

# CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

## FULL BOARD MEETING

Tuesday, July 14, 2020 at 4:30 p.m. via ZOOM

### MINUTES

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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
Staff:	L. White	-	Acting Dean of Students
	T. Ellul	-	Services Advisor
	A. Mushtaq	-	Research & Advocacy Coordinator
	B. Beamish	-	Manager, Communications & Events
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.

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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 4:33 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

T. Graf 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. Malik the agenda was approved and adopted with the following amendment:

- *Item 7, Vice President, Ashtonbee Campus Ratification* – The item is **deleted**.

Motion carried (5-0-0).

5. **APPROVAL OF PREVIOUS MINUTES**

5.1 **June 16, 2020** – The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of June 16, 2020 that were previously circulated for review.

- (a) *Page 4, Item 7(b) Approval* – The repeated ‘AND THAT’ in the motion is **deleted**.

On Motion by T. Singh and seconded by T. Graf it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, June 16, 2020 be accepted as amended.** Motion carried (5-0-0).

5.2 **June 30, 2020** – The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of June 30, 2020 that were previously circulated for review.

- (a) *Page 4, Item 7.2(d)* – The item is corrected to read as follows: “**Video – An exciting video was filmed to celebrate Pride month.**”

On Motion by T. Graf and seconded by A. Malik it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, June 30, 2020 be accepted as amended.** Motion carried (5-0-0).

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

- (a) *Student Fees* – It was explained that many students are concerned about the payment of tuition fees due to the ongoing pandemic situation, particularly international students, and T. Singh confirmed having met with K. Rajpaulsingh and the head of the International Department to address this matter. There was some confusion following communication sent out by the College regarding payment and deposit deadlines that failed to differentiate between international and domestic students. T. Singh reported that a deposit of \$2,650 is required for all new international students to guarantee enrolment in their program of study. This deposit is not required for returning international students. Returning international students who are unable to pay their fees by the date of registration may be issued a promissory note or a payment plan can be organized, as deemed appropriate. A deposit of \$250 is needed to secure a spot for domestic students and the College has established appropriate methods to support students who are currently unable to satisfy this requirement.
- (b) *Working Group Meetings* – T. Singh noted having attended many working group meetings.
- (c) *President's Meeting* – T. Singh attended a President's meeting with members in attendance from several other colleges in Ontario. Attendees discussed the approach that each student organization is taking in light of the COVID-19 pandemic and the manner by which they are working diligently to support the student body of their respective schools during this unprecedented time.
- (d) *CSA* – The organization is conducting research and gathering data regarding international fees for colleges in Ontario.
- (e) *Bursary Working Group* – It was explained that there are many bursaries available for students and the working group is addressing how to better promote and advertise bursaries as many students are not aware of what is available to them. T. Singh has volunteered to be a permanent member of the Bursary Working Group.
- (f) *Advising Council* – The Council is actively crafting the application form.
- (g) *Interviews* – T. Singh noted involvement in several interviews this past month.

7. **WORKING GROUPS UPDATE**

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

- (a) *Co-Chair* – A. Mushtaq was appointed as co-chair of the working group and explained that the group continues to engage in many important discussions at each of their meetings.

- (b) *International Student Tuition Fees* – The group is considering concerns raised by students regarding international student tuition fees. It was confirmed that A. Mushtaq is in communication with the CSA, and T. Singh has liaised with the College in this regard.
- (c) *CSA* – The organization is looking to gather further data from Colleges Ontario and the Provincial government. A joint research project with the CSA and the CCSAI may be organized at a future time to compare international student fees at various Colleges in Ontario.
- (d) *Know Your Power Series* – Advocates have been working to launch the series on various social media platforms to better introduce students to the advocacy program and to highlight the many important resources available to them.
- (e) *Advising Council* – Front-end work was completed, and the Council is now striving to refine the logistics of the back-end framework including determining how many applications are received from students, determining the appropriate number of students to engage, training methods for student advocates etc.

