

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Thursday, January 7, 2021 at 10:30 a.m. via teleconference

MINUTES

Present:	T. Singh	-	President
	T. Graf	-	Vice President, Bombardier Centre
	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
	G. Khadarro	-	Advocate
	J. Gutierrez	-	Advocate
	M. Rios Ancalle	-	Advising Council
	B. Sezgin	-	Advising Council
	R. Joy	-	Advising Council
	M. Wang	-	Advising Council
	H. Smither	-	Advising Council
S. Siddiqui	-	Advising Council	
Staff:	N. Singh	-	Office Coordinator, Progress Campus
	K. Rajpaulsingh	-	Director, Student Life
	A. Mushtaq	-	Research & Advocacy Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.

Motions will include the count of votes for, against and abstentions. The count will be shown as follows: (FOR – AGAINST – ABSTAINED).

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, P. Kirlik called the meeting to order at 10:36 a.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

A. Mushtaq read the land acknowledgment 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 as presented. 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 December 15, 2020 that were previously circulated for review.

- (a) *Motions* – T. Graf suggested that a disclaimer be added to future minutes to clarify motion as follows: (in-favour-against-abstained)

On Motion by T. Singh and seconded by A. Malik it was:

RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, December 15, 2020 be accepted as presented. Motion carried (5-0-0).

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

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

- (a) *Goal Setting Process* – At the end of December 2020 the Board set the goals and priorities for the remainder of the term.
- (b) *Student Success Working Group* – Ways to increase communication were discussed at the working group meeting that was held on January 6, 2021. Data collected from the student survey was considered to identify ways to improve services.
- (c) *Roles and Responsibilities Descriptions* – T. Singh is in the process of crafting revised descriptions for the President and Vice President positions.

- (d) *Welcome Video* – T. Singh filmed a winter semester welcome video for students that will be posted on social media platforms in the coming days.
- (e) *English and Math Assessments* – The Dean of the School of Advancement has provided good feedback regarding concerns about the English and math assessments and is committed to improving communication on their website about the testing process.
- (f) *Virtual Office Hours* – Virtual office hours have proved successful and T. Singh is pleased to receive feedback and suggestions from students and help address concerns that are brought forward.
- (g) *Meetings* – T. Singh attended various meetings including College Council.

7. **GOVERNANCE REVIEW REPORT UPDATE/NEXT STEPS**

- (a) *Board Development Officer Position* – The review completed by Catherine Raso brought to light many important governance recommendations. One matter that requires close consideration is the Board Development Officer position. Currently, the student who holds this position is on the Board but does not hold a vote. A brief summary of the role and responsibility of the Board Development Officer was provided, noting that duties, including elections work, could be taken on by a CCSAI staff member. P. Kirlik explained that the Board Development Officer chairs meetings, helps facilitate discussion and remains neutral. It may prove challenging for one of the Directors to take on this responsibility if the position is removed. K. Rajpaulsingh expressed that co-chair roles could be used as an effective way to provide opportunities for leadership and development. T. Singh noted that the position could remain, but the tie-breaking vote should be removed, and the position should be separate from the Board. T. Graf expressed concern that the Board Development Officer cannot run for President or Vice President the following year as they are the acting election officer and questioned whether this could be changed. P. Verma agreed that all members should have the opportunity to run for all positions. T. Singh proposed that members not running for positions be assigned to assist with the election process to allow the opportunity for the Board Development Officer to run for a position, if desired. P. Kirlik clarified that policies could be put in place in this regard. J. Bilakhia explained that the Chair must be a member of the Board of Directors as per the not-for-profit Corporation Act and P. Kirlik noted that clarification be obtained in this regard from C. Raso. K. Rajpaulsingh emphasized the importance of confirming that the organization acts according to established legislation.
- (b) *Goal Setting Outcomes* – P. Kirlik explained that following the recommendations and advice of Magdalena and the information gathered from the goal setting documents, a draft document outlining main pillars and projects was created.

(b...) A list of important pillars/projects was presented as follows:

- *Impact on student experience due to Pandemic; in-class versus virtual learning, consistency and quality teaching practices*
- *Development of CCSAI Leadership Framework (including transition plan)*
- *Affect change to the International Student Health Plan Data Collection*
- *Increase General Awareness of the CCSAI*
- *Governance Review and Restructure*
- *Build on Student Supports*
- *Food Security*

Discussion ensued regarding the manner by which a new idea, project or goal brought forward between now and the end of this Board's term would be managed or incorporated into the list of goals. T. Singh explained that any new idea would need to be closely considered by examining existing priorities to determine whether the new matter is urgent or if the proposal could simply be put in writing and brought to the attention of the next Board of Directors. K. Rajpaulsingh recommended that Board members read the book entitled "Our Iceberg is Melting". A. Malik suggested that opportunities for leadership training be made a priority for the next Board of Directors. M. Wang recommended that funding for the food bank project be increased. T. Graf questioned whether there are plans to build new CCSAI facilities in the future with discussion ensuing.

