz	-	CCSAI Marketing Analytics Club
	O. Bamos	-	CCSAI Brazilian Club
	L. Oliveira	-	CCSAI Brazilian Club
	J. Fernandez	-	CCSAI Catholic Chaplaincy Club
	I. Trinidad	-	CCSAI Catholic Chaplaincy Club

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, M. Andrade called the meeting to order at 2:01 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGMENT**

P. Kirlik read the land acknowledgment statement.

3. **CONFLICT OF INTEREST**

M. Ferreira Andrade declared a permanent conflict of interest, noting that the incoming Vice President for Morningside Campus is his roommate.

4. **APPROVAL OF AGENDA**

On Motion by J. Hewitt and seconded by T. Singh the agenda was approved and adopted with the following amendment:

- ***Board Ratification*** to be discussed following the Board of Governor's Update. Motion carried (6-0-0).

5. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of May 23, 2019 that were previously circulated for review.

On Motion by Y. Bajaj and seconded by T. Singh it was,
RESOLVED THAT the Minutes of the Full Board meeting of Friday, May 23, 2019 be accepted as presented. Motion carried (6-0-0).

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

- (a) *Welcome* – Members and guests in attendance were welcomed to the meeting.
- (b) *School of Hospitality* – The School of Hospitality has invited the CCSAI to collaborate in celebratory events that will take place during engagement week. An email will be sent to all Board members in this regard.
- (c) *Financial Aid* – Options for financial aid and work-study programs for international students are being reviewed.
- (d) *TEDx* – Centennial College will once again host TEDx, which is tentatively scheduled on April 2, 2020. The CCSAI will help with promotion, as more student representation is needed. ***Action: Board members who are interested in assisting with planning for the TEDx event are requested to email Y. Bajaj or T. Singh.***

- (e) *Engagement Week* – The Programming Committee is planning many exciting events for engagement week.
- (f) *CSA In a Day* – The event will be hosted at Centennial College on July 26, 2019.
- (g) *Pride Month* – CCSAI offices have been decorated and members will be participating in the parade on Sunday, June 23, 2019.

7. **SCHOLARSHIPS AND BURSARIES**

E. Dunk and S. Carrillo were welcomed to the meeting and led a detailed presentation regarding CCSAI scholarships. Discussion highlights are noted as follows:

- (a) *OSOTF and OTSS* – It was explained that the Ontario Student Opportunity Trust Fund (OSOTF) and the Ontario Trust for Student Support (OTSS) are a group of awards that have come about as a result of an Ontario government matching program. Demonstration of financial need is required to apply as well as a minimum GPA and the submission of a short written component. A. Boulogne inquired how financial need is defined and E. Dunk explain that this is based on income versus expenses of the student.
- (b) *Principal Fund and Interest* – Until 2011, the Ontario government matched all monies donated on behalf of the CCSAI for this purpose. After 2011, the Student Association created a new Endowment Fund. The manner by which interest collected is used for the scholarships each year was explained. When the funds were established, international student enrolment was significantly less than it is today.
- (c) *Overview* – The existing structure for the managing and administering scholarships was explained. It was noted that there were 25, \$1,000 scholarships awarded to domestic students and 25, \$1,000 scholarships awarded to international students in the 2016/2017 fiscal year. In the 2018/2019 fiscal year, the CCSAI Board of Directors agreed to award 45 domestic scholarships valued at a total of \$50,000 and 25 scholarships for international students valued at a total of \$25,000. Last year there were 70 scholarships granted to domestic students valued at \$75,000 and 25 international scholarships valued at \$30,000. The Board was informed that should they wish to make any changes to the current framework, the deadline to do so would be June 28, 2019 in order to allow ample time for Student Financial Services to finalize the framework and application.
- (d) *Scholarship Disbursements* – A draft copy of disbursements made for the 2018/2019 fiscal year was distributed to all members for information. It was noted that there were five unique scholarship categories. Recipients cannot receive more than one CCSAI scholarship within each academic year.

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- (d...) Students can apply for all five but may only receive one. In response to a query by P. Kirlik regarding matching students with noted criteria, it was confirmed that all CCSAI scholarships were successfully dispersed last year. S. Carrillo explained that international students require a social insurance number to apply, and it was recommended that the organization assist with promotion in this regard to help expedite the application process.
- (e) *Selection Process* – A written component is required for the application where students are required to provide examples of how they have demonstrated leadership in their community or in their program of study at Centennial. In response to a query by A. Boulogne, E. Dunk explained that a rubric is used to evaluate each written submission. Board members are encouraged to join the selection committee, as volunteers are always needed. M. Ferriera Andrade noted that CCSAI members could not apply for these scholarships. In response to a query by H. Singh regarding awarding scholarships to students who had extra barriers, S. Carrillo explained that there is an automated filtering process for the GPA and enrolment component, and then the selection committee evaluates responses collectively to come to an agreement on recipients. The existing criteria was determined by the past Board of Directors and it is up to the discretion of this Board as to whether a new framework would be utilized for 2019/2020.
- (f) *Next Steps* – Projected amounts available to be awarded are \$158,393 for domestic student scholarships and \$48,000 for international student scholarships. In response to a query by M. Ferriera Andrade regarding the scheduling of an emergency Full Board meeting to determine scholarship distributions for 2019/2010, P. Kirlik suggested that discussion between Board members takes place off-line and that a decision be ratified at the next Full Board meeting scheduled for July 25, 2019.

