

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, October 20, 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:	B. Beamish	-	Manager, Communications & Events
	K. Rajpaulsingh	-	Director, Student Life
	S. Saythong	-	Technology & Logistics Coordinator
	N. Singh	-	Office Coordinator, Progress Campus
	A. Mushtaq	-	Research & Advocacy Coordinator
	L. Gahol	-	Engagement Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
	A. Petrou	-	Director, SIER
	M. McCormick	-	Project Manager, SIER
	M. Kang	-	Senior Manager, SIER
	M. Daulet	-	Manager of Grants, SIER
	S. Khadakar	-	Manager of Government Relations, SIER
Guests:	J. Baryluk	-	CSA
	T. Arnett	-	CSA
	T. Irvine	-	CSA
	Z. King	-	CSA
	A. Qureshi	-	CCSAI Muslim Student Association
	S. Manuel	-	CCSAI Counsel for Change Club
	F. Arbour	-	CCSAI Counsel for Change Club
	S. Siddiqui	-	CCSAI Muslim Student Association
	J. Pickering	-	CCSAI LGBTQ2S+ Club
	J. Martinez	-	CCSAI Electrical Engineering Student Society
	Arasan	-	CCSAI Automation and Robotics Club
	Neha	-	CCSAI Automation and Robotics Club

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, J. Bilakhia called the meeting to order at 4:43 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

A. Babbar 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 A. Babbar the agenda was approved and adopted with the following additions/amendments:

- *The motion is deleted from Item 10*
- *Vice President of CSA, Z. King will present a report for Item 6*
- *Question and Answer Period for Students via Social Media*

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 6, 2020 that were previously circulated for review.

- (a) *Page 9, Item 14(a) Instagram Live – The section is amended to read as follows: “**T. Graf thanked the Board of incorporating time in future Full Board Meeting agendas to answer questions received from students via the live Instagram feed.**”*

On Motion by T. Singh and seconded by T. Graf it was,
RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, October 6, 2020 be accepted as amended. Motion carried (5-0-0).

6. **CLUB RATIFICATION** - A. Gahol reported:

- (a) *Elections – A. Qureshi of the CCSAI Muslim Student Association inquired regarding elections for Club executives. **Action: All questions regarding the Clubs election process are to be emailed to L. Gahol.***

- (b) *Approval* – L. Gahol explained that there are seven CCSAI Clubs that are to be ratified.

On Motion by T. Singh and seconded by P. Verma it was,

RESOLVED THAT the following clubs be duly approved and ratified as follows:

- **CCSAI Counsel for Change**
- **CCSAI Muslim Students Association**
- **CCSAI Electrical Engineering Student Society**
- **CCSAI LGBTQS+ Social Club**
- **CCSAI Society of Manufacturing Engineers**
- **CCSAI Paramedic Student Association**
- **CCSAI Club for Automation and Robotics**

Motion carried (4-1-0).

7. **SOLV/SIER PRESENTATION**

M. Kang thanked the Board of Directors for inviting members of the Solv./SIER team to tonight's meeting and proceeded to provide an overview of the various portfolios of the Department. Discussion highlights were noted as follows:

- (a) *Overview* – The department actively works on College wide projects and external relation pieces with a focus on collaboration and the facilitating of strategic initiatives and activities with internal and external stakeholders. Board members are encouraged to follow Solv./SIER on LinkedIn and Twitter.
- (b) *Industry Relations* – Leaders in the industry are brought together to begin a dialogue with academic institutions to seek out opportunities for collaboration. This helps to gain valuable insight about the many industries that Centennial graduates will be working in. Solv. is a service that allows the College to effectively engaging with businesses in various sectors to help prepare students for the workforce. A database of industry partners has been produced.
- (c) *Collaboration with CCSAI* – There are currently several projects that the Solv./SIER team is working on with the CCSAI.
- (d) *Government Relations* – S. Khadakar explained that the department reads news releases, policy documents and bills to better understand all levels of government and to gather whether there are any implications for the College, opportunities for engagement etc. Proactive outreach is also conducted by establishing relationships with local elected officials with portfolios that are relevant to the College. This year there has been significant work done to advocate on behalf of students regarding travel restrictions on international students due to COVID-19. Overall the department works closely with many areas of the College to break through silos and act as a valuable resource.

