

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, June 16, 2020 at 4:30 p.m. via ZOOM

MINUTES

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
Staff:	B. Beamish	-	Manager, Communications & Events
	K. Rajpaulsingh	-	Director, Student Life
	A. Mushtaq	-	Research & Advocacy Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Guests:	A. Charles	-	Advocate
	J. Dao	-	Advocate

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, J. Bilakhia called the meeting to order at 4:35 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

T. Singh read the land acknowledgment statement.

3. **CONFLICT OF INTEREST**

There were no conflicts of interest to declare.

4. **APPROVAL OF AGENDA**

(a) *Meeting Length* – In response to a query by K. Rajpaulsingh, the Chair explained that moving forward, Full Board meetings will be three hours in length. T. Graf proposed that a five-minute break be taken at some point during the meeting.

(b) *Food and Drink Consumption* – **Action: J. Bilakhia is directed to clarify whether Board members are permitted to eat or drink during Board meetings.**

(c) *In-Camera Session* – In response to a query by A. Charles, it was explained that the CCSAI in-camera policy states that only the CEO/Executive, sitting Board members, the College representative, and the recording secretary are permitted to attend the in-camera session. Discussion remains confidential, and only decisions made are formally documented.

(d) *Approval* –

On Motion by T. Graf and seconded by A. Malik it was,
RESOLVED THAT the Agenda was approved and adopted with the following amendment:

- *Item 10, Honorarium Policy* – The item and motion are **deleted**.
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 June 2, 2020 that were previously circulated for review.

(a) *Page 5, Item 8.3(b), Online Bookstore* – The section is amended to read as follows: ***“It was reported that the online bookstore is not available to students from Bombardier Centre.”***

(a...) On Motion by T. Singh and seconded by A. Malik it was,
RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, June 2, 2020 be accepted as amended. Motion carried (5-0-0).

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

- (a) *Working Groups* – T. Singh noted having attended meetings for several working groups and will continue to do so based on group needs and matters that are deemed as being of higher priority at this time. The leadership framework is close to being finalized. It was reported that various sessions will be held and will feature topics such as strength finders, CCSAI training, Indigenous training, GCEI training, leadership academy etc. Training sessions will initially take place through an online platform, and possibly in person at a later date. Board members will receive meeting invitations once dates and times are finalized.
- (b) *CSA, Fee Structure* – The organization is currently conducting research and reviewing its fee structure to better support schools with a CSA membership, and is working on ways to attract new members.
- (c) *Meetings* – T. Singh reported having participated in several meetings this past week including the College Policy and Procedures Committee meeting, College Council etc.
- (d) *Library, Peer Tutor Program* – T. Singh contacted the library representatives regarding the peer tutoring program and was informed that the program is currently on hold, however once student tutors have been assigned the program will resume. P. Verma clarified that the library has started hiring new peer tutors using an online interview process, based on student needs. In response to a query by A. Babbar regarding 'walk in' tutoring, it was explained that all peer tutoring is conducted online.
- (e) *Tuition Fees* – Some students have expressed concern regarding when fees are due. T. Singh will meet with J. Fisher, Acting Registrar, on June 17, 2020 to obtain further clarification regarding recent correspondence received.
- (f) *Advising Council* – The document for the Advising Council is in the process of being drafted and it was explained that the document was discussed at the last Governance meeting. Working groups will be asked to provide feedback and suggestions, as deemed appropriate. The Board will then complete the final review and approval of the document after which recruitment can commence.

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

7. **CEO/EXECUTIVE DIRECTOR EVALUATION/ASSESSMENT PROCESS AND INDEPENDENT SUPPORT** – J. Bilakhia reported:

(a) *Overview* – The Board of Directors is of the opinion that one of its most important duties is to conduct an evaluation and assessment of the performance of the CEO/Executive Director in following with good governance and best practices. The Board has agreed to obtain independent advice to best carry out an evaluation and assessment. The President will be responsible to lead the evaluation and assessment process and will ensure that the process is comprehensive and completed in a timely fashion.

(b) *Approval* – The following motion was noted:

On Motion by T. Singh and seconded by A. Babbar it was,
RESOLVED THAT the President be authorized to approve the performance evaluation and assessment process with the support of Dr. Wayne Poirier of Wayne Poirier & Associates AND THAT the President be authorized to expend up to \$10,000 including applicable taxes on the process AND THAT CCSAI staff ensure that funding is available and distributed for this purpose. Motion carried (5-0-0).

