

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, July 28, 2020 at 4:30 p.m. via Zoom

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
Staff:	K. Rajpaulsingh	-	Director, Student Life
	A. Mushtaq	-	Research & Advocacy Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.

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**

J. Bilakhia read the land acknowledgment statement.

3. **MOMENT OF SILENCE**

The Chair lead a moment of silence to honour former CCSAI President Tahir Khan, and Wayne Reid, father of Lovey Reid, who passed away this week. The organization extends their heartfelt sympathy to their families and loved ones.

4. **CONFLICT OF INTEREST**

On motion by T. Graf and seconded by A. Babbar, it was confirmed that there were no conflicts of interest to declare.

5. **APPROVAL OF AGENDA**

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

- *Downsview is amended to read **Bombardier Centre**.*

Motion carried (5-0-0).

6. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of July 14, 2020 that were previously circulated for review.

- (a) *Page 5, Item 8(a), Challenges – The last sentence is corrected to read as follows: “In addition, a Google **drive** has been established to allow members to work on various documents during their free time.”*

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

RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, July 14, 2020 be accepted as amended. Motion carried (5-0-0).

7. **PRESIDENT’S REPORT** – T. Singh reported:

- (a) *Training Sessions – T. Singh confirmed having attended the Indigenous Framework training session as well as the Leading with Equity and Inclusion session and both sessions were extremely thorough and insightful.*

- (b) *4R Steering Committee* – The College is working to implement a pilot project for daily temperature checking at Morningside Campus as temperature checks are becoming standard practice in many industries.
- (c) *myCard* – Virtual myCards will now be issued for students as they are unable to obtain physical cards due to the COVID-19 situation.
- (d) *Chromebooks* – The College is planning to launch a buy program where students can purchase Chromebooks at a discounted price. Students utilizing the loan program may also extend the term of their loan into the next semester.
- (e) *CSA Fee Structure* – The fee structure for CSA is under review and T. Singh noted having voted against the new proposed fee structure. Other Colleges have also expressed concern regarding excessive fees. It was confirmed that A. Mushtaq has been instructed to gather information on other federal and provincial student organizations such as CASA and CFS.
- (f) *Virtual Office Hours* – T. Singh is working closely with B. Beamish to have ‘live’ virtual office sessions every Monday from 10:00 a.m. to 1:00 p.m. to provide the CCSAI with an opportunity to better interact with students and help develop relationships. Additional days and times may be added, depending on need.
- (g) *Annual Goals* – T. Singh and P. Kirlik are developing the annual goals for the Board of Directors.
- (h) *Know Your Power* – Advocates are planning to host Know Your Power Part Two on Friday, August 7, 2020 at 1:00 p.m. and all Board members are encouraged to participate.

8. **VICE PRESIDENTS’ UPDATES**

8.1 **Progress Campus** – A. Babbar reported:

- (a) *In-person Gathering* – A. Babbar thoroughly enjoyed attending the first in-person Board gathering this month at the Toronto Island and looks forward to subsequent in-person meetings as restrictions are lifted.
- (b) *Meetings and Training Sessions* – A. Babbar confirmed having attended several meetings and training sessions.
- (c) *Ashtonbee Campus, Vice President* – A. Babbar assisted with interviews as the organization looks to engage a Vice President for Ashtonbee Campus.
- (d) *Conestoga Student Association, Vice President* – A. Babbar reported having communicated with the Vice President of the Conestoga Student Association to exchange ideas and discuss the manner by which each organization is supporting students during the pandemic. T. Singh requested further clarification regarding the discussion and A. Babbar explained having also discussed the many ways Centennial is assisting International students.

(e) *Student Concerns* – Students from Progress Campus who have expressed various concerns have been guided to communicate with Advocates J. Dao and A. Charles.

(f) *Future Planning* – A. Babbar plans to liaise with program coordinators to identify ways to improve communication between students and professors while learning online due to the pandemic.

8.2 **Morningside Campus** – P. Verma reported:

(a) *Meetings and Training Sessions* – A. Babbar confirmed having attended many meetings and training sessions this past month.

