

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, June 2, 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 |
| | 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 |
| | B. Beamish | - | Manager, Communications & Events |
| | A. Mushtaq | - | Research & Advocacy Coordinator |
| | J. Michalios | - | Recording Secretary, MinuteTakers Inc. |
| Guests: | E. Dunk | - | Director, Donor Relations & Events |
| | S. Carrillo | - | Stewardship & Donor Relations Officer |
| | S. Brooks | - | Association Vice President, Corporate Services |

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, J. Bilakhia called the meeting to order at 4:37 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

T. Singh read the land acknowledgment statement.

3. **CONFLICT OF INTEREST**

On Motion by T. Singh and seconded by T. Graf it was established that there were no conflicts of interest to declare. Motion carried (5-0-0).

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 May 19, 2020 that were previously circulated for review.

- (a) *Page 3, Item 6(e) COVID-19 Student Hardship Gift Card Program* – The motion is amended to read as follows: ***“THAT IT BE DULY RATIFIED THAT \$72,225 be allocated for the COVID-19 Student Hardship Gift Card Program.”***
- (b) *Page 3, Item 6(f) COVID-19 Summer Bursary Contribution* – The motion is amended to read as follows: ***“THAT IT BE DULY RATIFIED THAT the contribution of \$201,921 for the COVID-19 Summer Bursary program be approved.”***

On Motion by T. Singh and seconded by A. Babbar it was,
RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, May 19, 2020 be accepted as amended. Motion carried (5-0-0).

6. **SCHOLARSHIPS AND BURSARIES**

E. Dunk and S. Carrillo were welcomed to the meeting to discuss scholarships and bursaries. Discussion highlights are noted as follows:

- (a) *Appreciation* – E. Dunk thanked the Board of Directors for the opportunity to attend the meeting and for the generous contribution made by the CCSAI towards the COVID-19 Bursary.

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- (b) *Historical Information* – The CCSAI has invested in an Endowment Fund for over 10 years. The Ontario Student Opportunity Trust Fund (OSOTF) and the Ontario Trust for Student Support (OTSS) are a group of awards that have come about as a result of an Ontario government matching program.
 - (c) *Principal Fund and Interest Fund* – Until 2011, the Ontario government matched all monies donated on behalf of the CCSAI for this purpose. After 2011, the Student Association created a new Endowment Fund. The manner by which interest collected is used for the scholarships each year was explained. For the Principal Fund, amounts deposited in an endowment are not expendable and are invested for the purpose of preserving and growing the principal. The Board was informed that should they wish to make any changes to the current framework and the number of scholarships available for domestic and international students, the deadline to do so is June 26, 2020 in order to allow ample time for the Office of Development & Alumni Engagement to finalize the structure and application.
 - (d) *Scholarship Disbursements* – It was explained that interest from OSOTF and OTSS funds is used for scholarships for domestic students and interest from general endowment funds are used for scholarships for international students. An overview of scholarship disbursement for the last few years was provided for Board consideration and it was noted that the 2019-2020 Board of Directors disbursed the entirety of accumulated interest in 2019-2020 and this benefitted many students of the College.
 - (e) *Domestic Scholarships* – The projected amount available is \$50,000. In order to apply for the domestic scholarship, the individual must be an Ontario resident, having lived in the province for 12 months prior to the first day of fulltime study at Centennial College. The individual must be enrolled in a ministry approved post-secondary program of study.
 - (f) *International Scholarships* – The projected amount available is \$30,000. For international students to apply, they must be enrolled in a ministry approved post-secondary program.
 - (g) *Selection Process* – A written component is required for the application where students provide examples of how they have demonstrated leadership in their community or in their program of study at Centennial. The intention is to assist students that may be experiencing financial difficulty or have additional barriers to being successful. Discussion ensued regarding the lack of purely academic scholarships and concern was expressed that there may be students who are not strong writers who could struggle with completing the essay/written component. T. Singh recommended that the criteria for applying for scholarships be closely reviewed as in the past, students were recipients for many scholarships, above and beyond the cost of their tuition.

