

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, August 11, 2020 at 4:30 p.m. held via Zoom

MINUTES

Present:	T. Singh	-	President
	P. Verma	-	Vice President, Morningside Campus
	A. Babbar	-	Vice President, Progress Campus
	A. Malik	-	Vice President, Story Arts Centre
	J. Bilakhia	-	Board Development Officer
	P. Kirlik	-	Executive Director/CEO
Staff:	T. Ellul	-	Services Advisor
	B. Beamish	-	Manager, Communications & Events
	K. Rajpaulsingh	-	Director, Student Life
	A. Mushtaq	-	Research & Advocacy Coordinator
	Lisa Pargetter	-	Recording Secretary, MinuteTakers Inc.
Guests:	Darcy Brioux	-	Manager, Athletics & Recreation
	Donna Neil	-	Manager, Athletics & Wellness Centre Services & Rentals
	Harsh Brahmhatt	-	Rentals Coordinator
Regrets:	T. Graf	-	Vice President, Bombardier Centre

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, the President called the meeting to order at 4:31 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

P. Kirlik read the land acknowledgment statement.

3. **CONFLICT OF INTEREST**

There were no conflicts of interest to declare.

4. **APPROVAL OF AGENDA**

On Motion by A. Malik and seconded by A. Babbar the agenda was approved and adopted as presented. Motion carried (4-0-0).

5. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of July 28, 2020 that were previously circulated for review.

On Motion by T. Singh and seconded by A. Malik it was,
RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, July 28, 2020 be accepted as presented. Motion carried (4-0-0).

6. **PRESIDENT'S REPORT** – T. Singh reported:

- (a) *Training Session* – T. Singh attended two Leaders for Leaders training sessions with another session taking place on August 12, 2020.
- (b) *Student Survey* – T. Singh noted that he worked with A. Mushtaq to create a survey for students to determine what services pre and post COVID-19 are useful, is there a change in services needed, etc. The results of the survey will help determine if the types of services being offered needs to be adjusted.
- (c) *Working Groups* – T. Singh attended all Working Group meetings. T. Singh also met with the Co-Chairs to ensure that the working groups are progressing well.
- (d) *Know Your Power* – T. Singh attended the Know Your Power session with the other members of the Board and will attend future sessions in the fall.
- (e) *Library* – T. Singh met with the Library and provided feedback from students on the services that the library provides to students. The Library was pleased to receive the student feedback. The CCSAI will help the library to communicate with students.

- (f) *Program Meeting* – T. Singh met with K. Rajpaulsingh and L. White regarding the medical department. The College managed the pandemic situation well and is working on diverting the students to the winter intake. It was also noted that a scholarship will be available to students in the medical department. If students from this department are in touch, please let T. Singh know.
- (g) *International Students* – T. Singh noted that an international student was in touch with him recently as they were stuck in their home country and unable to return to Canada. T. Singh worked with the International Department and the student to ensure that they could return to Canada. If students are having trouble returning for school, the International Department can work with the student to complete letters and provide paperwork to ensure they can return to Canada for school.

6.1 **TTF Update**

- (a) *Transform the Future Fund* – T. Singh provided an update on the Transform the Future fund noting that the last two semesters were deferred and the funds were utilized in a different way. The TTF is open semester wide and submitted proposals are shared with the Board directly. \$100,000 is allotted for each semester and the money is saved in Reserves. The proposals have to align with the requirements of the program. This is an opportunity for students to bring forward innovative ideas to transform the future of Centennial College and the Community.

7. **WORKING GROUPS UPDATE**

7.1 **Advocacy, Research and Governance** – A Mushtaq reported:

- (a) *Recording Meetings* – A. Mushtaq reported that the Group is starting to record the meetings to ensure better note-taking. The minutes from the meetings will be shared on the CCSAI library.
- (b) *Meeting Length* – The meeting length was increased to 1.5 hours.
- (c) *Suggestion Box* – The suggestion box is now easier to access and students can submit suggestions anonymously, or not.
- (d) *Surveys* – The Group reviewed the process for how student surveys are released, how the surveys look, etc.
- (e) *Advocates* – New Advocates will be joining the working group after they have completed their training; this week or next week.

