

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, November 3, 2020 at 4:30 p.m. via teleconference

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
	G. Khadarro	-	Advocate
	J. Gutierrez	-	Advocate
	P. Kirlik	-	Executive Director/CEO
Staff:	D. Neil	-	AWC Services & Rental Manager
	B. Beamish	-	Manager, Communications & Events
	A. Mushtaq	-	Research & Advocacy Coordinator
	S. Saythong	-	Technology & Logistics Coordinator
	J. Fisher	-	Acting Registrar
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Regrets:	T. Ellul	-	Services Advisor
	K. Rajpaulsingh	-	Director, Student Life

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, J. Bilakhia called the meeting to order at 4:34 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**

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

- *In camera session to be **postponed** until the next Full Board meeting.*

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 October 20, 2020 that were previously circulated for review.

- (a) *Page 2, Item 4 Approval of Agenda* – The second item is corrected to read as follows: **“Vice President of CSA, Z. King will also present a report for Item 9.”**

On Motion by T. Singh and seconded by A. Babbar it was,
RESOLVED THAT the Minutes of the Full Board meeting of Tuesday October 20, 2020 be accepted as amended. Motion carried (5-0-0).

6. **COMPULSORY ANCILLARY & PROGRAM FEES 2021/2022** – J. Fisher presented with highlights noted as follows:

- (a) *Fees Committee* – It noted that the fees were presented to the Fees Committee. The Committee is comprised of CCSAI members and College members. There is consensus that fees should only be charged to students when services or amenities are accessible.
- (b) *Institutional Ancillary Fees* – There will be no new fees or increases to institutional ancillary fees and some fees have been reduced. The recommendation is that institutional ancillary fees will be reduced by \$10.99 for non-DLO programs and by \$363.94 for those enrolled in DLO programs.

- (c) *Graduation and Convocation Fees* – Fall 2020 graduation and convocation fees collected have now been refunded, and students will not be charged this fee for Winter 2021. The proposal is to reduce the fee from \$21.99 per semester to \$11 per semester. This is reflective of the actual costs for convocation.
- (d) *Convocation Advisory Working Group* – The group has CCSAI representation and was established prior to the onset of the COVID-19 pandemic to review convocation and the graduation ceremony to ensure that the framework is meeting the needs of the College and to confirm that there is no inequity. The group will begin meeting again and will look at the measures that must be put into place in a post COVID-19 environment as well as how the ceremony will serve graduates from the 44 new fully online programs.
- (e) *Distance Learning Programs (DLO)* – Last year there was only one fully online program being offered by the College and there are now 44 fully online program. This has brought to light the great need to review the fees that students enrolled in these programs are paying. As the online programs are being marketed worldwide and students from anywhere in the world can enrol, the expectation that these students will physically be on campus at any point in their studies is not realistic, and therefore they would not have access to many of the services that students who attend in-person have access to. Fees were closely reviewed to determine which are to be maintained, which are to be lowered and which can be eliminated. A chart was presented for Board information with a description of each fee, fee amounts per semester, and the rationale for fees proposed to remain the same or be reduced for students enrolled in online programs. A list of fees proposed to no longer be charged to students enrolled in DLO programs was provided for Board consideration. Total savings for students in online programs compared to students enrolled in non-DLO programs would be \$363.94 and the full cost would be \$164.67 per semester and \$149.67 for returning students. In response to a query by D. Neil, it was explained that this would not come into effect until Fall 2021, Winter 2022, and Summer 2022. Winter 2021 is separate from this process and fees are being considered term by term. It was noted that students enrolled in the Fall 2020 semester are saving about \$210 on ancillary fees and Winter 2021 about \$187.
- (f) *Mandatory Fees* – T. Graf inquired regarding payment of fees given the fact that the AWC and Student Centre remain closed. J. Fisher explained that these fees are mandatory and were implemented through a student referendum where it was voiced that students want to pay for the construction of the AWC. Students cannot opt out of these fees. Due to the COVID-19 situation, students enrolled in Fall 2020 are not being charged AWC fees.
- (g) *Program Ancillary Fees* – It was noted that 17 programs have requested to increase program ancillary fee increases beginning 2021-2020. Only students in specific program are charged these fees which a spread out across semesters and relate to memberships, certifications, supplies etc.