(c) *Social Media Board Meeting Engagement* – It was noted that this meeting is not being broadcasted on social media platforms and it was questioned whether future meetings should be made public, noting that matters discussed may not be directly relevant for students and may be confusing. T. Singh suggested that a separate session be organized for students to provide opportunity for questions and discussion. K. Rajpaulsingh confirmed that a session for students will be hosted on February 11, 2021. P. Verma recommended that the live chat feature be advertised on social media platforms and that a podcast be created with informal, yet interesting content for students.

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

(a) *Pandemic Election Policy Update* – T. Singh declared a conflict of interest and abstained from any discussion on this matter. It was explained that two major changes were made. First, CCSAI Advocates will become voting members in the event that there is only one voting Board member. Second, candidates must obtain 67% of the possible points in the rubric. Language was added to highlight that any evidence of bias will be removed from the presentation. An amendment was made to 3.3.4 and 3.3.4.2 to read ***'voting members or candidates.***

On Motion by T. Singh and seconded by T. Graf it was:

RESOLVED THAT the Pandemic Election Policy Update be accepted as amended. Motion carried (1-0-4).

(b) *Vote of Confidence Rubric, President –*

On Motion by T. Graft and seconded by T. Singh it was:

RESOLVED THAT the Vote of Confidence Rubric – President be accepted as presented. Motion carried (1-0-4).

(c) *Vote of Confidence Rubric, Vice President –* An overview of the evaluation scale was presented for Board information. T. Singh expressed concern regarding how candidates will be evaluated. P. Kirlik suggested that there be one or two questions to determine candidate intentions. T. Singh noted that rubric would be shared with the candidates and inquired whether a second document is necessary. K. Rajpaulsingh recommended that prompt-questions be incorporated. ***Action: P. Kirlik and A. Mushtaq are requested to amend the criteria for the rubric to ensure that it assesses the intent of the candidate, their knowledge of the role and their experience as a student leader. The document will then be approved by the Board via email.***

On Motion by T. Graf and seconded by T. Singh it was:

RESOLVED THAT the Vote of Confidence Rubric – Vice President be accepted in principal. Motion carried (2-0-3).

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

- (a) *Financial Statements* – P. Kirlik will be sending a copy of the monthly financial statements to the Board of Directors one week before the Full Board meeting along with the Executive Director report and meeting documents. In response to a query by P. Verma regarding monies for Morningside Campus, P. Kirlik explained that the noted funds were spent by the previous Board of Directors.
- (b) *Federal Wage Subsidy* – The subsidy has been extended until the end of June 2021. The organization continues to receive the subsidy.
- (c) *Work Design Process* – As there are no longer working groups, the work design process is being finalized. P. Kirlik thanked all Board members and staff for their excellent work with the working groups.
- (d) *Pillars and Projects Document* – P. Kirlik will report specifically on these projects at future Board meetings.
- (e) *Food Bank* – The first shipment of food will arrive on Monday, January 18, 2021 and three full time staff will be on campus to assist with this process. Communication will go out to the student body to inform them that students in need have access to the food bank. It was explained that students would need to obtain a 9-digit number from the Daily Bread food bank online.

(f) *Student Emergency Fund* – The organization will receive an amount from the College next week for food security and housing.

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

(a) *COVID-19 Restrictions* – The College continues to closely monitor the pandemic situation and new restrictions and provides students with information in this regard.

(b) *Orientation* – Winter orientation is in progress and is going well.

(c) *Registration Process* – M. Wang explained that a student was unable to navigate the online registration platform.

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

12. **FOR THE GOOD OF THE BOARD**

(a) *Future Oriented Discussion* – Board members noted that conversations were productive and future oriented.

13. **IN-CAMERA DISCUSSION**

On Motion by T. Graf and seconded by T. Singh it was,

RESOLVED THAT the Board would enter into an in-camera session at 12:55 p.m. Motion carried (5-0-0).

The in-camera session concluded and the meeting resumed at 2:25 p.m.

14. **DATE OF NEXT MEETING**

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

15. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 2:25 p.m. on Motion duly made and seconded.

President – T. Singh

Executive Director/CEO – P. Kirlik