

# CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

## FULL BOARD MEETING

Tuesday, May 29, 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:	T. Ellul	-	Services Advisor
	K. Rajpaulsingh	-	Director, Student Life
	L. Gahol	-	Engagement Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Guests:	S. George	-	Associate Registrar

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1. **CALL TO ORDER**

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

2. **LAND ACKNOWLEDGEMENT**

T. Singh read the land acknowledgement statement.

3. **CONFLICT OF INTEREST**

P. Verma informed that he and A. Makik are roommates, thus resulting in a permanent conflict of interest.

On Motion by T. Graf and seconded by A. Babbar the conflict of interest was accepted as presented. Motion carried. (3-0-0).

4. **APPROVAL OF AGENDA**

On Motion by T. Graf and seconded by A. Malik the agenda was approved and adopted with the following amendments:

- *Honorarium, ~~deleted~~*
- *Election Policy, to be presented by T. Singh and P. Kirlik*

Motion carried (4-0-0).

5. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of April 22, 2020 that were previously circulated for review.

On Motion by T. Singh and seconded by A. Babbar it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, April 22, 2020 be accepted as presented.** Motion carried (4-0-0).

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

- (a) *Board Development Officer, Ratification* – T. Singh confirmed that the director terms had been agreed to, and that ratification of same is now required.

On Motion by T. Graf and seconded by A. Babbar it was,  
**RESOLVED THAT the appointment of J. Bilakhia to the CCSAI Board of Directors as Board Development Officer be duly ratified and approved.** Motion carried (4-0-0).

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

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- (b) *Employment Committee* – It was explained that the Committee is examining the impact that COVID-19 will have on graduates and the future job market in an effort to determine the manner by which the College can provide necessary support and assistance.
  - (c) *Meetings* – T. Singh noted having attended several meetings including the Managers meeting, Student Feedback meeting, College Council, AODA meeting, College Policy and Procedure meeting, College Campus Operations Task Force meeting, Student Success etc.
  - (d) *Ancillary Fees* – Projected ancillary fees for both the fall and winter semester are in the process of being closely considered.
  - (e) *COVID-19 Student Hardship Gift Card Program* – A support program was agreed upon to provide \$75 Walmart gift cards to many students in need, and the following motion was presented for ratification:

**MOTION** by T. Graf

**Seconded** by T. Singh

**THAT IT BE DULY RATIFIED THAT \$72,225 be allocated for the COVID-10 Student Hardship Gift Card Program.** Motion carried (5-0-0).

- (f) *COVID-19 Summer Bursary Contribution* – S. George, Associate Registrar expressed her appreciation to the CCSAI on behalf of all students for their contribution to the COVID-19 Summer Bursary program. It has proved challenging to witness students struggling financially during COVID-19 and the bursary will help support both domestic and international students, as well as students who are not currently enrolled in programs. It was explained that many students do not meet the necessary requirements to apply for the CESB. Having been approved via email, the following motion was presented for ratification:

**MOTION** by T. Singh

**Seconded** by T. Graf

**THAT IT BE DULY RATIFIED THAT the contribution of \$201,921 for the COVID-10 Summer Bursary program be approved.** Motion carried (5-0-0).

7. **COLLEGE STUDENT ALLIANCE UPDATE** – T. Singh reported:

- (a) *Presidents' Meeting* – T. Singh attended the meeting where it was reported that most post-secondary institutions have launched similar COVID-19 bursary and support programs for their students.
- (b) *May Conference* – The CSA May Conference will be hosted online from May 25 to 29, 2020.

- (c) *Letter of Support* – It was explained that a letter of support has been requested by two candidates who are running for the position of President and Vice President of the CSA for the upcoming year. Voting will take place at the May conference. T. Graf questioned where further information on each candidate and their respective campaigns could be obtained and requested clarification regarding the voting process. T. Singh noted that each student association has one vote. Discussion ensued regarding whether additional candidates can be endorsed and be provided with a letter of support at a later date, and it was explained that the deadline to apply is May 21, 2020. **Action: P. Kirlik will liaise with C. Bell regarding further candidate endorsements/letters of support.**

**MOTION** by T. Singh

**Seconded** by P. Verma

**THAT a letter of support be provided to the two candidates as requested.**

Motion carried (5-0-0).

- (d) *Board of Directors, Endorsements* – T. Singh explained that there are six available positions on the CSA Board of Directors and stated his intention to run for CSA President for 2020-2021. Discussion ensued regarding the work for the CSA and concern was expressed regarding the significant annual cost for membership in addition to several Colleges recently withdrawing their membership with the CSA. The organization has great potential and T. Singh is of the opinion that some operational modifications are required to help the organization move forward successfully. A. Malik requested clarification regarding the purpose of CSA, and it was explained that the organization advocates on behalf of students and student organizations at the provincial level. In response to a query by T. Graf, it was confirmed that there are other governing bodies similar to the CSA, primarily at the federal level. Following pertinent discussion, J. Bilakhia expressed his intent to run for a Director position.