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

- (a) *Meeting Chairs* – P. Kirlik and T. Singh co-chair the Ancillary Working Group and the names of members were noted.
- (b) *Ancillary Services* – The working group has discussed the return to campus framework at length and the manner by which ancillary services can be increased in light of the current pandemic. The AWC, fitness services, equipment rentals and food and beverage operations are under review and ways to increase revenues are being studied. It was noted that there has been some interest for the renting of the gym for video shoots, however due to gathering limitations, arrangements cannot be made at this point in time.

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

- (a) *Food Bank* – The group is in the process of collecting data on how food banks are run at other post-secondary institutions and partner colleges. It was noted that not all food banks are affiliated with the Daily Bread Food Bank and their software platform. In response to a query, it was confirmed that the information on how food banks are run at partner colleges will be available by next week.
- (b) *Data Collection* – The group meets regularly and continues to collect feedback and data on the particular services students would like to have access to. The goal is to be fully prepared to meet the needs of students when they return to campus. It was noted that touch screen survey kiosks installed at various locations on campus will also help the organization gather information from students at the point of experience.

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

- (a) *Microsoft SharePoint* – Members will be provided with a SharePoint link where working group meeting notes will be uploaded and can be accessed by members at any point.
- (b) *Meetings* – The working group meets each Wednesday at 10:00 a.m. for two hours and all Board members are welcome to attend.
- (c) *Events* – The working group has planned several exciting virtual events including the bottle flip challenge, CCSAI cooks, photo tips and tricks etc.
- (d) *Fall Events* – A list of suggested events is being constructed. There may be an opportunity to take part in a national virtual concert with COCA and further information will be provided in this regard at tomorrow's meeting.

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

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

- (a) *Challenges* – The CSA is actively working to identify challenges that the organization has faced in the past few years. A restructuring on the organization is being considered in detail. The CSA will conduct meetings on the second and third Monday of each month. In addition, a Google drive has been established to allow members to work on various documents during their free time.
- (b) *SWOT Analysis* – The organization is utilizing a SWOT analysis better identify strengths, weaknesses, opportunities and threats of the CSA Board to craft appropriate strategies, define goals and timelines, and to make necessary changes moving forward.

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

- (a) *Meetings and Learning Sessions* – J. Bilakhia noted having attended various meetings and learning sessions including the 'Introduction to Financial Freedom and Why it Matters' session, programming and event sessions, Advocacy, Research and Governance working group meeting, SAGE, student focus groups at Career Services, College Appeal Board hearings etc.
- (b) *Research* – J. Bilakhia is actively considering how other student organizations function and is visiting various student organization websites to conduct research.
- (c) *Full Board Meetings* – It was suggested that meeting minutes be published regularly on the organization's website. It was further proposed that a portion of future Full Board meetings be hosted live on a social media platform such as Instagram or Facebook, to provide opportunities for students to interact with Board members, ask questions, provide suggestions etc.

- (d) *By-Laws* – CCSAI By-Laws are under review and proposed revisions will be provided to the Board of Directors at a future date.