(c) *Discussion* – A. Charles requested clarification regarding the motion as presented, questioning whether the intention was to remove or replace the standing CEO/Executive Director. T. Singh explained that it is the Board's duty to carry out an evaluation and assessment and it has been deemed necessary to review the evaluation process in detail. Independent support will be utilized to ensure transparency and proper accountability. A. Charles expressed concern on behalf of the student body regarding the effort, time and cost involved to conduct an evaluation with independent support and questioned why an evaluation cannot simply be carried out internally. P. Kirlik confirmed that the CCSAI does in fact have full access to the Centennial College Human Resources Department as per the standing Memorandum of Understanding. P. Kirlik further noted that she has a longstanding working relationship with Dr. Wayne Poirier through her work in various roles at post-secondary institutions for the past 30 years. The Board confirmed that they are aware of this professional relationship and have obtained confirmation of a non-disclosure agreement. K. Rajpaulsingh noted that an evaluation of the CEO/Executive Director is completed each year by the President at the end of their term of service. P. Kirlik reported that former President, K. Singh, chose not to complete the written evaluation at the end of his term but did provide feedback regarding performance during a phone call and was advised to document this discussion in the transition document for the next CCSAI President.

(c...) In response to a query by K. Rajpaulsingh regarding whether the evaluation's focus would be on the review process and or specifically about the standing CEO/Executive Director, T. Singh explained that the position itself must be considered by the Board of Directors at this time, in an effort to review performance and ensure that job requirements and expectations are being appropriately fulfilled. K. Rajpaulsingh suggested that the motion as presented may need to be amended and explained that the Memorandum of Understanding provides guidelines for addressing performance concerns and ensuring that Centennial College is made aware of this type of approach. T. Singh reported having read the Memorandum of Understanding in detail and is of the opinion that it is the duty of the President and the Board of Directors to complete the assessment and evaluation of the CEO/Executive Director.

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

8. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik reported with highlights noted as follows:

- (a) *Student Enrolment* – Final enrolment numbers were received on June 15, 2020 along with the verification of fees that will be transferred to the organization.
- (b) *Government Wage Subsidy Application* – The application will be finalized and submitted this week, and it was explained that the fund is retroactive. All sums received from the wage subsidy program will be applied to the general revenue account to compensate full time and part time wages for the noted period.
- (c) *Student Centre and Athletics and Wellness* – The organization has been informed that facilities will remain closed until January 2021 due to COVID-19 and no labs will be conducted in the AWC during the summer or fall semesters. If it is deemed appropriate to reopen facilities before the noted date, a plan will be crafted to ensure that facilities can be staffed and ready to reopen within two business days.
- (d) *Return to Campus for CCSAI* – The return to campus for the CCSAI would take place in Phase 4, meaning that no major modifications, installation of Plexiglas etc. would be required, however the organization will now review existing protocols to incorporate more safe practices as per the recommendations of health officials and the College for Phase 4.
- (e) *Student Fees* – No student centre building fees, facilities fees, athletics and wellness fees etc. will be collected for the summer semester. The CCSAI is working with accounting staff members and the College's finance department to revise the current cash flow projections and determine the best way forward considering the significant reduction in fees collected. It was explained that enrolment for the fall semester is much lower than last year.