- (g...) E. Dunk explained that this concern has already been addressed in an effort to move away from the strong focus on the written component. Furthermore, a caveat has been considered that would prevent a student from being awarded more than one scholarship for which a similar question/written component was submitted. It was confirmed that the donor (CCSAI) ultimately decides the selection process and criteria each year.

E. Dunk and S. Carrillo were thanked and departed at 5:05 p.m.

7. **PRESIDENT'S UPDATE** – T. Singh reported with highlights noted as follows:

- (a) *Student Advocacy* – T. Singh met with the Advocates and the Research and Advocacy Coordinator and explained that there has been a significant increase in the number of grade appeals received from students and there have been some delays with the response process.
- (b) *4R Framework* – S. Brooks has been invited to this meeting to provide a detailed overview of the 4R framework.
- (c) *Leadership Training* – A strong emphasis has been placed on ensuring that training for new Board members is thorough and broad.
- (d) *College Student Alliance* – Three former CCSAI Board members, F. Rangel, K. Singh and J. Dao received awards at the May 2020 Conference, and J. Bilakhia was elected as Director for the CSA for the 2020/2021 year. The May 2020 Conference that was hosted online was a great success.
- (e) *Transforming the Future (TTF)* – Every semester the CCSAI receives proposals from students and staff for projects that would potentially improve and transform the future of the College. Examples of past approved projects include gardens, water fountains, sleep pods etc. During the winter semester, review and approval of applications received was deferred due to COVID-19 and funds were used for relief scholarships. As the College looks to move forward in a modified way following COVID-19, priorities have shifted, and the College would benefit even more from ideas and proposals from the College community for TTF. It was suggested that the application process be amended so that applications can be received at any time throughout the course of the academic year. This will provide the Board with more time to consider each project in detail and would give applicants greater flexibility. T. Graf expressed his agreement to have the application process available throughout the year and noted that the Bombardier Centre would benefit from potential projects.
- (f) *Courier Magazine* – B. Beamish explained that the Courier magazine showcases students work and is published five times per year with 1,500 copies printed for each publication. The student produced publication features exciting content from the college community such as news, lifestyle arts, student profiles etc.

- (f...) Printing and advertising costs were noted and the process by which the organization works with advertisers was explained. The net annual cost to print the magazine is approximately \$5,000. T. Singh is of the opinion that a printed version of the magazine is no longer needed and in order to save on printing costs and be more sustainable, the CCSAI should only publish the digital version of the magazine. B. Beamish proposed that the Board consider reducing the frequency of publications to once or twice per year.

MOTION by T. Singh

Seconded by A. Babbar

THAT the Courier magazine be amended to be a digital publication only.

Motion carried (5-0-0).

8. VICE PRESIDENT'S REPORTS

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

- (a) *Meetings* – A. Babbar noted having attend many meetings and is coming to understand how the organization functions and how formal decisions are made.
- (b) *Connections with Students* – A. Babbar is actively connecting with students and addressing their questions and requests as appropriately as possible.

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

- (a) *Training* – P. Verma noted that training will help provide a clear picture of how the CCSAI functions as an organization.
- (b) *Virtual Orientation* – P. Verma attended the virtual orientation sessions on May 21 and 22, 2020 and had the opportunity to engage with many new students using the livestream question and answer periods.

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

- (a) *Meetings* – T. Graf noted that it has been a pleasure attending meetings and getting to know their fellow Board of Directors and the College staff.
- (b) *Online Bookstore* – It was reported that the online bookstore is not available to students from Bombardier Centre and T. Graf has reached out to representatives from the bookstore in this regard.
- (c) *Connecting with Students* – Efforts are being made to reach out to students and introduce them to the services the CCSAI has to offer. Some students from Bombardier Centre have inquired about the COVID-19 fund.

- (d) *Student Housing* – T. Graf attended the housing workshop and has directed students who have inquired about accommodation to the appropriate website.

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

- (a) *Learning* – A. Malik explained that he has learned a great deal during his first month on the CCSAI Board of Directors, has attended many meetings and was actively involved with elections and focus groups discussing the Colleges' reopening plan.