(b) *Advocate Interviews* – A brief overview of the selection process was provided, noting that initially there were 32 candidates for the Advocate positions. Additional interviews will take place tomorrow and next week.

(c) *Conestoga Student Association, Vice President* – The Vice President of Conestoga reached out to P. Verma with questions regarding the fee structure for new and returning international students.

(d) *Student Service Working Group* – The group is reviewing its services to ensure that they are acceptable and meet the needs of students.

(e) *Library Facilities* – Some students have voiced concerns regarding the quiet study rooms as well as the lack of computers available for use in the library and some defective computer monitors. It was noted that the laptops that the library loans to students do not have appropriate software installed. A. Babbar and J. Bilakhia explained that students can use classAPPs to access the noted software. ***Acton: P. Verma is requested to ensure that concerns raised by students regarding library facilities or other College matters are brought to the attention of K. Rajpaulsingh so the concerns may be brought to the attention of the College.***

(f) *Access to Campus Amenities* – Students are inquiring whether they will be able to access the campus during to fall semester particularly to use college computers, as their personal devices are often not sufficient to complete the requirements of their program of study.

8.3 **Bombardier Centre** – T. Graf reported:

(a) *Meetings and Training Sessions* – T. Graf participated in the many training sessions and meetings this past month.

(b) *Advocate Selection Committee* - T. Graf was very much involved with the work of the Advocate Selection Committee and explained that several candidates have been invited to participate in virtual interviews this coming week.

- (c) *Events Working Group* – The group is working to put together a swag package that will be delivered directly to students and is looking to organize a drive-in movie event on campus.
- (d) *Campus Visit* – P. Kirlik, T. Ellul and B. Beamish will visit the Bombardier Centre with T. Graf to seek out opportunities to support and enhance the student experience at this new Centennial facility.
- (e) *Return to Campus* – Bombardier Centre students will be permitted to safely return to campus beginning August 10, 2020. T. Singh recommended that a small welcome back event be organized as students start to return.

8.4 **Story Arts Centre** – A. Malik reported:

- (a) *Meetings and Training Sessions* – A. Malik attended various meetings and training sessions including the Ancillary Working Group meeting and the Selection Committee working to engage a Vice President at Ashtonbee Campus.
- (b) *Welcome Back Ambassadors* – A. Malik volunteered as a welcome ambassador at Ashtonbee campus and confirmed that he will volunteer again in this capacity next week. **Action: A. Malik will provide T. Graf with information regarding how members can join the Welcome Back Ambassadors program.**

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

- (a) *Moment of Silence* – P. Kirlik thanked the Chair for the respectful moment of silence held to honour Tahir Khan and Wayne Reid. It was explained that a bursary or scholarship may be established in collaboration with the Alumni Association in remembrance of several former CCSAI Board Presidents who have passed on.
- (b) *Reopening Plan* – The organization is working hard to fashion the reopening plan while focusing on containment, cleaning, marketing, staffing etc. Official reopening dates will be based on provincial guidelines, the advice of the College's 4R Steering Committee, Health Canada and Fitness Industry Council of Canada, Toronto Public Health etc.
- (c) *Union Bar and Grill* – A proposal to reopen the Union Bar and Grill will be submitted to the 4R's Committee. Online ordering and curbside pick-up will be implemented.
- (d) *Building Maintenance* – It was reported that mechanical, gym, and bar and grill equipment is being maintained. The Main Events Hall floor is being refurbished.
- (e) *Online Fitness Classes* – The CCSAI in collaboration with the AWC is offering students with the opportunity to take part in online fitness classes and permission was granted to trainers to have new content filmed in the AWC.