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- (f) *Winter Lab Recovery* – The recovery program will commence on July 13, 2020 for students who must complete unfinished lab work in order to graduate from their programs of study. Campus Ambassadors will be engaged to help welcome students back to campus for the lab recovery program.
- (g) *Daily Bread Food Bank* – T. Ellul is working diligently to see the food bank come to fruition in January of 2021 in the student centre at Progress Campus, and student support and participation is welcome. The Daily Bread Food Bank is offering free training sessions. Students experiencing food insecurity will have access to fresh and frozen food as well and vegan and vegetarian options. A detailed presentation and an explanation of the proposed budget will be carried out at the Full Board meeting scheduled for June 30, 2020.
9. **CENTENNIAL COLLEGE UPDATE** – K. Rajpaulsingh reported:
- (a) *College Reopening* – The College continues to work on establishing a clear reopening plan.
- (b) *Fall Events* – Planning is underway for several fall events such as orientation, and it was explained that P. Kirlik and T. Singh are very much involved in development and implementation.
- (c) *Colts Statue* – The 500 pound, green horse statue will be delivered to the campus on June 17, 2020 and will be installed in the Alumni courtyard once campuses reopen.
10. **WORKING GROUPS: OPERATIONS WORKFLOW** – B. Beamish reported:
- (a) *Work Design Process* – A copy of the document explaining the Board restructure was sent to all Board members for consideration. Due to the transition from a Governance Committee and Programming Committee to working groups, the work design process helps clarify the new work structure.
- (b) *Directive Level* – The Board of Directors is responsible for establishing directives and evaluation parameters.
- (c) *Accountability Level* – The Executive Director/CEO oversees the completion of directives, allocates resources, and works closely with the finance and human resource team.
- (d) *Support Level* – The research and marketing and communications team provide guidance and direction to working groups and help deliver the productivities of working groups.
- (e) *Working Groups* – The four groups develop strategies and accomplish directives related to Governance, Advocacy and Research, Student Services, Events and Activities and Ancillary Operations.

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- (f) *Activation Level* – The activation level fulfils strategies for Advocacy, Services and IT, Events, Food Services, AWC etc.
11. **ADVOCATE REPORT** – J. Dao and A. Charles were welcomed to the meeting and provided an update with highlights noted as follows:
- (a) *Grade Appeals* – It was explained that the greatest number of grade appeals since the clinic's inception were received this past semester and it is anticipated that the rate at which appeals are received will continue to increase.
- (b) *Advocates, Term of Service* – J. Dao and A. Charles proposed that they remain as Advocates with the organization until September 2020 to help manage the current workload and best support students with grade appeals.
- (c) *Transition Document* – The document is being drafted and will be submitted to T. Singh this week.
- (d) *COVID-19 Pandemic* – The importance of responding appropriately to the student body and providing clear and appropriate support during the COVID-19 pandemic was reiterated.
- (e) *Social Media* – Advocates continue to enhance CCSAI social media platforms to create more opportunities for direct contact and communication with students.
- (f) *Success Advisors* – Several students have expressed concern regarding communication and slow response time for email correspondence with professors during the pandemic and have noted the lack of opportunities for live 'virtual' meetings. The CCSAI must be aware of these concerns and must help support students accordingly. Students are also requesting clarification from success advisors regarding the current grading system. ***Action: Advocates are requested to send a summary of concerns received from students to K. Rajpausingh and the Board of Directors for follow up.***
12. **CSA UPDATE** – J. Bilakhia reported:
- (a) *Board Structure* – The names and positions of CSA Board members were noted, and it was explained that one director position has yet to be filled,
- (b) *Committees* – Requirements for committee members are in progress for the Conference Committee, Finance Committee and Policy Committee. ***Action: CCSAI Board members who are interested in joining any CSA internal committees are requested to send an email to Taylor Irvine at research@collegestudentalliance.ca.***

13. **WORKING GROUPS UPDATE** – P. Kirlik reported:

- (a) *Meetings* – The working groups continue to meet regularly and it was proposed that K. Rajpaulsingh be invited to attend the next Advocacy meeting.

14. **NEW BUSINESS**

- (a) *Attendance for In-Camera Session* – In response to a request by A. Charles for Advocates to participate in the in-camera session, it was explained that the discussion will be confidential and is only for current Board members. A. Charles reiterated the understanding that the Board of Directors is in place not to accomplish their own personal objectives, but rather to serve and meet the needs of the students of Centennial College.

A. Charles and J. Dao were thanked and departed at 5:27 p.m.

15. **IN-CAMERA**

On Motion by A. Malik and seconded by T Graf it was,
RESOLVED THAT the Board of Directors will commence an ‘in camera’ discussion at 5:35 p.m. Motion carried (5-0-0).

The in-camera session concluded and the meeting resumed at 7:35 p.m.

16. **FOR THE GOOD OF THE BOARD**

- (a) *Commitment* – T. Singh thanked the Board for their patience and commitment to review processes and discuss important Board matters at length.

17. **DATE OF NEXT MEETING**

The next Full Board meeting will be held via ZOOM on Tuesday, June 30, 2020 at 4:30 p.m.

18. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 7:40 p.m. on Motion duly made and seconded. Motion carried (5-0-0).

President – K. Singh

Executive Director/CEO – P. Kirlik