E. Dunk and S. Carrillo were thanked and departed at 2:33 p.m.

8. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik reported:

- (a) *Training and Transition Process* – ***Action: Board members are requested to provide feedback and inform K. Singh or P. Kirlik with regard to training and transition.***
- (b) *Apple Tree Medical Group* – Meetings are being organized with Apple Tree Medical Group and extended health services are being reviewed following the closing of SASS.
- (c) *Board Retreat* – The retreat was a great success with many fruitful teambuilding activities planned. It was an honour to have C. Stephenson, incoming President and CEO of Centennial College in attendance. C. Stephenson has expressed that he would be interested in attending the retreat again in the future.

- (d) *Convocation* – Convocation was a wonderful experience for all in attendance. In the future, it may be a good idea to arrange for a simple gathering following the ceremony for graduating Board members and their friends and loved ones in attendance, where light refreshments would be served.
- (e) *Food Justice* – The goal is to seek out the best approach and resources to assist students who have inadequate access to food.
- (f) *Ratification of New Board Members* – New members were warmly welcomed and it was confirmed that the appointing process will continue to be reviewed and improved upon.
- (g) *Leadership Forum* – P. Kirlik attended the meeting with other senior College staff members, Vice President's and Deans.
- (h) *Audit* – The audit was successfully completed and a copy of the draft budget was distributed to all members for information. ***Action: Board members are directed to email any questions or concerns regarding the budget to P. Kirlik.***

9. **COLLEGE UPDATE** – E. Schwenger reported:

- (a) *Engagement Week* – Planning is ongoing for this welcoming event and all members are requested to be in attendance and assist with promotion.
- (b) *Advocate Vegan* – There are posters going up at all campus locations in this regard.
- (c) *2019/2020 CCSAI Board of Directors* – E. Schwenger looks forward a wonderful year of collaboration and to getting to know and work closely with all Board members.

10. **VICE PRESIDENT'S REPORTS**

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

- (a) *Single Use Plastic* – Meetings were held with senior Management to examine ways to reduce the use of single use plastic and waste and increase recycling at Progress Campus.
- (b) *Food Inclusivity* – The intent is to review ways to incorporate more food options into the menu at all campus locations, including more vegan and plant-based alternatives.
- (c) *Events* – T. Singh met with Y. Bajaj and F. Rangel to plan exciting events for Progress Campus for this year.

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

- (a) *Renovations* – Renovations are underway at the Story Arts library and J. Hewitt has been helping with the packing of boxes and books. There will also be some significant changes made to staffing.
- (b) *Front Office* – A new front office employee was hired, and all members are encouraged to introduce themselves when visiting Story Arts Centre.
- (c) *CSA In a Day* – J. Hewitt is in communication with C. Bell, K. Singh and P. Kirlik to plan for the CSA In a Day event that will be hosted at Centennial College again this year.

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

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

- (a) *Elections/Appointed Positions Date Approval* – The dates were set in accordance with CCSAI By-laws and the intention is to begin promotion as early in the year as possible. A copy of the dates was distributed to all members and are noted as follows:
 - January 27, 2020 – Nominations for elected and appointed positions open
 - February 12, 2020 and February 13, 2020 – Mandatory all candidates meeting
 - February 18, 2020 – Campaigning begins
 - February 26, 2020 – Mandatory 'Meet the Candidates' broadcast
 - March 4, 2020 and March 5, 2020 – Elections (36 hours)
 - March 6, 2020 – Application deadline for appointed positions
 - March 16, 2020 through March 20, 2020 – Interviews for appointed positions

On Motion by T. Singh and seconded by Y. Bajaj is was,
RESOLVED that the dates be accepted as presented. Motion carried (6-0-0).

- (b) *Meet the Candidate Broadcast* – J. Hewitt requested clarification regarding the broadcast scheduled for February 26, 2020. M. Ferreira Andrade explained that there would be debates or a forum recorded and transmitted to the entire college community and all candidates running for elected positions would participate.
- (c) *Elections/Appointed Position Process* – All policies are being reviewed and Board members were encouraged to closely examine wording and email any recommended changes to P. Kirlik or M. Ferreira Andrade.
- (d) *Leave of Absence* – K. Inniss has requested a leave of absence from July 17, 2019 to August 17, 2019. M. Ferreira Andrade has requested a leave of absence from August 5, 2019 to September 2, 2019.