- (e) *Project Management* – The department provides assistance from the onset of the ideation process all the way to the implementation of a project with extensive support for research, communications, and event planning. Team members hold project management credentials.
- (f) *Environmental and Related Technologies Hub* – M. McCormick is the project manager of the two-part project that supports clean technology and innovation in the GTA in partnership with University of Toronto, Scarborough Campus. The goal is to bring in additional partners from various industries, the indigenous community, government representatives etc. A clean technology and training facility that is state of the art, net zero, living lab is proposed to be built near Morningside Campus on land owned by UTSC. This facility may house students from the School of Engineering Technology and Applied Sciences in the future.
- (g) *Funding* – If there is a need for funding, Solv./SIER can provide assistance to draft applications for funding by utilizing the comprehensive database to track funding and grant opportunities that are available and relevant to the project idea.
- (h) *#CCSupportsLocal* – This strategy came about in an effort to assist local small and medium businesses that have been impacted by COVID-19. Many of these businesses employ students and provide opportunities for them. The provincial and municipal governments are running similar campaigns. Members of the College community are encouraged to visit and shop at these businesses and then share on social media using the hashtag *#CCSupportsLocal*. It was noted that the team is also attending Scarborough cluster meetings which serve as a forum for knowledge transfer and information sharing, particularly during the pandemic.
- (i) *Student Ideas* – T. Singh thanked the Solv./SEIR team for the thorough presentation and inquired whether there were any opportunities for students of the College who have ideas to obtain assistance. M. King explained that the team primarily works the College, but may be able to assist students with connections, funding, processes and provide direction on suitable methods on a case by case basis. Students can communicate with S. Siddiqui by email mkang@centennialcollege.ca.

The Solv./SIER team members were thanked and departed at 5:23 p.m.

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

- (a) *Health Insurance Plan* – T. Singh met with P. Kirlik, K. Rajpaulsingh and A. Mushtaq to review the domestic and international student health insurance plans and compare them with what other Colleges are offering their students.
- (b) *CSA* – T. Singh attended the CSA President's meeting.

- (c) *Textbooks* – T. Singh met with M. Cole and K. Rajpaulsingh to discuss various student concerns regarding textbooks. It was noted that most courses have mandatory textbooks. There are concerns regarding the purchase of access codes to take online quizzes.
- (d) *Election Policy* – The policy is being reviewed and revised.
- (e) *Ancillary Fees* – Some adjustments were made for ancillary fees for various online programs.
- (f) *Meetings* – T. Singh attended several meetings including working group meetings.
- (g) *Programming* – A. Qureshi inquired how social events will be hosted during COVID-19. T. Singh explained that events will be hosted virtually, as they cannot be held in person on campus due to COVID-19 restrictions. Students are not being charged the social event fees and the organization is looking to incorporate new technologies for quality virtual engagement.
- (h) *Scholarships* – In response to a query by Arasan regarding a scholarship received, T. Singh requested that an email be sent to him in this regard for appropriate follow-up.

At 5:31 p.m. a short break was held, and the meeting resumed at 5:35 p.m.

- 9. **CSA PRESENTATION** – Members of the College Student Alliance (CSA) team were welcomed and proceeded to provide an overview of the organization with discussion highlights noted as follows:
 - (a) *Vision* – The organization works diligently to be the voice of college students by lobbying and advocating at the provincial government level.
 - (b) *Team Members* – CSA Staff, Presidents and Directors were introduced. It was noted that the CSA is now working with Ercole Perone, the CEO of Humber Ignite. Jason Baryluk is the new CSA Interim General Manager.
 - (c) *Recent CSA Wins* – Following the joint efforts of the CSA and Ontario Undergraduate Student Alliance (OUSA), the government announced a 6-month grace period for OSAP loan repayments and national student loans. The organization was also instrumental in lobbying for the expansion of internet service to rural communities in light of the transition to virtual learning due to COVID-19. The government announced an investment of \$1.7 billion to provide students with internet access for academic purposes. In October 2020 the provincial government also announced an investment of \$19.25 million for mental health supports for students.