7.2 **Ancillary** – P. Kirlik reported:

- (a) *Update* – There is no update as the Group has not met in a few weeks.

7.3 **Student Services** – T. Ellul reported:

- (a) *Food Bank* – T. Ellul noted that the food bank is moving forward. There were a lot of questions raised at the last meeting and T. Ellul will be speaking with a few other colleges that have a food bank on-site for feedback and assistance. The food bank space repairs will begin soon and appliances will be ordered, etc. A representative from the Daily Bread will be invited to the next Student Services meeting to learn how the food bank will work; Food for Justice representatives will also be invited to attend the meeting.
- (b) *Webinars* – T. Singh queried if there will be any more webinars on the foodbank and T. Ellul confirmed that yes, this is in progress.

7.4 **Programming and Events** – B. Beamish reported:

- (a) *Meetings* – The Programming and Events Working Group are meeting about once per week.
- (b) *Frosh Week Activities* – Frosh Week will take place the week of September 14, 2020. B. Beamish outlined that there will be some online mixology seminars as well as seminars on responsible alcohol consumption. The Group are planning on renting theatres at Cineplex to hold a movie night. The Group looked into renting a drive-in theatre, but it was decided that the Cineplex would be the safer option. Online student mixers similar to Experience Centennial are planned. The cost for events planned for Frosh week total about \$7,600.
- (c) *Welcome Kits* – The Group are looking at sending out 1,000 welcome kits. Students will be emailed to ask if they would like to receive a welcome kit and those that opt in, will be sent a kit. Each kit will include a few standard items and then an optional item. The cost to release the kits domestically is about \$21,000. International postage is a significant increase, for example, guaranteed delivery to India costs about \$100 per welcome kit. The design of the products were shown to meeting participants. A. Babbar suggested that instead of shipping the welcome kits from Canada, the items could be made off-site in the country of origin. This may reduce the shipping costs to certain areas. B. Beamish stated that these options may be looked into. Some of the questions one has to consider is how many international students are attending school in the fall and how many of these students would like to receive a welcome package. This suggestion will be reviewed. J. Bilakhia queried if the welcome kits will be sent to everyone. B. Beamish advised that 1,000 students will be contacted and the students can opt into receiving the welcome kit. When they confirm they would like to receive the kit, they will confirm optional item they wish to receive; only 600 of each of the optional items will be produced.

- (d) *Social Distancing* – K. Rajpaulsingh stated that he and P. Kirlik sit on the IMS Committee and it has been seen that young people tend to not follow social distancing guidelines and there is data to support this statement. K. Rajpaulsingh noted concern with in-person events and communication with participants to ensure that they respect social distancing guidelines, wear masks, use hand sanitizer and that students are discouraged from gathering in unsafe numbers. This concern has been communicated to the various different groups and departments within the College. It was stated that the CCSAI try to keep the health recommendations top of mind when planning any social events for students. B. Beamish noted that this is one of the reasons why the movie night is being held off-site; the movie times are staggered and the maximum number of people in each of the four theatres being rented is 50 people or fewer.

8. **ATHLETICS UPDATE** – D. Brioux reported

- (a) *Athletic Update* – As the College continues to assess the pandemic, the athletic facilities remain closed. The Varsity sports program is suspended for the fall semester. In October 2020 it will be determined if a winter program will run. There has been a hiring freeze in the Athletic Department and all coaching positions are on hold. Many of the full-time staff have been reassigned to different areas in the College. A return to school plan and recreational activities are being reviewed with P. Kirlik and D. Neil.
- (b) *Fitness Programs* – Fitness programs continue to be offered virtually and are promoted through the social media channels such as Facebook, Instagram and Twitter. Access to the fitness programs (fitness, meditation and yoga) can be provided to interested parties.
- (c) *Student Athletes* – Student athletes continue to stay connected through the Tea Builder app to help the athletes stay connected and their conditioning and athletic therapy up to date.
- (d) *Colts Website* – The Colts website is currently being updated.

