

# CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

## FULL BOARD MEETING

Tuesday, December 1, 2020 at 4:30 p.m. via teleconference

### MINUTES

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Present:	T. Singh	-	President
	T. Graf	-	Vice President, Downsview
	P. Verma	-	Vice President, Morningside
	A. Babbar	-	Vice President, Progress Campus
	A. Malik	-	Vice President, Story Arts Centre
	J. Bilakhia	-	Board Development Officer
	P. Kirlik	-	Executive Director/CEO
	G. Khadarro	-	Advocate
	J. Gutierrez	-	Advocate
	M. Rios Ancalle	-	Advising Council
	B. Sezgin	-	Advising Council
R. Joy	-	Advising Council	
Staff:	T. Ellul	-	Services Advisor
	B. Beamish	-	Manager, Communications & Events
	A. Mushtaq	-	Research & Advocacy Coordinator
	S. Saythong	-	Technology & Logistics Coordinator
	L. Reid	-	Event Coordinator
	K. Rajpaulsingh	-	Director, Student Life
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Regrets:	D. Neil	-	AWC Services & Rental Manager

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1. **CALL TO ORDER**

Notice having been given and there being a quorum present, J. Bilakhia called the meeting to order at 4:34 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

T. Singh read the land acknowledgement statement.

3. **CONFLICT OF INTEREST**

There were no conflicts of interest to declare.

4. **APPROVAL OF AGENDA**

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

- *Ancillary Working Group Update by D. Neil is **removed**.*

Motion carried (5-0-0).

5. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of November 17, 2020 that were previously circulated for review.

On Motion by T. Graf and seconded by A. Babbar it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, November 17, 2020 be accepted as presented.** Motion carried (5-0-0).

6. **INTRODUCTION OF ADVISING COUNCIL** – A. Mushtaq reported:

- (a) *Welcome* – It was explained that there are seven students from Centennial College who are now part of the Advising Council and will be attending Full Board meetings and various working group meetings. Mariel Rios Ancalle, Beren Sezgin and Rijo Joy were welcomed and were provided with an opportunity to introduce themselves. The four other Advising Council members were unable to attend tonight's meeting.

7. **WORKING GROUPS UPDATE**

- 7.1 **Ancillary** – D. Neil will email her report to all Board members for information.

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

- (a) *Meetings* – Weekly meetings are co-chaired by B. Beamish and T. Graf. It was noted that Beren Sezgin of the Advising Council has begun attending Programming and Events working group meetings.
- (b) *SharePoint* – Event planning documentation and meeting minutes are regularly uploaded to SharePoint and can be accessed by all members of the Board.
- (c) *Future Planning* – As the College has returned to Phase 2A, events planned that had video recordings, drive through or pick up components etc. have had to be revised and restructured. The group is considering safe ways to deliver physical components to participants.
- (d) *Wellness Chats* – This initiative is taking place over a three-day period from November 30 to December 2, 2020.
- (e) *Gingerbread Decorating Contest* – The contest event will be virtual, and prizes will be awarded.
- (f) *Random Acts of Kindness* – The collaborative event will feature prizes that are locally sourced from the Centennial student and alumni community. Those who are nominating others for an award will also be eligible to win a prize.
- (g) *Virtual Santa Visit* – It was noted that Santa made an appearance during some of the virtual fitness events this past month and a virtual Santa visit event is being organized.
- (h) *At-Home Holiday Guide* – The guide will be presented to students on December 19, 2020 and will offer students daily tips, movie recommendations, recipes, activities to participate in during their holiday break etc.

7.3 **Student Services** – The Chair confirmed that T. Ellul will send her update to the Board of Directors via email.

- (a) *Toronto Attractions and Venue Discounts* – Options for creating corporate partnerships to secure discounts for attractions such as Ripley's Aquarium, ROM, Ontario Science Centre and other attractions and venues in the city are being pursued and once confirmed, information will be available for students on the CCSAI website.
- (b) *Buy and Sell Page* – The intention is to launch a buy and sell page in the near future.
- (c) *Food Bank* – The work to prepare the space for the food bank is in progress.