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

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

- (a) *COVID-19, Federal Wage Subsidy* – The organization has received the wage subsidy deposits for period two and three and will be applying for the next period by the end of this week. The program has been extended to December 2020.
- (b) *Financial Statements* – The statements have been received from the Corporation's auditor and will be sent to Board members for review.
- (c) *Fiscal Budget* – The budget is in the process of being drafted and will be finalized by August, 2020. The Board of Directors and staff members will work diligently to review all line items in detail before the budget is confirmed and approved. There will be some budget lines added to reflect needs that have surfaced due to the ongoing pandemic.
- (d) *Advocacy Hiring* – Hiring is underway, and many applications have been received from qualified applicants. P. Kirlik thanked committee members for their efforts to ensure that positions are filled by the right candidates.
- (e) *Committee Meetings and Working Groups* – P. Kirlik is very much involved with several committees and working groups including the Incident, Management, Business Continuity Planning, Four R's, People and Operations Task Force, Events Committee and Health and Safety Committee etc, to plan for the safe and appropriate return to campus for staff and students.
- (f) *Welcome Ambassador* – P. Kirlik was able to volunteer as a welcome ambassador at Progress Campus last Monday providing an opportunity to experience and better understand the logistics of how staff and students will safely return back to campus. Board members are encouraged to participate in the welcome ambassador program at various campus locations. Re-entry training and a self-assessment form must be completed in order to volunteer.
- (g) *Re-Opening Plan* – The organization is working on the logistics of the re-opening plan and modifications are being made at all campus locations, including rearranging furniture, installing Plexiglas, new floor signs for social distancing etc. **Action: P. Kirlik is requested to share the post COVID-19 recovery and re-opening plan with all Board members.**
- (h) *Fitness Services* – The organization is working on a plan that would facilitate curb-side pickup of fitness equipment by staff and students. A request has been submitted to the College to permit a fitness instructor to film his fitness classes in the AWC.

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- (i) *Indigenous Framework* – The framework will be presented to the Board of Directors at the training session on July 15, 2020.
  - (j) *Vacation* – P. Kirlik will be on vacation the week of July 19, 2020. Board members are requested to liaise with B. Beamish during this time, if needed.
  - (k) *Signing Authority* – In response to a query by T. Singh, it was noted that P. Kirlik will make arrangements to collect signatures and identification from Board members to formalize signing authority with the bank.
  - (l) *Outstanding Training Sessions* – In response to a query by J. Bilakhia, P. Kirlik confirmed that additional operational training sessions, including a review of Robert's Rules, will be organized at some point during the summer.
11. **CENTENNIAL COLLEGE UPDATE** – L. White was welcomed to the meeting and provided a brief update with highlights noted as follows:
- (a) *Scheduling* – Fall scheduling and winter and summer recovery is underway. Web registration will commence on July 29, 2020 for first and last semester students, and on August 5, 2020 for the remainder of students. Rules pertaining to physical distancing on campus have been established for students who must complete parts of their program in person.
  - (b) *College Website* – The website has been updated to reflect program modalities as students are questioning how their programs of study will be offered during the fall semester. Some programs will be online only while others will be hybrid or a combination of both.
  - (c) *Orientation* – Plans for virtual orientation for the fall semester is in progress and an infographic and checklist along with important dates prepared by the orientation team was provided for Board information.
  - (d) *Tuition Fees* – In response to a query by J. Bilakhia regarding tuition fees, L. White noted an increase of 3% in fees for new international students and an increase of 1.5% for returning international students. It was noted that fees for domestic students were reduced by 10% last year and have been frozen for this year as per ministry policy. J. Bilakhia inquired whether tuition fees for international students can be reduced to provide students with some relief during the COVID-19 pandemic. L. White explained that international fees are also set by policy but can be increased by up to 20% annually. It was noted that a survey conducted to compare the College's international fees with other institutions identified that the 3% increase for international fees is less than increases other schools have implemented.

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

- (a) *Appreciation* – T. Graf thanked members for attending today’s meeting and expressed appreciation for the important work that B. Beamish is doing. A. Babbar further thanked B Beamish for the assistance that he has provided the Board of Directors this past month.
- (b) *Working Groups* – T. Singh thanked Board members and full-time staff for their efforts and participation at working group meetings.
- (c) *Board Chair* – T. Singh praised J. Bilakhia for chairing in a timely and professional matter.

*At 5:26 p.m., the meeting was paused for a five-minute break period and reconvened at 5:31 p.m. and B, Beamish, A. Mushtaq and T. Ellul were thanked and departed.*

13. **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 5:32 p.m.** Motion carried (5-0-0).

*The in-camera session concluded and the meeting resumed at 5:57 p.m.*

14. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday, July 28, 2020, at 4:30 p.m.

15. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 5:59 p.m. on Motion duly made and seconded.

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President – T. Singh

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Executive Director/CEO – P. Kirlik