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

- (a) *Enrolment* – The College has seen an increase in enrolment this past month and this will be reflected in the Operating budget accordingly.
- (b) *Committee Meetings* – P. Kirlik sits on many Committees and working groups along with T. Singh and A. Malik as the College continues to navigate the many changes that have come about due to COVID-19. The College is keeping students' best interests at heart with the direction they are taking in order to ensure that the opening of campuses and back to work plan is appropriate.
- (c) *Audit* – The audit is underway and will be completed in the next few days.
- (d) *Wage Subsidy* – T. Singh requested an update regarding the status of the wage subsidy application and P. Kirlik explained that the submission of an application is in progress.

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

- (a) *Office of the President, Black Out Tuesday and Black Lives Matter* – It was emphasized that in light of recent events, Centennial College confirms that it stands in complete solidarity with black students and employees and denounces all forms and racism. The office of the President is aware that there are many emotions, feelings and concerns that students may be experiencing at this time, and there are support systems specifically in place to meet such needs. The College is committed to listen and learn and to work toward making things better.
- (b) *Orientation* – The Board was thanked for their involvement with orientation that was hosted virtually. Welcome packages will be mailed out in the next few weeks.
- (c) *Student Engagement* – The College continues to engage with students by hosting weekly activities online and exciting virtual programming. E-mentoring also commenced this week. In response to a query, it was confirmed that scheduled programming will continue in June 2020. The Board will be informed in the even that any changes are made to the program.

- (d) *Student Services Expo* – The event is scheduled to take place on June 10, 2020.
- (e) *Hygiene Kits* – It was reported that 200 hygiene kits were delivered to students last week.
- (f) *Future Planning* – The College is working diligently to determine how things will be this Fall as social distancing measures are implemented.
- (g) *Promissory Notes* – In response to a query by T. Singh regarding promissory notes, it was explained that specific information regarding assistance with the payment of tuition fees, flexible payment plans etc. will be posted on the College website in the next few weeks.

11. **COLLEGE 4R STEERING COMMITTEE**

S. Brooks was welcomed to the meeting to discuss the 4R program with highlights noted as follows:

- (a) *Overview* – The Committee has been working hard to plan for and facilitate the eventual reopening of the College. The 4R's stand for reflect, reimagine, restore and repeat. These words were sensibly chosen after careful consideration and review in order to best determine how services were delivered in the past, and how they will be restored in a manner that will best benefit the student body. The word 'repeat' was included as a way to ensure that the College is prepared in the event that a second wave of the pandemic occurs.
- (b) *Phases* – Similarly to the approach the Provincial government has taken, the College has three overriding phases and a unique plan for each phase has been developed. It was explained that we are currently in Phase 0. In Phase 1, campuses remain closed as a non-essential service, and only the gathering of no more than five people is permitted with some operations beginning to resume including the winter recovery program for students who were unable to fulfil on-campus requirements when the pandemic hit. Some accommodations may also be made for summer semester students that have on-campus requirements in their program of study. Food services and the bookstore will remain closed in Phase 1, however there may be vending services permitted or something similar to 'curb side pick-up' for the bookstore. Phase 2 and Phase 3 will see greater levels of programming and services on campus and decisions will be guided by the instruction and direction from the Province of Ontario as restrictions are lifted. Gathering sizes could increase to more than 5 but less than 50, and to less than 100 in Phase 3. The College will be in Phase 4 when campus locations are fully reopened. The health and safety of all staff and students remains the priority and focus of College and the 4R Steering Committee.