- (d) *Information Webinars* – Exciting webinars will be hosted in collaboration with various partners on topics including tax filing, insurance, tenant rights etc. In response to a query by T. Graf, it was explained that the webinars will likely be held through Zoom and could be streamed on various social media platforms. T. Graf recommended that the webinars be posted on the CCSAI YouTube channel so that students can easily access and view them at their convenience.
- (e) *Service Feedback Model* – How student feedback on services is collected, particularly during the pandemic, is being reviewed.
- (f) *Live Chat* – The live chat continues to prove successful. Hours will be reduced during the holiday break.
- (g) *Services* – Quotes from alternative service providers for the tax clinic, graduation photos and legal services are being sought and the Board of Directors will be kept informed in this regard.
- (h) *Next Meeting Date* – In response to a query by T. Graf, it was explained that the next Student Services working group meeting will take place on December 10, 2020 and T. Graf is welcome to attend.

7.4 **Advocacy, Research and Governance** – A. Mushtaq reported:

- (a) *Advising Council* – It was explained that two members of the Advising Council will be attending Advocacy, Research and Governance working group meetings.
- (b) *English and Math Assessment* – The advocacy work regarding the assessment process is ongoing.
- (c) *Petitions* – The group has spent a significant amount of time discussing petitions and have established that student petitions may not be the best approach as there are many other ways by which students can voice concerns. The organization will continue to advertise the services currently available to students such as Advocate services, suggestion box, etc.
- (d) *Advocates* – The Advocates were recognized for their excellent work and it was noted that because J. Gutierrez will continue serving as an Advocate during the next semester, the hiring process for a new Advocate has been postponed.

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

- (a) *Meetings* – T. Singh has attended many meetings including the interview panel for the Dean of Students, Alumni engagement, working group meetings, meetings with Presidents at other College student organizations etc.

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

9. **BOARD DEVELOPMENT OFFICER REPORT**

- (a) *2021/2022 President Salary* – It was explained that an amendment has been made to the President's salary following thorough review and consideration of salaries at other student organizations. In response to a query by T. Graf, it was explained that the process for reimbursement for items noted will be finalized with the accounting department.

On Motion by T. Graf and seconded by P. Verma it was,  
**RESOLVED THAT the CCSAI President Salary for the 2021/2022 year be set at \$47,500.** Motion carried with three abstention, T. Singh, A. Malik (2-0-3).

- (b) *2021/2022 Honoraria* – It was explained that there will now be a roles and responsibilities statements for the Board Development Officer and Vice President positions. Discussion ensued regarding vacation dates for the Board Development Officer and the Vice Presidents. In response to a query by T. Graf, T. Singh confirmed that all statutory holidays have been noted for the roles.

On Motion by T. Singh and seconded by T. Graf it was,  
**RESOLVED THAT the honorarium for the Board Development Office and Vice President(s) for the 2021/2022 year be set at \$1,250 per month.** Motion carried with two abstentions, T. Graf (3-0-2).

10. **ADVOCACY UPDATE** – G. Khadarro and J. Gutierrez presented with highlights noted as follows:

- (a) *Achievements* – G. Khadarro noted having assisted and guided students with concerns with regard to professors, textbooks, course content, virtual learning platforms etc. and has helped direct them to the appropriate College department for further assistance, as deemed appropriate. G. Khadarro attends weekly meetings with P. Kirlik, J. Gutierrez and A. Mushtaq and bi-weekly meetings with the Student Experience Office. J. Gutierrez noted ongoing work with the College to establish the grade appeal policy. It was noted that a promotional video was filmed to introduce the CCSAI advocates and their work to the student community via social media platforms.
- (b) *Student Feedback* – Positive feedback has been received from students regarding their experiences with grade appeals during the summer semester. T. Singh thanked the Advocates for their reports are for their continued work and inquired whether there have been any matters where little support was provided by the College. G. Khadarro and J. Gutierrez confirmed that the appropriate direction and support has been received by the College on all advocacy matters addressed. K. Rajpaulsingh explained that after the grade appeal clinic, a meeting is held with Advocates to formally document the Advocate experience.

- (c) *Grade Appeal Clinic* – The dates for the grade appeal clinic will be provided at a later date.

*At this point in the meeting, J. Bilakhia resumed the role of Chair.*

11. **EXECUTIVE DIRECTOR'S UPDATE**

- (a) *October 2020 Financial Statements* – P. Kirlik provided an overview of the unaudited financial statements for the period ended October 31, 2020 and responded to queries. The statements provide insight on how the organization is tracking compared to budget and a copy of the document will be emailed to all Board members for further review and consideration. It was explained that spending for events and activities has been limited. The spending criteria for the amount of \$50,000 that has been allocated to support students is being considered. A COVID-19 expense line item has been incorporated into the statements, and the organization continues to apply for and receive the government wage subsidy.
- (b) *Schedule for CCSAI 2021/2022 Elections* – The schedule for CCSAI 2021/2022 election was presented as follows:

Tuesday, December 15 <sup>th</sup> at 4:30 p.m.	Fall 2020 Information Session
Week of January 11 <sup>th</sup>	Winter 2020 Information Session
Tuesday, December 15 <sup>th</sup> at 12:00 p.m.	Deadline to run for President
Wednesday, January 13 <sup>th</sup>	Deadline to run for President Phase 2
Wednesday, January 20 <sup>th</sup> at 12:00 p.m.	Deadline to run for Vice President
Monday, January 25 <sup>th</sup> at 9:00 a.m.	Nominations Open
Friday, February 5 <sup>th</sup> at 4:00 p.m.	Nominations Close
Monday, February 8 <sup>th</sup> to 12 <sup>th</sup>	Candidate VOC
Tuesday, Feb 16 <sup>th</sup> to 19 <sup>th</sup>	All Candidates Meeting(s)
Monday, February 22 <sup>th</sup> at 9:00 a.m.	Campaigning Opens
Wednesday, February 24 <sup>th</sup>	All Candidates Forum
Thursday, February 25 <sup>th</sup>	All Candidates Forum
Monday, March 8 <sup>th</sup> at 4:00 p.m.	Campaigning Closes
Tuesday, March 9 <sup>th</sup> at 8:00 a.m.	Online Voting Opens
Wednesday, March 10 <sup>th</sup> at 8:00 p.m.	Online Voting Closes
Tuesday, March 16 <sup>th</sup>	Deadline to release election results
Friday, March 12 <sup>th</sup>	Hold for Emergency Board Meeting
Wednesday, March 17 <sup>th</sup>	Deadline to release election results
Friday, March 19 <sup>th</sup>	Deadline to submit campaign expenses

12. **CENTENNIAL COLLEGE UPDATE** – K. Rajpaulsingh reported:

- (a) *Winter Orientation* – Plans are underway for various winter orientation events and activities that will be hosted beginning the first week of January.

- (b) *Start Smart Program* – The program will take place from December 14 to December 18, 2020. Registration will be available through the eCentennial app.
- (c) *eMentorship Program* – The eight-week program will take place in January 2021 and there is an application process for eMentors and eProteges.
- (d) *Student Town Hall* – A Student Town Hall meeting has been proposed for January 28, 2021 and the College would like the CCSAI to be involved as panellists for this event.
- (e) *Grade Appeal Clinics* – The dates have been tentatively set for December 17, 2020, December 22, 2020 and January 11, 2021.
- (f) *Co-Curricular Learning Modules* – K. Rajpaulsingh thanked the Board for their assistance with determining the most suitable learning models. Micro learning experiences will launch next week via eCentennial.

*At 5:32 p.m. five-minute break was held and the meeting resumed at 5:37 p.m.*

13. **BOARD MEETING SOCIAL MEDIA**

- (a) *Scholarships* – A student inquired whether there is a deadline to apply for scholarships. **Response:** Scholarship deadlines vary.
- (b) *Domestic Health Plan Webinar* – A student inquired when the deadline for the webinar is. **Response:** A webinar was hosted in the fall by the service provider WeSpeakStudent. The webinar was recorded and can be accessed online. There is also an educational video that students can view on the health plan page. Additional questions regarding the health plan can also be sent directly to tellul@centennialcollege.
- (c) *Christmas Events* – A student inquired whether any events will be hosted for Christmas. **Response:** Several exciting holiday events have been organized including a virtual visit with Santa, gingerbread decorating contest, at home holiday guide etc.

14. **OTHER BUSINESS/ACTION ITEM FOLLOW UP** – Nothing to report.

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

- (a) *Appreciation* – T. Singh welcomed members of the Advising Council to their first meeting. B. Sezgin and M. Rois Ancalle noted that they thoroughly enjoyed attending and look forward to working with the organization. T. Graf thanked everyone for their efforts this past month and for conducting a great meeting.

- (b) *Advocate Introduction Video* – The video featuring G. Khadarro and J. Gutierrez was played.

16. **IN-CAMERA DISCUSSION**

On Motion by T. Singh and seconded by T. Graf it was,  
**RESOLVED THAT the Board would enter into an in-camera session at 5:51 p.m.** Motion carried (4-0-1).

*The in-camera session concluded and the meeting resumed at 6:52 p.m.*

17. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday, December 15, 2020 at 4:30 p.m.

18. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 6:53 p.m. on Motion duly made and seconded.

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President – T. Singh

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Executive Director/CEO – P. Kirlik