At this point, P. Kirlik assumed the role of Chair.

9. **CSA UPDATE** – J. Bilakhia reported:

- (a) *Pillars* – The CSR have six pillars that of service and within these pillars, the Board are reviewing the COVID-19 pandemic, indigenous student concerns and mental health.
- (b) *Membership Survey* – A membership survey is planned to determine if anything is missing from the CSA.

- (c) *Responsible Leader Forum* – Students leaders have access to the Responsible Leader forums.
- (d) *Director of Health* – A new Director of Health has been hired.
- (e) *Student Services Grant* – A call for international students to have access to more grants was heard.

10. **BOARD DEVELOPMENT OFFICER'S UPDATE** – J. Bilakhia reported:

- (a) *Vice President Interview* – J. Bilakhia was part of the interview process for the Vice President, Ashtonbee Campus.
- (b) *Leadership Café* – J. Bilakhia attended the Leadership Café training with his fellow Board members.
- (c) *Welcome Ambassador* – J. Bilakhia took part as a Welcome Ambassador last week and it was a great experience.
- (d) *Toronto Island Trip* – The Board recently took a trip to the Toronto Island. It was great to get together with everyone
- (e) *Website* – There are plans to obtain feedback and improve the CCSAI website and home page.

J. Bilakhia resumed the role of Chair at this point.

11. **RETURN TO CAMPUS UPDATE** – D. Neil reported:

D. Neil and H. Brahmhatt were welcomed to the meeting to deliver a Return to Campus for the Athletic & Wellness Centre, Student Centre and Union Bar & Grill presentation. Discussion highlights are noted as follows:

- (a) *Return to Campus* – The plan is a high-level framework on how students and staff will return to campus. The return will be a phased approach and it was noted that the framework is fluid and will continue to change based on the available guidelines from the federal and provincial governments.
- (b) *Phased Approach* – The reopening will be phased and the pilot program will include facilities at Progress Campus only.
- (c) *Athletic & Wellness Centre* – The AWC will be preparing for services such as curb-side fitness equipment, similar to the library program. Any member of the AWC will have to register for a time in advance, will be screened at the door and adhere to all the required health and safety precautions.

- (c...) Access to the site will only be granted to the authorized guests, members, contractors, etc. and they will have to undergo the screening. The number of people allowed in the AWC is reduced, enhanced cleaning will take place and the amenities will undergo a full disinfection every day, etc. Physical distancing measures are seen throughout the AWC, designated entry and exits are marked as well as marked traffic flow throughout the building. Masks will be mandatory for all staff, full PPE will be available to all staff and Plexiglas shields have been installed at all Guest Services desks. A waiver will be signed by users before admittance to the AWC.
- (d) *Fitness Programs* – Only programs that can allow for proper physical distancing will be offered. Fitness equipment has been moved to ensure proper distancing, enhanced cleaning will take place (door handles, customer service counters, automatic door openers, elevator buttons, toilet flush handles, etc.), and hand sanitizer will now be available throughout the building. Enhanced cleaning and disinfecting will take place every night.
- (e) *Social Media* – Social media will be utilized to provide updates to members regarding the re-opening plans. Installing a JBL speaker and microphone for announcements and reminders will be looked into. Virtual fitness programs will continue to be offered.
- (f) *Other considerations* – Some other considerations include staffing to support the layout and operational changes. All the fitness equipment also needs to be inspected prior to use to ensure the safety of users. The change rooms and showers will remain closed.
- (g) *Student Centre and Union Bar and Grill* – The Student Centre and Union Bar and Grill also the same expectations all the same as above. Union Bar and Grill will have the same physical barriers as the AWC. There are very strict rules with respect to food handling that needs to be followed.
- (h) *Presentation* – The presentation slides will be shared with the Board for a more thorough review.