S. Brooks was thanked and departed at 5:56 p.m.

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12. **COMMUNICATIONS & EVENTS REPORT** – B. Beamish advised that a detailed report was sent to the Board in advance of the meeting. Report highlights are noted as follows:
- (a) *Communicating with Students* – One thing that is missing as a result of COVID-19 is the direct line of communication with students and the organization is working on ensuring that suitable online platforms are in place. Communication with new students will prove challenging as classroom visits that would regularly highlight the many services provided by the CCSAI can no longer take place.
 - (b) *Social Media* – Ensuring that students are engaging with CCSAI social media is critical and it was noted that the CCSAI YouTube channel will be revamped and relaunched. In response to a query regarding the reasoning behind relaunching the YouTube channel, it was clarified that some students do not have Instagram accounts to access the IGTV broadcasts, so the videos are being uploaded to the CCSAI YouTube channel to ensure the videos are available to all students.
 - (c) *Virtual Suggestion Box* – The virtual suggestion box is one of the new student engagement initiatives that is being developed. This will allow students to provide feedback on current services rendered.
 - (d) *CCSAI Website, User Submitted Content* – The possibility of enabling user submitted content on the CCSAI website is being considered. This would see the site have current and relevant content available and may increase the frequency by which users return to the website.
 - (e) *Website IP Address* – In response to a query, it was explained that in the past, access to the CCSAI website was only open to residents in North America as there were several hack attempts from IP addresses overseas. As students are now required to study remotely due to COVID-19, the security measures have been closely considered and modified to allow access from users outside of North America.
13. **RESEARCH & ADVOCAY COORDINATOR UPDATES** – A. Mushtaq reported:
- (a) *Student Feedback* – There has been a lot of feedback received from students regarding services and the goal is to ensure that all cases have been resolved accordingly.
 - (b) *Success Advisors* – Some concerns were raised regarding the lack of response received from success advisors as some advisors were out of the office taking previously scheduled vacations. Efforts are being made to confirm that all students are receiving prompt responses and that communication with success advisors is satisfactory.

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- (c) *Chromebook and Software* – The Student Experience Office is assisting students who require use of borrowed Chromebooks or regular laptops during the pandemic. There have also been requests for the installation of specific computer software programs that were accommodated.
- (d) *Touchscreen Survey Terminals* – A. Mushtaq is communicating with ViewPoint to purchase and install two survey terminals for the Union Bar and Grill for students to provide instant feedback on their dining and service experience. The terminals can also be used to collect feedback during large events hosted by the CCSAI. The vendor will deliver the terminals so that they are available for use when campuses reopen.
- (e) *Virtual Programming Survey* – A survey is being crafted with the assistance of B. Beamish's team. The survey will be attached to the end of all virtual programs such as AWC fitness classes to provide students with an opportunity to give feedback on whether or not the virtual program was useful and enjoyable.
- (f) *COVID-19 Response* – It was questioned whether any research has been carried out regarding the approach and response of other student organizations in Canada during the pandemic and the Board requested that any updates or changes to policy that are being implemented by similar organizations be brought to the attention of the Board.
- (g) *Online Learning Experience* – Discussion ensued regarding conducting research, and obtaining data and recommendations on the online learning experience of students.

14. **WORKING GROUPS** – P. Kirlik reported:

- (a) *Framework* – It was proposed that four working groups be formed as follows:
- Advocacy, Research and Governance
 - Programming and Events
 - Student Services
 - Ancillary Services

Groups would meet on weeks that Full Board meetings are not held, and terms of reference would be crafted for each group. Meeting discussions would not be documented with formal minutes, however notes would be taken. The groups may include student leaders and support staff. Following pertinent discussion, it was questioned when working groups would be meeting, and concern was expressed that the groups have yet to be formed.

15. **IN-CAMERA** – Discussed 'in-camera'.

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

- (a) *Respectful Discussion* – T. Singh and J. Bilakhia thanked the Board of Directors and K. Rajpaulsingh for their patience and willingness to participate in lengthy and respectful discussion. K. Rajpaulsingh praised the Board for communicating with good intentions. P. Kirlik thanked members for their desire to engage in important conversations.
- (b) *Meeting Chair* – Members thanked J. Bilakhia for chairing with professionalism and authenticity.

17. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday, June 16, 2020 at 4:30 p.m.

18. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 8:10 p.m. on Motion duly made and seconded.

President – T. Singh

Executive Director/CEO – P. Kirlik