- (d...) A. Boulogne has requested a leave of absence from June 24, 2019 to July 26, 2019. Y. Bajaj has requested a leave of absence from June 30, 2019 to July 22, 2019. In response to a query by H. Singh, the Chair explained that the members who have requested a leave would be absent from some training sessions. Should a member be required to be away for an extended period of time, they must bring the request before the Full Board for vote of approval.

On Motion by T. Singh and seconded by J. Hewitt it was,
RESOLVED THAT the leave of absence requests be accepted as presented.
Motion carried (6-0-0).

M. Ferreira Andrade resumed the role of Chair.

12. **ADVOCATE UPDATE** – A. Charles and J. Dao reported:

- (a) *Advocacy Clinic* – Board members are asked to support this important initiative. Grade appeal clinics will be organized during the month of June and the appeal form will be improved upon.
- (b) *Mental Health Event* – An event will be hosted in the month of August 2019. A. Boulogne recommended collaborating with Athletics for this event. K. Singh emphasised the importance of communicating with the Event Liaison and the Campus Director of the campus where an event will be hosted.
- (c) *Collection of Data* – Data will be collected and reviewed to help improve upon existing processes. In response to a query by J. Hewitt it was explained that one of the biggest concerns with the grade appeal clinic and student advocacy is that feedback from students has not been effectively collected.
- (d) *Classroom Visits* – Visits may be organized in partnership with the Student Experience Advisors to establish whether there is a need to educate students on how to advocate for themselves during the course of their studies at Centennial.
- (e) *Model United Nations Platform* – J. Dao explained that this platform will provide an opportunity for students to participate in role-play as diplomats from a country of their choice and could teach students how to lobby and advocate effectively.

13. **ATHLETIC REPRESENTATIVE UPDATE** – A. Boulogne reported:

- (a) *Sports Field Day Event* – An event is being considered for August 2019 at Ashtonbee Campus and an event proposal will be drafted in this regard. A. Boulogne has communicated with the Athletics Representative at Ashtonbee and the event will be a joint venture. Bubble soccer, frisbee and other activities will be organized, and light snacks, water, and juice will be served.
- (b) *Morningside Campus* – An informal meeting with staff from Athletics at Morningside took place in an effort to brainstorm initiatives for the coming year.

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- (c) *COCA 2019* – The Board of Directors was thanked for approving member participation at the COCA 2019 National Conference in Niagara Falls. The educational sessions were exceptional and A. Boulogne emphasized that insights attained will be implemented this year in exciting ways. One main topic of discussion was the student choice initiative and the ways to work around this to ensure continued funding.
- (d) *Board of Directors, Health and Wellness* – A. Boulogne noted that the health and wellness of the Board of Directors is critical for continued success this year. Activities to support healthy behaviours, improve vitality, understand the proper management of stress, healthy eating and exercise etc. will be planned.
14. **EVENTS LIAISON UPDATE** – F. Rangel reported:
- (a) *COCA 2019* – The conference provided a wonderful opportunity to gain clear insights and new ideas for the promotion of services and events. It was noted that there are other Colleges that set up booths on campus on a weekly basis to provide increased opportunities to speak to students and promote their student organization. A Volunteer Committee may be fashioned to help see this to fruition at Centennial this year.
- (b) *Frosh Week* – The budget must be taken into consideration and there will be a great emphasis on showcasing the organization to new students. Several events are planned, including a guest speaker, comedy night, play fair, mentalist show and mix and mingle night. K. Singh recommended that the budget for frosh week be discussed at the next Programming Committee meeting. In response to a query by A. Charles it was noted that frosh/engagement week takes place the last week of August and the first week of September.
15. **CLUB LIAISON UPDATE** – K. Innis reported:
- (a) *COCA 2019* – It was explained that this was the first year where there was a fully streamlined 'club stream' at the conference with many sessions directly related to the successful management of student clubs offered. Presentations were highly engaging and educational.
- (b) *Promotion* – It was recommended that a separate table be set up to promote and showcase CCSAI clubs at orientation. Club executives may be invited to volunteer to create a stronger presence for clubs at the onset of the school year.
- (c) *CCSAI Website* – One option for the website is to allow clubs to have their own page or to incorporate a link to the club's dedicated website. This will allow students to better understand what the club has to offer and may encourage more active participation.
- (d) *Club Training* – Eight training sessions will take place on June 6 and 7, 2019.
- (e) *Policies* – The Governance Committee will review all club policies.