**MOTION** by T. Singh

**Seconded** by P. Verma

**THAT endorsements be accepted as presented.** Motion carried (5-0-0).

8. **ADVISING COUNCIL** – T. Singh reported:

- (a) *Overview* – Last year, the Board approved a restructuring of the CCSAI Board of Directors, reducing the number of directors from 14 to 7. T. Singh recommended that an Advising Council be fashioned that would include 6 or 7 students, preferable from varied backgrounds, in an effort to gather feedback, recommendations and support. Members of the Advising Council would attend Full Board meetings but would not be permitted to vote on decisions. T. Graf questioned how this differs from the previous structure of the Board and reiterated the original purpose of the restructuring. T. Singh explained that there will no longer be a Governance Committee or a Programming Committee.

(a...) Crafting an Advising Council would provide more students with an opportunity to gain student leadership experience. Following pertinent discussion, K. Rajpaulsingh emphasized the importance of constructing a clear purpose and scope for the proposed Advising Council before proceeding.

9. **VIRTUAL SUGGESTION BOX** – T. Singh reported:

(a) *Overview* – It was explained that it was originally recommended to have a physical suggestion box at each CCSAI campus office where students could easily submit questions, concerns and suggestions for the organization. As it remains unclear when in-person classes will resume, it was proposed that the virtual suggestion box on the CCSAI website be promoted to encourage use by students online. It was explained that the existing virtual box will need to be modified so that suggestions are forwarded appropriately. Discussion ensued regarding anonymous suggestions and it was questioned whether a page of the website could be designated for questions and suggestions received, and for answers provided. K. Rajpaulsingh explained that the College does not follow through on anonymous requests, however the organization may choose to further consider anonymous reports of concerns received to determine whether there are recurring themes or a larger systemic at hand. K. Rajpaulsingh further highlighted the importance of warranting that staff are able to respond to suggestions received in a timely manner and recommended that the existing policy for the virtual suggestion box be reviewed and enhanced accordingly. T. Singh explained that the CCSAI Advocacy Coordinator would be responsible to create a weekly or monthly report on suggestions received and responses provided for Board information.

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

(a) *Four R Approach* – The College is actively working on establishing the structure and approach for reopening after COVID-19 once direction is provided by the provincial government, using the Four R approach. Further information will be provided in this regard at the next Full Board meeting.

(b) *Orientation* – Orientation will be hosted this week via Microsoft Teams and new students will be provided with an opportunity to speak with advisors. Approximately 150 students have signed up to attend orientation.

(c) *Student Engagement* – The College continues to host various activities to engage with students during the pandemic including Thursdays together, play time, puzzle activities museum and travel discussions, and peer networking. Online wellness, workouts, masterclasses, grade appeal clinics and counselling sessions are also available for students.

(d) *Start Smart, End Smart* – The program ended on May 15, 2020 and was a great success.

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- (e) *Leadership Passport* – Students continue to work toward completing leadership passport requirements.
  - (f) *Convocation* – T. Singh inquired whether any further information on convocation is available. K. Rajpaulsingh explained that convocation will take place virtually and information will be made available to students soon.
  - (g) *Payment Flexibility* – Discussion ensued regarding the issuing of promissory notes and providing payment flexibility options to both domestic and international students. Once policies are established, further information will be publicised on the college website.
11. **EXECUTIVE DIRECTOR/CEO REPORT** – P. Kirlik reported:
- (a) *Committee Meetings* – P. Kirlik noted having attended many committee meetings along with T. Singh and K. Rajpaulsingh as the college works diligently to ensure that appropriate decisions are made during these unprecedented times.
  - (b) *Four R Approach* – The College has identified four unique stages and guiding principles for reopening following COVID-19.
  - (c) *Leadership Training Schedule* – The summer schedule will be provided to all members.
  - (d) *Draft Budget* – A copy of the draft budget was presented for Board information. Enrolment targets and projection for the summer, fall and winter semesters were noted and it was reminded that budgeted amounts are moving targets. It was explained that summer students will not pay some fees such as the student centre building amount, social event fee etc. as programs will take place off campus and no social events will be hosted on campus for the time being. The student activity fee for the summer will be \$47 and \$65 for the fall. It was noted that the amount of \$3,000 that was previously budgeted for the golf tournament was relocated to the bursary fund. Further instruction on how to read and understand budgets and financial statements will be provided during leadership training.
  - (e) *Courier Magazine* – A budgeted amount of \$11,000 was reported. T. Singh questioned whether the organization wishes to continue publishing the Courier magazine.
  - (f) *Campus Budgets* – In response to a query by T. Graf regarding the budgeted amounts for each campus, it was explained that an amount of \$10,000 has been budgeted, however this could change depending on whether or not campuses and amenities re-open.