(g...) T. Singh requested clarification regarding how specific fees are determined. J. Fisher explained that fees are reviewed annually and sometimes it is necessary to play 'catch up', as costs often increase during the course of the year.

(h) *Approval* –

MOTION by T. Singh

Seconded by A. Malik

THAT compulsory Ancillary and Program Fees for 2021/2022 be accepted as presented. Motion carried.

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

(a) *Assessment Results* – T. Singh participated in a meeting to discuss assessment results for communications courses in an effort to propose that an overview of results be shared with students for improved transparency, however changes have yet to be implemented. The matter will be addressed with Presidents of other student associations and further research will be conducted in this regard. J. Bilakhia inquired how many English levels other schools have. T. Singh explained that this is not the focus of the assessment; the intention is to improve transparency on test results.

(b) *Meetings* – T. Singh reported having attended several meetings this past week including the Student Success Working Group meeting, Sexual Violence Task Force Meeting, AODA meeting, Academic Planning meeting, working groups meetings etc.

(c) *eTextbooks* – The goal is to actively follow-up regarding concerns with eTextbooks and access codes. T. Graf questioned why there has been little progress made in this regard and T. Singh explained that it is challenging to determine alternative options or different assessment methods. J. Fisher confirmed that a working group is being put together to review eTextbooks, publisher requirements, access codes, back-end processes, etc. CCSAI members will be included in the group to help provide the student perspective.

(d) *Director Job Descriptions* – Following the restructure changes made to the CCSAI Board, Director job descriptions are being updated accordingly. It was noted that the Board of Directors is now more of a governance Board.

(e) *College Student Alliance Termination* – It was explained that following thorough review, the organization has determined it best to terminate membership with the CSA. A letter of intent was sent to the CSA in this regard. A. Babbar noted that the College is not benefiting very much from membership with the CSA. A. Malik expressed that the CSA is doing a good job, however their focus is primarily on domestic students.

(e...) P. Verma reiterated that the CSA has made some significant changes to their organization and should be given an opportunity to improve. T. Singh explained that this decision comes after significant consideration and noted that there are other Colleges who have terminated membership. T. Graf echoed the comments made by T. Singh. If the organization sees that the CSA establishes a strategic plan, the current Board will recommend the next Board to reactivate membership.

On a Motion duly made and seconded, it was,
RESOLVED THAT membership with the College Student Alliance be terminated. Motion carried (5-0-0).

8. WORKING GROUPS UPDATE

8.1 **Ancillary** – D. Neil reported:

- (a) *Fitness Services* – A new virtual program for students called “Virtually Fit” will be offered through Instagram in the next few weeks. The first episode will air on November 11, 2020 at 1:00 p.m. Special guests have been selected to lead exciting episodes sessions on various fitness related topics including Mindful Eating During a Pandemic, Working from Home, Keeping Fit as a Student During a Pandemic, Keeping Active with Minimal Resources, etc. B. Beamish is working on promotional content for this exciting new initiative.
- (b) *Trillium Foundation Assistance Program* – A. Mushtaq provided an overview, noting that there is a special recovery assistance program for non-profit organizations due to COVID-19. The CCSAI is well positioned to receive assistance as the organization meets the action areas such as food security/food bank, COVID-19 PPE equipment, fitness equipment rentals, etc. It was noted that the CCSAI will be applying for funding in the amount of \$50,000.
- (c) *Curb-side Food Pick-up* – A new curb-side food pick-up proposal has been submitted to the 4R’s Committee.

8.2 **Programming and Events** – B. Beamish reported:

- (a) *Virtual Events* – The group participated in a Planning Accessible Virtual Events workshop and is looking to apply universal design to virtual events, use of adaptive technologies etc. to make events accessible to everyone.
- (b) *Diwali Event* – The “Light the Night” joint event will be hosted in partnership with several other Colleges in the GTA. Options for a drive thru pick-up for Diwali kits that will feature samosas, sparklers and sweets are being considered.