12. **EXECUTIVE DIRECTOR'S UPDATE**

- (a) *Presidents Memorial Scholarship* – A Presidents Memorial Scholarship is being crafted to honour presidents who have passed away within the last 50 years.
- (b) *Activity Revenue* – The activity revenue is down 26% and is forecast to be down by 21% in the fall. The will be reflected in the budget.
- (c) *Financial Statements* – There was one change made to the financial statements. BDO, the CCSAI auditing firm, will join a Board meeting to walk the Members through the audited financial statements. The audited financial statements will be approved at the Annual General Meeting in October 2020.

-
- (d) *Insurance Policy Update* – The Officers and Directors liability was updated in the insurance policy.
 - (e) *Bank Documents* – P. Kirlik thanked the Vice Presidents for signing the banking verification documents. The documents are being verified by the bank so all Members will have access to the CCSAI chequing account.
 - (f) *By-Laws* – The election policies and by-laws are being reviewed.
 - (g) *Staff* – The policy regarding full-time and part-time staff recruitment is being prepared.
 - (h) *Repairs and Maintenance* – Pavement repairs and deep cleanings are being performed and the accessible door at Morningside Campus is being installed. The HVAC unit is being repaired and maintained.
 - (i) *Re-Opening Presentation* – P. Kirlik extended her thanks to D. Neil and H. Brahmhatt for their comprehensive presentation and for all their hard work in putting it together. Thanks were also extended to all the staff and contractors who are attending the campus to update the AWC based on the re-opening plan.
 - (j) *International Research* – The KPI results will be presented at another meeting.
 - (k) *Pillars of the Community* – The Pillars of the Community will be presented next week with feedback being obtained and distributed.
 - (l) *Student Handbook and Planner* – B. Beamish was thanked for his work on the student handbook and planners. They will be printed shortly.
 - (m) *Virtual Potluck* – A virtual potluck is being planned for August 26, 2020 for all CCSAI full-time staff and Board members. This will be a fun way for everyone to get to know each other through some interactive Zoom applications. An Uber Eats gift card will be sent to all participants.
 - (n) *Union Bar & Grill Proposal* – T. Singh queried if the Union Bar and Grill proposal is ready. P. Kirlik advised that the proposal will be sent out on August 19, 2020.
13. **CENTENNIAL COLLEGE UPDATE** – K. Rajpaulsingh reported:
- (a) Update – K. Rajpaulsingh noted that he does not have an update available this meeting as he was away last week. He remains focused on returning to class, orientation, etc.

14. **OTHER BUSINESS**

- (a) *Meeting Invitations* – It was reminded that when a meeting invitation is sent, please accept, decline or respond tentative. This will ensure meeting organizers know how many will be in attendance.
- (b) *Other Business Item* – This new item was added to the Agenda as meeting agendas are not always consistent. This item will allow time for any outstanding questions or concerns to be raised
- (c) *Insurance* – A. Babbar noted that insurance claims are being declined, customer service has been poor and communication between the doctor and insurance provider is slow. A. Babbar continued that the insurance policy does not include much and do not include phone consultations. K. Rajpaulsingh asked A. Babbar to outline his concerns in an email and send to himself and T. Singh for review.
- (d) *Registration Issues* – A. Babbar noted that students could not build their timetables and this has resulted in the fewer timetable options being available to everyone. K. Rajpaulsingh asked that any registration concerns be sent by email so he can liaise with the appropriate College representatives.
- (e) *Live Student Sessions* – J. Bilakhia queried if CCSAI can go live and allow students to ask questions. B. Beamish confirmed that this is possible and that they just have to determine which platform to use.

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

- (a) *Thank You* – J. Bilakhia thanked the meeting guests and the working group co-chairs.

16. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday, August 25, 2020 at 6:30 p.m. via Zoom.

17. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 5:47 p.m. on Motion duly made by T. Singh and seconded by A. Babbar.

President – T. Singh

Executive Director/CEO – P. Kirlik