12. **SUMMER TRAINING SCHEDULE/Framework** – P. Kirlik reported:

- (a) *Training Schedule* – Planning is underway for summer training and K. Rajpaulsingh and P. Kirlik are working collectively to ensure that resources for the Board of Directors are robust and comprehensive and will ultimately lead to the development of transferable life and leadership skills. The schedule is as follows: Wednesdays 2:30 p.m. to 4:30 p.m., and Thursdays 10:00 a.m. to 12:00 p.m. Each session will feature unique content and will help prepare members for the year ahead. L. Gahol inquired whether leadership training could also be open to club executives.

13. **SUMMER FULL BOARD MEETING SCHEDULE**

- (a) *Dates* – Future meeting dates were noted as follows: June 2, 16, and 30, 2020. July 14 and 18, 2020 and August 11 and 25, 2020.

14. **ELECTION POLICY** – P. Kirlik and T. Singh reported:

- (a) *Draft Document* – A copy of the policy with revisions proposed by O. Glimbovsky, the former Board Development Officer was sent to all Board members for information with recommended changes highlighted in yellow. It was noted that election days are typically approved during the summer so that packages can be updated accordingly. Following pertinent discussion, T. Singh recommended that wording on campaigning be revised in section 4.2 and 4.4 of the document to incorporate options for personal social media/website promotion. It was further recommended that grammar be corrected in section 2.3.
- (b) *Volunteer Experience Form* – Efforts are underway to revise the form to make the wording more robust.
- (c) *Open House* – The intention is to host an open house before elections this year.
- (d) *Signature Collection* – In response to a query by T. Graf it was explained that the number of signatures required for Bombardier Centre is less because of lower enrolment. The manner by which signatures are collected may need to be modified in the event that the pandemic continues.

15. **CLUBS UPDATE** – L. Gahol reported:

- (a) *Clubs Policy* – It was explained that the policy has been adjusted due to COVID-19. Clubs wanting to host virtual events need to submit a proposal five business days before as it is no longer necessary to confirm room bookings, capacity etc. Debrief reports must still be completed following virtual events.
- (b) *Application Requirements* – Clubs must now have a minimum of three executive team members and five general club members.

- (b) *Club Budget* – Clubs have been utilizing their budgets for virtual engagement activities and electronic gift card prizes. L. Gahol is overseeing the majority of club spending as the usual process for submitting receipts and requesting reimbursement is not feasible due to COVID-19.
- (c) *Meetings* – As clubs are meeting through online platforms such as ZOOM and WhatsApp, it is only necessary for clubs to inform L. Gahol about meetings that are open to the general public.
- (d) *Clubs Status* – Information was provided regarding the manner by which club statuses expire. It was noted that clubs are currently required to hold one online engagement activity to remain active.
- (e) *Important Dates* – The deadline to submit a club application is June 19, 2020 and online club training will commence the week of June 22, 2020. Clubs will be ratified at the Full Board meeting on June 30, 2020 and the last day to host a club event for the summer semester is August 14, 2020.
- (f) *Clubs, Promotional Video* – It was recommended that a promotional video be created that features former club members in order to better promote clubs.

16. **SERVICES UPDATE** – T. Ellul reported:

- (a) *New Members* – New members were warmly welcomed to their first Full Board meeting and were encouraged to reach out to T. Ellul with any questions they may have as they begin their term of service with the CCSAI.
- (b) *GO Transit* – The manner by which transit requests are now approved and processed remotely was explained.
- (c) *Students Services* – Students can now access services available to them such as the health plan, legal advice, mental health supports etc. through links on the CCSAI website. It was noted that office staff are assisting students who need documents printed or scanned for legal matters.
- (d) *Domestic Student Health Plan* – The opt-out deadline for the domestic student health plan is June 25, 2020.
- (e) *Tax Clinic* – Students can access White Picket Fence accounting and tax services online.
- (f) *Athletics and Wellness* – Many exciting events are being hosted on YouTube and other social media platforms.
- (g) *Places 4 Students* – Students can search for current listings on the Places 4 Students website based on location and proximity to their campus of study.

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(g...) T. Singh reported that Bombardier Centre is not listed as a campus location on the site. ***Action: T. Ellul is requested to follow up on the addition of the Bombardier Centre to the Places 4 Students site.***

(h) *Good Food Box* – Students can now order boxes online.

17. **FOR THE GOOD OF THE BOARD**

(a) *First Meeting* – T. Singh praised the Board for conducting a great first meeting with good discussion and excellent questions raised. Members thanked J. Bilakhia for chairing successfully and L. Gahol praised the Board for their professional conduct.

18. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday June 2, 2020 via ZOOM with the time to be confirmed.

19. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 6:52 p.m. on Motion by T. Singh and seconded by P. Verma.

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President – T. Singh

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Executive Director/CEO – P. Kirlik