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- (f) *Online Outreach Strategies* – Various online opportunities to engage with students such as Know Your Power, virtual CCSAI suggestion box, student corner etc. have gathered interest from students and data on involvement will be collected and documented accordingly.
 - (g) *Virtual Medical Care* – The CCSAI website is being revised to ensure that the landing page has suitable information and links for continued virtual medical care for students during the COVID-19 pandemic.
 - (h) *Student Handbook and Planner* – It was confirmed that the student handbook and planner will be printed next week. Students will receive an email with instructions on how they can sign up to obtain the handbook that will then be mailed directly to their place of residence along with some swag items and a personal signed welcome note.
 - (i) *Fall Planning* – The CCSAI is working closely with the College to plan orientation and Experience Centennial events.
 - (j) *Daily Bread Food Bank* – T. Ellul has collected data on how other post-secondary institutions run their food banks and staffing and staff training planning is in progress.
 - (k) *First Impressions* – Inventory on hand at First Impressions will be donated to the community and dates for future First Impression pop-ups will be scheduled once students are able to return to campus again.
 - (l) *Annual Goals* – It was explained that goals will be reviewed and refreshed in an effort to ascertain fundamental pillars and themes for the organization. Once determined, feedback would be gathered from students, staff, Alumni etc. via one-on-one interviews, focus groups and surveys.
 - (m) *Recovery Plan* – In response to a query by T. Singh with regard to the recovery plan, it was explained that work in is progress and further information will be provided in this regard at the next Full Board meeting.
 - (n) *International Health Insurance* – A. Babbar explained that some students' claims have been declined and expressed concern regarding coverage offered by the international plan when compared to what other colleges provide. Discussion ensued regarding conducting a comprehensive review of the current plan and seeking out quotes from alternative service providers. K. Rajpaulsingh confirmed having conducted thorough research to compare the health plans offered at various post-secondary institutions and can share findings with the Board of Directors and help determine next steps. ***Action: A. Babbar is directed to document all noted concerns received from students for P. Kirlik and K. Rajpaulsingh to be brought to the attention of representatives at guard.me.***

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10. **CENTENNIAL COLLEGE UPDATE** – K. Rajpaulsingh reported:
- (a) *Board Training Sessions* – It was noted that feedback on the ongoing training sessions has been extremely positive.
 - (b) *Return to Campus* – The return to campus for some students will continue throughout the months of July and August, 2020.
 - (c) *Online Events* – Several exciting events were hosted online last week and were well attended.
 - (d) *Fall Orientation* – Orientation will take place during the last week of August and the first week of September, 2020.
 - (e) *Student Residence* – In response to a query by J. Bilakhia regarding students in residence, it was explained that students have been staying in residence throughout the COVID-19 situation.
 - (f) *Use of Campus Facilities* – In response to a query regarding the use of facilities including the library for study purposes, it was confirmed that the People On Campus Committee at the College will continue to follow the guidelines and by-laws provided by the province regarding gathering limits to make decisions regarding the use of facilities such as the library.
 - (g) *Social Media* – J. Bilakhia inquired whether the College could assist the CCSAI to help promote its Instagram page. P. Kirlik confirmed that the College often re-posts content and vice versa. Further clarification regarding improved content and marketing can be requested from B. Beamish to ensure that CCSAI social media platforms are current and robust.
11. **FOR THE GOOD OF THE BOARD**
- (a) *Moment of Silence* – P. Kirlik and T. Singh thanked J. Bilakhia for holding a moment of silence at tonight's meeting.
 - (b) *Board Participation* – T. Singh thanked the Board for their participation at working groups and for their interest to seek out options for improving the international health insurance plan.
 - (c) *In-Person Meeting* – A. Babbar thanked P. Kirlik for organizing the in-person meeting and looks forward to future meetings and training sessions in-person.

At 5:29 p.m., the meeting was paused for a five-minute break period and reconvened at 5:34 p.m. and A. Mushtaq was thanked and departed.

12. **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 5:36 p.m. Motion carried (5-0-0).

The in-camera session concluded and the meeting resumed at 5:44 p.m.

13. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday, August 11, 2020 commencing at 4:30 p.m.

14. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 5:45 p.m. on Motion duly made and seconded.

President – T. Singh

Executive Director/CEO – P. Kirlik