

# CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

## FULL BOARD MEETING

Monday, March 1, 2021 at 5:30 p.m.  
via Zoom/teleconference

### MINUTES

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Present:	T. Singh	-	President
	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
	R. Joy	-	Advising Council
Staff:	B. Beamish	-	Manager, Communications & Events
	K. Rajpaulsingh	-	Director, Student Life
	A. Mushtaq	-	Research & Advocacy Coordinator
	L. Gahol	-	Engagement Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Guests:	L. Williams	-	CALCS, Adaptive Technology Specialist
	T. Irvine	-	CSA, Research & Policy Analyst
	J. Baryluk	-	CSA, Interim General Manager
Regrets:	T. Graf	-	Vice President, Bombardier Centre (on leave of absence)

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

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1. **CALL TO ORDER**

Notice having been given and there being a quorum present, the J. Bilakhia called the meeting to order at 5:33 p.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 P. Verma the agenda was approved and adopted as presented. Motion carried (2-0-0).

5. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of February 1, 2021 that were previously circulated for review.

On Motion by T. Singh and seconded by P. Verma it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of, Monday, February 1, 2021 be accepted as presented.** Motion carried (3-0-0).

6. **CLUB RATIFICATION** – L. Gahol reported:

- (a) *New CCSAI Club* – It was explained that the Language and Culture Exchange Club is a new club that seeks to provide opportunities for students to improve their English, learn foreign languages, enhance their personal networks, and build friendships with others in the Centennial community.

**MOTION** by P. Verma

**Seconded** by T. Singh

**THAT the CCSAI Language and Culture Exchange Club be duly ratified as presented.** Motion carried (3-0-1).

*L. Gahol was thanked and departed at 5:40 p.m.*

## 7. **TRANSFORMING THE FUTURE**

- (a) *Transforming the Future* – B. Beamish explained that the TTF is a joint project between the CCSAI and the College that pledges monies each year to fund new projects that will have a long-lasting impact on the College Community. Proposals received are reviewed in detail by the CCSAI Board of Directors. The organization is currently considering several submissions that were put on hold in Winter 2019. It was noted that a TTF proposal received is to extend funding for Grammarly software.
- (b) *Grammarly* – L. Williams, Adaptive Technology Specialist, Centre for Accessible Learning and Counselling Services was welcomed to the meeting and proceeded to provide a comprehensive overview of the TTF Grammarly proposal, noting that in 2019, the CCSAI helped fund a two-year, 50 seat pilot project for Grammarly that expires on March 14, 2021. This TTF proposal requests continued funding support for an additional two-year term. The AI-powered software has been a powerful support tool for students with learning and language-based disabilities, allowing for autonomy and dignity. The proposal would help maintain the loaning library. T. Singh queried whether 50 licences are adequate for the student population. L. Williams explained that this number is manageable and outlined how licences are given and revoked accordingly. A Ministry funded bursary is also accessible for many students when the free version of Grammarly is not sufficient. In the event that a student does not qualify for the Ministry funded bursary to acquire a Grammarly licence, CALCS provides them with access to a TTF funded Grammarly licence. In response to a query by P. Verma regarding training for students, it was explained that Adaptive Technology Specialists are available to help teach and train students to use disability-based technology including Grammarly. CALCS and Grammarly do not have access to student work as this is encrypted, however analytics on usage can be retrieved. B. Beamish explained that the proposal is specifically for CALCS, however with the transition to virtual learning environments due to the COVID-19 pandemic, the software may be valuable for students across the College. ***Action: The Board will liaise with IT and Library Services to determine whether there is a need to make Grammarly software available to students on a larger scale. Action: B. Beamish is directed to send an email to the Board in this regard.***

- (c) *Approval –*

**MOTION** by T. Singh

**Seconded** by P. Verma

**THAT the Transforming the Future proposal for Grammarly Group Licence software received from CALCS be accepted as presented.** Motion carried (4-0-0).