- (c) *International Education Week Showcase* – The CCSAI will help host the showcase that will feature students from around the world. A DJ event may be hosted after the showcase.
 - (d) *Movember* – Events will be hosted in collaboration with Athletics and Recreation.
 - (e) *Wellness Week* – The last week of November, 2020 will feature several wellness events including Random Acts of Kindness.
 - (f) *December Events* – A PJ and popcorn event is planned for December, 2020 and the group is considering how to host the Breakfast with Santa event either virtually or in a drive-thru format.
 - (g) *Operational Planning Document* – The project tracking document will be used to document and track events and may also be used by other working groups in the future.
- 8.3 **Student Services** – The Chair confirmed that T. Ellul will send her update to the Board of Directors via email.
- 8.4 **Advocacy, Research and Governance** – A. Mushtaq reported:
- (a) *Communications Courses* – The group is reviewing these courses closely.
 - (b) *Advising Counsel* – The successful candidates have been contacted to set up meeting time for them to be introduced to the organization. The members will be onboarded at the Annual General Meeting.
 - (c) *Terms of Reference* – The terms of reference for the group have now been approved.
 - (d) *Advocates* – A new Advocate will join for the winter semester who will be trained by the current Advocates. In response to a query by T. Graf, J. Gutierrez provided a brief overview of his experiences as an Advocate thus far.

At 5:34 p.m. a recess was held, and the meeting resumed at 5:41 p.m.

9. **AGENDA AMENDMENTS** – The Chair proposed the following agenda amendments:

- *Executive Director Update, to take place following the meeting recess*
- *Report by Dr. Wayne Porier to follow the Executive Director Update*
- *Centennial College Update is **deleted***

On Motion by T. Singh and seconded by A. Babbar, the Agenda Amendments were accepted as presented. Motion carried (5-0-0).

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

- (a) *Election Policy and By-Laws* – The work carried out to confirm amendments to the Election Policy and By-Laws was noted.
- (b) *Annual General Meeting* – The AGM will take place on Tuesday, November 24, 2020. Board members must collect 10 proxies and B. Beamish and P. Kirlik will provide further instruction in this regard. To ensure quorum, 75 members must be in attendance by proxy or attending virtually. The Zoom platform allows for up to 300 participants.
- (c) *Goal Setting* – The group will meet with Magdalena on Friday, November 6, 2020 to set goals for the remainder of the term with the organizations pillars in mind.
- (d) *Live Chat* – The live chat is going extremely well and there are 48 hours per week where students can chat “live” with someone at the CCSAI. ***Action: P. Kirlik is directed to request an update from B. Beamish and T. Ellul regarding engagement numbers for Board information.***
- (e) *COVID-19 Testing Centre and Overflow Hospital* – The Scarborough Health network has informed that they are planning to move forward with a lease at UTSC but will keep the CCSAI on their list for future leasing opportunities.
- (f) *Wage Subsidy* – The organization has applied for Period 7 for the wage subsidy.

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

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

- (a) *By-Law Amendments* – A copy of the amended document was presented for Board review with items approved at the CCSAI Special General Meeting that took place on January 9, 2020 highlighted in yellow, and amendments for approval highlighted in blue and green. A brief summary of each proposed amendment was provided.
- (b) *GPA Eligibility Requirement* – It was noted that the Grade Point Average (GPA) requirement was decreased from 3.0 to 2.8 due to the COVID-19 situation and the limitations and potential impact on grades that the pandemic has brought about for students. In response to a query by T. Graf, it was confirmed that this may be changed back to 3.0 after the pandemic. In response to a query by P. Verma, T. Singh explained that the GPA eligibility requirement is for the candidate's last semester of study and not their overall GPA.
- (c) *Article V111, Meetings of the Members, Annual General Meeting* – Following discussion, one additional amendment was noted as follows: ***Item(c) Approving the annual budget for the current fiscal year is deleted.***

- (d) *Article V, 2(e)* – Discussion ensued regarding wording on appointed Board members running for President and T. Singh provided clarification in response to queries.
- (e) *Article V, 2* – The proposed amendment is corrected to read as follows: “*completed a minimum of one professional development workshop/session at Centennial College/COLT or other Board development training in at least two semesters in which they are serving.*”

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

- (f) *Approval* – The following motion was noted:

MOTION by T. Singh

Seconded by A. Babbar

THAT the CCSAI By-Law amendments be accepted as presented. Motion carried (5-0-0).