- (d) *Short Term Goals* – J. Baryluk provided an overview of the organization’s short-term goals which include working with members to promote advocacy remotely and establishing a foundation to improve and secure relationships with member schools.
- (e) *Long Term Goals* – Long term goals include showcasing the CSA as a leading, member-driven advocacy group, revitalizing student support and leadership opportunities for member campuses, and sustaining the CSA into the future.
- (f) *Benefits of CSA Membership* – The organization continues to advocate on behalf of its membership during the COVID-19 pandemic. The organization also holds spots on the Toronto Region Board of Trade and the Ontario College Quality Assurance Services.
- (g) *Government Advocacy* – The CSA utilizes the voices of college students to lobby government for positive change.
- (h) *CSA Involvement* – The CSA is involved with various committees including eCampusOntario, Workforce Shortage Coalition, Sexual Violence and Harassment Reporting Advisory Committee, Toronto Region Board of Trade etc.
- (i) *Research Papers and Government Submissions* – T. Irvine explained how the CSA conducts surveys and focus groups and collects quantitative and qualitative data to draft research papers and recommendations for policies.
- (j) *Platform Focus* – The organization is currently focusing on the many ways the COVID-19 pandemic is affecting college students and is working on projects for mental health, international student fees, indigenous support and student debt.
- (k) *Campus Visits* – Typically, the CSA visits the campuses of member schools throughout the school year. This year, visits will be held via Zoom.
- (l) *Toolkits* – The organization is looking to provide their membership with excellent resources in the form of toolkits.
- (m) *CSA Awards* –The organization has five awards that are given annually to recognize achievements.
- (n) *Structural Changes* – In response to a query regarding structural changes to leadership, it was explained that before J. Baryluk began working in his role, the duties of the General Manager were divided amongst team members. By-Laws were amended to account for online operations, and smart goals are being developed.

- (o) *Membership Retention* – T. Singh questioned the reasons why Colleges have been leaving the CSA and inquired what the root cause of this is. It was explained that one of the main goals for the year is membership engagement and retention and Ercole Perone, the CEO of Humber Ignite is helping in this regard. The importance of accountability with member schools was reiterated. The organization values membership voices and is striving to be transparent and improve both communication and response times. A. Babbar questioned whether individual students are able to opt out of CSA membership. T. Singh explained that membership is part of ancillary fees. Following discussion, it was noted that the CCSAI Board of Directors will vote on whether to remain with the CSA or finalize the intent to withdraw membership.

CSA members were thanked and departed at 6:21 p.m.

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

- (a) *Ontario College Athletics Association* – The organization has announced the suspension of all fall and winter varsity and recreation programs due to the pandemic and the College agrees with this decision.
- (b) *AWC* – All recreational programming will continue to be provided using virtual platforms.
- (c) *Ancillary Fees* – As the winter semester will not take place in person, ancillary fees for athletics and recreation have been reduced from \$75 to \$12 for the winter semester.

At this point in the meeting, P. Kirlik assumed the position of Chair.

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

- (a) *By-Law Amendments* – It was explained that several CCSAI By-Law amendments have been proposed and a draft document was presented for Board consideration. ***Action: A. Mushtaq is directed to upload the original copy of the By-Law document along with the revised draft to SharePoint or Google Docs, for the Board to compare the two documents side by side, track changes, and provide opportunity for additional suggestions and revisions.***
- (b) *Election Policy* – Due to COVID-19, the election policy has been revised to accommodate required changes for the 2021/2022 elections. The intention is to have the amended policy finalized and approved as soon as possible. Discussion ensued regarding the increased focus on accountability, changes to requirements including the collection of student signatures etc. and T. Singh confirmed that the organization has liaised with legal counsel to confirm that By-Law and election policy amendments are appropriate.