*L. Williams was thanked and departed at 5:58 p.m.*

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

- (a) *Centennial College Town Hall Meeting* – T. Singh was a panellist at the recent Town Hall Meeting. The meeting provided an opportunity to address questions that students had raised at the last Town Hall meeting and was a great success. T. Singh was able to provide students with information about the many services the CCSAI offers.
- (b) *Textbook Committee* – A Textbook Committee was established, and a meeting was held last week. The meeting provided opportunities to hear various diverse perspectives, noting that there are benefits to some of the online materials that students are required to purchase, however other materials may not be necessary. The Committee will begin crafting policies to guide faculty and professors on use of mandatory materials etc.
- (c) *Student Health Plan* – A meeting will take place this week to consider the student health plan following the extensive research that was conducted to review other provincial health plans available to domestic and international students.
- (d) *Meetings* – T. Singh attended various Committee meetings including College Council.
- (e) *Governance Committee* – T. Singh proposed that the Governance Committee be restored. The Committee would meet on a monthly basis to discuss, review, and update CCSAI policies related to governance. All Board members and the CEO will be on the Committee. The Committee will consider the recommendations received by C. Raso following the governance review. In response to a query, it was explained that there will be one Governance Committee and one Full Board meeting each month and T. Singh will send out meeting invites to the members.

9. **GOVERNANCE REVIEW REPORT UPDATE/NEXT STEPS** – P. Kirlik reported:

- (a) *Preliminary Documents* – Preliminary documents have been received from C. Raso following the completion of the governance review and will be discussed at the first Governance Committee meeting. T. Singh will send all documents received to the Board of Directors for consideration.

10. **CSA REPORT** – T. Irvine CSA Research & Policy Analyst and J. Baryluk, CSA Interim General Manager were welcomed to the meeting at 6:07 p.m. and provided a report with highlights noted as follows:

- (a) *Completed Initiatives/Projects* – In recent months, CSA successfully advocated to extend post-graduate work permits for international students, submitted a letter to the Standing Committee on Bill 213, published a report on the fall COVID-19 student survey report, advocated for the OSAP moratorium to be introduced again, achieved Humber's intent to join the CSA and advocated for increased supports for college students in the next provincial budget.

- (b) *Ongoing Initiatives and Projects* – The CSA attends regular meetings with stakeholders, is working on new programming and structural changes for the organization, facilitates working groups for non-member schools, attends Centre for Innovation in Campus Mental Health (CICMH) executive and conference planning meetings, and is working with the Ontario Undergraduate Student Alliance (OUSA) on annual publication content and hosts stimulating monthly webinars for members. T. Singh expressed concern regarding the low number of students participating in CSA webinars and workshops and inquired what the CSA is doing to increase attendance. T. Irvine explained that it proves challenging to build engagement and participation and the CSA is introducing incentives such as gift cards for participants. One-on-one meetings are also organized. T. Singh requested further clarification regarding CSA's collaboration with OUSA. The organization collaborates closely with OUSA for their annual publication and more specifically when a common advocacy matter is identified by both organizations.
- (c) *Advocacy Wins* – The CSA advocated for increased mental health supports during the pandemic and the government has allocated an additional \$7 million. The CSA lobbied with the federal government to permit international students to finish their studies in their home country and still be eligible for post-graduate work permits. CSA advocacy efforts saw the sexual violence policy strengthened, post-graduate work permits extended, and an investment of \$50 million by the government for the Digital Learning Strategy.

*T. Irvine and J. Baryluk were thanked and departed at 6:25 p.m.*

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

- (a) *Elections* – There were two acclaimed positions for the 2021/2022 Board of Directors as follows: T. Singh, President and P. Verma, Vice President Morningside Campus. Three students are running for the position of Vice President at Progress Campus. In response to a query by T. Singh, P. Kirlik explained that the appointed position listings were posted on the CCSAI website today and will close on March 14, 2021. In response to a question by P. Verma regarding the appointment process, P. Kirlik noted that a Selection Committee will be established, and current Board members are welcome to join. Interviews will be conducted during the week of March 15, 2021. Students interested in filling appointed positions must go through the same process as the Vice President positions, however there is no election. Candidates are hired based on an interview that will include benchmark questions the Committee has deemed appropriate.

12. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik confirmed having emailed a copy of the Executive Director's report to all Board members prior to the meeting. A brief overview of the report was provided with highlights noted as follows:

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- (a) *Appointed Position Process* – Efforts are underway to determine the best way to reach out to personal student networks and encourage suitable candidates to apply for appointed positions. Requests have also been sent to College Chairs and Deans in order to identify student leaders.
- (b) *CCSAI Wellness Initiative* – The initiative led by J. Delgado and D. Neil will feature exciting challenges and group activities and all CCSAI staff and student leaders are invited to participate. The intent is to continue the wellness initiative after the COVID-19 pandemic has ended.
- (c) *Vaccination Clinic* – Arrangements have been finalized for the clinic and P. Kirlik noted having met with senior staff at the Scarborough Health Network who are well pleased with the collaboration and facilities and look forward to seeking the positive impact that this will have for the Scarborough community. A vaccination dress rehearsal for 750 health care staff is scheduled to take place on Monday, March 8, 2021. There is no cost to the student association for this partnership.
- (d) *2020/2021 Budget* – A copy of the budget was presented for Board consideration. It was noted that there are still monies available as the Board term is coming to an end, and Board members are encouraged to seek out ideas and opportunities for student initiatives in the coming weeks. In response to a query by T. Singh, P. Kirlik explained that the health plan has exceeded budget because domestic enrolment increased significantly. P. Kirlik explained that the President's salary is included in the Honorarium line item and this will be adjusted accordingly. ***Action: P. Kirlik is directed to amend the Honorarium budget line item.***
- (e) *Wage Subsidy* – The CCSAI continues to apply for and receive the wage subsidy. In response to a query by T. Singh, it was confirmed that the wage subsidy does not have to be paid back to the government.
- (f) *2021/2022 Operating Budget* – The 2021/2022 Operating Budget will be approved in April 2021. It was reported that the format of the budget will be redesigned to highlight core revenue and expenses. T. Singh proposed that an accounting session for Board members be organized at the onset of their term of service, before the annual budget is drafted. P. Kirlik confirmed that this is one of the components of the 'Transition and Leadership Framework' document that is being drafted.
13. **CENTENNIAL COLLEGE UPDATE** – K. Rajpaulsigh reported:
- (a) *Recent Initiatives* – R. Rajpaulsigh highlighted recent College initiatives including the Town Hall meeting, discussions on textbooks and the student health plan etc.

- (b) *Leadership Passport* – A leadership challenge was launched during the week of February 22, 2021 and Board members are asked to encourage students to participate. Further details can be found on the Student Life website.
- (c) *Targeted Student Communications* – The College has begun sending targeted communications to students in response to common themes identified in surveys. Assessments will be carried out at the end of the winter semester to gauge the effectiveness of this approach as well as outcomes. **Action: T. Singh will share the survey link with all Board members.**
- (d) *International Students* – T. Singh questioned whether the College is offering any form of reimbursement for students that need to quarantine in government hotels/facilities upon arriving in Canada in order to attend classes and labs. K. Rajpaulsingh confirmed having discussed this matter with staff in the International Department who are looking into potential support options and an update in this regard will be provided when more information is available.

14. **OTHER BUSINESS/ACTION ITEM FOLLOW UP**

- (a) *Accountability* – T. Singh emphasized the important work of keeping the College accountable to their commitments, particularly with respect to the academic plan.
- (b) *Tax Clinics* – The goal is to offer free Canada Revenue Agency tax clinics for students in the near future.
- (c) *Student Services Survey* – J. Bilakhia recommended releasing a survey to students to gather feedback on the tax clinic and other CCSAI services they are using. P. Kirlik explained that CCSAI services are regularly reviewed in detail.

15. **FOR THE GOOD OF THE BOARD**

- (a) *2021/2022 Board of Directors* – A. Babbar congratulated T. Singh and P. Verma.

16. **IN-CAMERA DISCUSSION**

On Motion by T. Singh and seconded by A. Babbar it was,  
**RESOLVED THAT the Board would enter into an in-camera session at 6:50 p.m.** Motion carried (4-0-0).

*The in-camera session concluded and the meeting resumed at 7:34 p.m.*

17. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Monday, April 5, 2021 at 5:30 p.m.

18. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 7:35 p.m. on Motion duly made and seconded.

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President – T. Singh

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Executive Director/CEO – P. Kirlik