12. **EXECUTIVE DIRECTOR/CEO EVALUATION**

Dr. Wayne Poirier was welcomed to the meeting at 6:07 p.m. to provide information regarding the Executive Director/CEO evaluation. Discussion highlights were noted as follows:

- (a) *Expertise* – Dr. Wayne Poirier outlined his extensive experience working with students and student organizations.
- (b) *Executive Director Position* – The Executive Director role in student associations is one of the most challenging jobs and P. Kirlik’s love, drive and commitment to make a difference in the lives of students over the past 30 years is evident in everything that she does.
- (c) *Board Governance* – It was explained that student association governance is atypical, particularly because director terms are so short. The importance of understanding the system in which CCSAI Directors work in was reiterated. Staff have significantly more experience than Directors and this in an unusual foundational dynamic that must be understood, as in any other governance system, this would not be the case. Good governance takes time to master.
- (d) *Evaluation* – The President has indicated that one of the most important functions of the Board is to carry out the evaluation of the Executive Director by a third party, and Dr. Wayne Poirier explained that this should be done every few years in a thorough way.
- (e) *Interviews and Surveys* – A survey was distributed to collect performance feedback and 11 responses were received. Six interviews were conducted.

- (f) *Data* – Data is not looked at ahead of time to prevent bias. The first review of the data was completed today. Data collected will be summarized and key findings identified after which two reports will be drafted.
- (g) *Next Steps* – The intention is to ensure that there is a comprehensive, broad review of the Executive Director/CEO. A meeting will be scheduled with the President and Chair to examine key findings, followed by a meeting with the Executive Director/CEO. An in-camera session will take place at the next Full Board meeting for further discussion. **Action:** “*Executive Director/CEO Evaluation*” is to be included as an Agenda item for the next few Full Board meetings. **Action:** An ‘in-camera’ session is to be scheduled for upcoming Board meetings in order to discuss the Executive Director/CEO Evaluation.

Dr. Wayne Poirier was thanked and departed at 6:29 p.m.

13. **BOARD MEETING SOCIAL MEDIA** – A. Mushtaq presented:

- (a) *Clubs* – A student inquired how they can join a club. **Response:** The list of active clubs and pertinent information about clubs can be found on the CCSAI website. There is a list of email addresses and contact information for the President and Vice President of each CCSAI club.
- (b) *Virtual Fitness Classes* – A student questioned how to access virtual fitness classes. **Response:** There is information about virtual fitness classes on the AWC website.
- (c) *CSA Membership Termination* – A student inquired whether the CSA membership termination is permanent or just for this year. **Response:** The opt-out is permanent. The new Board of Directors can determine whether they see value in joining the CSA again. **Comment:** A student asked what factors led the organization to come to the decision to terminate membership. **Response:** There were ongoing concerns with the lack of communication, the removal/addition of the General Management position, etc.
- (d) *Annual General Meeting* – A student asked whether Centennial College Alumni could attend the Annual General Meeting. **Response:** Alumni can attend the meeting, however they are not permitted to vote on any decisions/motions.
- (e) *Full Board Meeting Live Stream* – A student questioned where the live stream of the Full Board meeting can be accessed. **Response:** The meeting is live streamed on Instagram and is live for 24 hours. A recording of the session can be accessed via Facebook.

14. **OTHER BUSINESS/ACTION ITEM FOLLOW UP** – Nothing to report.

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

- (a) *Advocates* – T. Singh thanked the Advocates for their continued efforts, particularly for being flexible to meet with students and help with various matters, such as grade appeals.
- (b) *Acting Registrar* – T. Singh thanked J. Fisher for attending the meeting and for his work to ensure that students are only paying ancillary fees for services that they are receiving and have access to.

16. **DATE OF NEXT MEETINGS**

- (a) *Full Board Meeting* – The next Full Board meeting will be held on Tuesday, November 17, 2020 at 4:30 p.m. via Zoom.
- (b) *Annual General Meeting* – The Annual General Meeting will take place on Tuesday, November 24, 2020 via Zoom.

17. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 6:39 p.m. on Motion duly made and seconded.

President – T. Singh

Executive Director/CEO – P. Kirlik