- (b...) It was confirmed that campaigning will need to take place via social media, and not in person. In response to a query by A. Malik regarding the distribution of printed posters or other promotional material on campus, it was confirmed that this will likely not be permitted. In response to a query by P. Verma, it was explained that the revisions are being made because of the pandemic and will only be implemented for the 2021/2022 election cycle. ***Action: A. Mushtaq is directed to upload the current Election Policy document along with the revised draft to SharePoint or Google Docs, for the Board to compare the two documents side by side, track changes, and note suggestions.***
- (c) *Leadership Framework* – In response to a query by T. Graf, it was established that the organization is working on a leadership framework that will be embedded into policies for the on-boarding of future Boards.

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

12. **EXECUTIVE DIRECTOR REPORT** – P. Kirlik reported:

- (a) *Information Interviews with Colleges* – The final interview was conducted today with George Brown College and information gathered will be shared with T. Singh this week.
- (b) *Student Health Plan* – A research exercise is underway for the domestic and international student health plans.
- (c) *COVID-19 Testing Centre and Overflow Hospital* – The Athletics and Wellness Centre may be rented out for use as a COVID-19 testing centre and/or overflow hospital by the Scarborough Health Network in the future. The tenant would be responsible for their own staffing, security, cleaning etc. A section of the Student Centre is designated for use by the OPG if there was an emergency at the Pickering plant, and this would be considered before moving forward with any agreement with the Scarborough Health Network.
- (d) *Governance Review* – The review with the governance consultant is in progress. Amended By-Laws will need to be approved at the next Annual General Meeting. P. Kirlik has completed all performance review obligations.
- (e) *Engagement with Students* – The CCSAI continues to engage with students online and the communications team is working on enhancing virtual platforms and formalizing support needed for the eventual reopening of the AWC in Phase 2. The goal is to increase virtual chat opportunities, accommodate online bookings, and provide opportunity for access and sign on by students.
- (f) *Wage Subsidy Program* – The application for period seven of the federal wage subsidy will be submitted next week.

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

- (a) CSA – A. Malik inquired regarding the success rate of the CSA and statistics on how they have executed their ideas and work in the past. It was questioned when a vote would be conducted by the Board of Directors to determine whether membership will continue or be terminated. T. Singh confirmed that a meeting will be organized, and the decision will be ratified at the next Board meeting.

14. **SOCIAL MEDIA QUESTIONS FROM STUDENTS**

- (a) *Study Week* – A student inquired whether there will be a study week this semester. **Response:** Study week will not take place for the fall and winter semesters. The fall semester commenced a week later than usual. The 4 R's Committee is considering the resumption of Study Week for the summer semester.
- (b) *Clubs Deadline* – A student questioned the deadline for submitting a club application. **Response:** The clubs application process will remain open for the duration of the year.
- (c) *Events* – A student asked where information on events can be obtained. **Response:** Centennial College events are posted on the college calendar and information on CCSAI events can be found on the CCSAI website and via social media platforms.
- (d) *Recordings of Previous Programming Events* – A student questioned where recordings of past CCSAI events can be retrieved. **Response:** Some event recordings have been uploaded to YouTube and Facebook.
- (e) *We Speak Student Webinar* – A student questioned where they could sign up to participate in the We Speak Student webinar. **Response:** The webinar on the domestic student health plan was already hosted and a recording of this session can be accessed via the CCSAI website.
- (f) *Student Participation* – A student inquired whether they are able to attend CCSAI Board meetings. **Response:** Meetings are streamed live on either Instagram, Facebook or YouTube and the Instagram chat platform is currently the best way for students to submit questions to the Board and participate.

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

- (a) *Progress* – T. Singh thanked the Board for their hard work and noted the progress that has been made over the past 6 months.
- (b) *Meeting Chair* – J. Bilakhia commended P. Kirlik and T. Graf for assisting with chairing the meeting.

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- (c) *Questions from Students* – T. Graf and A. Malik thanked students for participating and submitting questions and recommended that answers provided be posted on social media after the meeting in adjourned.
- (d) *IT Support* – T. Graf thanked B. Beamish, S. Saythong and A. Mushtaq for providing back-end support for tonight's meeting.

16. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday, November 3, 2020 at 4:30 p.m. via Zoom.

17. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 7:06 p.m. on Motion by T. Singh and seconded by A. Malik.

President – T. Singh

Executive Director/CEO – P. Kirlik