(f) *Club Ratification* – Representatives from clubs in attendance were welcomed and were provided with an opportunity to introduce themselves. A list of the clubs being ratified was presented. In response to a query by A. Charles regarding the purpose of the CCSAI Mooting and Advocacy Club, K. Innis explained that this club provides students with a place to engage with other legal professionals, network, develop relationships, and practice mootings. P. Kirlik explained that mootings are presenting legal matters in a court of law against opposing council before a judge. K. Innis reminded members that there can be social clubs, cultural clubs and academic clubs. H. Singh requested clarification regarding clubs that were established last year and questioned whether they are still active. All clubs are dissolved at the end of the school year and must go through a re-application and re-training process if they wish to continue to be recognised. H. Singh questioned whether there is a system in place to ensure that clubs are performing accordingly. K. Innis confirmed that club performance is regularly reviewed. H. Singh noted that at the COCA conference it was recommended that emails be sent to clubs on a regular basis and K. Innis explained that each student organization approaches things differently and utilizes their own unique processes. In response to query by A. Boulogne, it was explained that the CCSAI ASME Club stands for the American Society of Mechanical Engineering. In response to a query regarding the purpose of the CCSAI International Development Student Society Club by J. Dao, it was noted that the group connects members with professionals in the field. The following clubs were presented for ratification:

- CCAAI Marketing and Analytics Club
- CCSAI Electronic and Worldwide Music Club
- CCSAI Software Engineering Club
- CCSAI Electro-Knights Club
- CCSAI Latin Club
- CCSAI ASME Club
- CCSAI Anime Club
- CCSAI Mooting and Advocacy Club
- CCSAI Catholic Chaplaincy Club
- CCSAI Brazilian Club
- CCSAI Biotechnology Student Society Club
- CCSAI International Development Student Society Club

On Motion by T. Singh and seconded by K. Singh it was,
RESOLVED THAT the twelve CCSAI Clubs be duly ratified as presented.
Motion carried (6-0-0).

16. **CSA UPDATE** – J. Hewitt reported:

(a) *Student Choice Initiative* – Since taking over as President of the CSA on June 1, 2019, the biggest concern is the student choice initiative.

- (b) *Member Schools* – Options for reaching out to member and non-member schools are being considered. The membership deadline has been extended.
- (c) *CSA In A Day* – The event is planned for July 26, 2019 at Centennial College and all members are requested to be in attendance for this exciting event. Further information will be emailed to all members.
- (d) *OSAP Cuts* – Many students are impacted by the recent changes made by the Provincial government. A press conference is planned for Monday, June 24, 2019 and student who seek to voice their concerns are encouraged to attend. K. Singh noted that CCSAI Board of Directors training is scheduled at the same time as the press conference.

17. **BOARD OF GOVERNOR'S UPDATE** – T. Singh reported:

- (a) *College President and CEO* – Craig Stephenson has been selected to serve as the College's next President and CEO.
- (b) *Student Enrolment* – Enrolment continues to increase with the total number of students across all programs being 52,923.
- (c) *Global Citizenship* – 92% of programs have integrated global citizenship.
- (d) *Online Registration* – The College was voted as one of the top three institutions for online registration.
- (e) *Operating Surplus* – The College had a surplus of approximately \$59.6 million at the end of the last fiscal year.
- (f) *School of Hospitality, Restaurant* – The restaurant was voted as one of the top five in Scarborough.

18. **BOARD MEMBER RATIFICATION**

The Chair expressed great satisfaction regarding the two new Campus Directors that were selected for Progress Campus and Morningside Campus respectively.

On Motion by J. Hewitt and seconded by Y. Bajaj it was,

RESOLVED THAT new Board members be duly ratified as follows:

Sanjit Singh - Vice President, Morningside
Brendalee Cox - Campus Director, Ashtonbee

Motion carried (6-0-0).

19. **FOR THE GOOD OF THE BOARD**

- (a) *Respectful Conduct* – K. Singh and M. Ferreira Andrade thanked the Board of Directors for being respectful and welcoming to all guests in attendance.

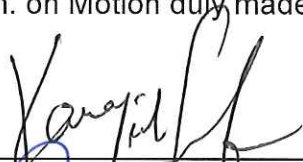
- (b) *Professionalism* – M. Ferreira Andrade congratulated the Board of Directors for their professionalism and for avoiding side conversation.
- (c) *New Members* – K. Singh welcomed new Board members to their first meeting.
- (d) *Punctuality* – T. Singh thanked M. Ferreira Andrade for chairing the meeting in a timely manner.

20. **DATE OF NEXT MEETING**


The next Full Board meeting will be held on July 25, 2019 at 11:00 a.m. at the Student Centre Board Room, Progress Campus, 941 Progress Avenue, Toronto, Ontario.

21. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 3:39 p.m. on Motion duly made and seconded.



President – K. Singh



Executive Director/CEO – P. Kirlik

