

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, October 6, 2020 at 5:00 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:	T. Ellul	-	Services Advisor
	D. Neil	-	AWC Services & Rental Manager
	B. Beamish	-	Manager, Communications & Events
	L. Reid	-	Event Coordinator
	S. Saythong	-	Technology & Logistics Coordinator
	K. Rajpaulsingh	-	Director, Student Life
	A. Mushtaq	-	Research & Advocacy Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, J. Bilakhia called the meeting to order at 5:01 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

J. Gutierrez 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. Malik the agenda was approved and adopted as presented. Motion carried (3-0-1).

5. **APPROVAL OF PREVIOUS MINUTES**

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

- (a) *Page 4, Item 9(a) Fees* – The first sentence is amended to read as follows: “Some students have expressed concern regarding being overcharged in programs and T. Singh met with **Hubert** to discuss this matter in detail.”
- (b) *Page 4, Item 9(d) College Town Hall Meeting* – The first sentence is corrected to read: “The College will host a Town Hall meeting on October **2**, 2020...”

On Motion by T. Graf and seconded by A. Malik it was,
RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, September 22, 2020 be accepted as presented. Motion carried (4-0-0).

6. **PRESIDENT’S REPORT** – T. Singh reported:

- (a) *SIER* – T. Singh attended a meeting with SIER to examine how to best support small and medium enterprises. Andrew Petrou and members of his team have been invited to attend the next Full Board meeting to introduce their department and explain campaigning for Support Local. All CCSAI working groups will have the opportunity to work on this exciting initiative to help support local businesses.
- (b) *Winter 2021 Ancillary Fees* – T. Singh and P. Kirlik met with J. Fisher to discuss winter ancillary fees.

- (c) *TEDx Centennial* – The event will take place on October 7, 2020 and B. Beamish and his team have helped with promotion through various social media platforms. A one-year subscription for Netflix is being offered as a prize for one student who registers to attend TEDx.
- (d) *Meetings* – T. Singh attended College Council, CCSAI working group meetings, met with representatives from the ARIEA Department, and attended the Town Hall on October 2, 2020. T. Singh also met with K. Rajpaulsingh, P. Kirlik and A. Mushtaq to discuss the various CCSAI services being offered to students and to ensure that there are no major overlaps.
- (e) *Student Artwork* – Students from Story Arts Centre and several design programs were asked to create art that expressed how they view the future of work. Selected pieces will be used for the academic plan and a \$500 honorarium will be awarded to students for their art pieces.
- (f) *eBooks* – T. Singh will seek out clarification regarding eBooks and fees and will provide the Board of Directors with an update when more information is received.

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

7. **CSA UPDATE** – J. Bilakhia reported:

- (a) *Colleges of Ontario* – The organization met with Colleges of Ontario to continue advocating for improved quality of education.
- (b) *Advocacy Summit* – The Summit will be hosted virtually from November 16 to November 19, 2020 and all Board members are encouraged to attend.
- (c) *Indigenous Student Working Group* – At this time, the organization is looking for a co-chair for the Indigenous Student Working group.
- (d) *Degree Program Cap* – The CSA and Colleges of Ontario are requesting that the government consider the cap on degree programs for Colleges.
- (e) *Courage to Act* – An article from the CSA was included in the September Courage to Act blog post. The article spoke about meaningful dialogue between student leaders and College administration.
- (f) *COVID-19 Survey* – The organization has launched a second COVID-19 survey to collect information on various issues related to the ongoing pandemic. Two participants will be awarded \$25 Amazon gift cards. The organization is working diligently to establish connections with non-member schools and the COVID-19 survey is helping in this regard.
- (g) *Mental Health and Wellness Session* – The CSA is hosting sessions for students with an expert in the industry.

8. **BOARD DEVELOPMENT OFFICER'S UPDATE** – J. Bilakhia reported:
- (a) *Welcome and Orientation* – J. Bilakhia assisted with welcoming new students and orientation. Following orientation, feedback was collected regarding how the orientation process can be improved.
 - (b) *Board Training Session* – J. Bilakhia attended the sessions on emotional intelligence and communicating like a leader. A Board meet-up was also held to discuss various important items.
 - (c) *Student Panel* – J. Bilakhia participated in the ACSLT student panel which provided students and Alumni of the College with an opportunity to talk about their journey and experiences at the College.
 - (d) *Virtual CCSAI Dinner* – Members enjoyed spending time together during the virtual CCSAI dinner event.
 - (e) *Director Spotlight Video Clips* – The videos were filmed and aired successfully and enjoyed by all.
 - (f) *Frosh Kits* – J. Bilakhia helped sign personal messages on cards that were included in the frosh kits sent to students.
 - (g) *Governance Proposal* – Several Board and staff members met to discuss the proposal and the budget has been approved.
 - (h) *We Speak Student Webinar* – J. Bilakhia attended the webinar and learned a lot about the current domestic student health plan.
 - (i) *Instagram Live Session* – The session provided an opportunity for students to ask questions via the live platform.
 - (j) *CSA* – J. Bilakhia attended all CSA meetings.
 - (k) *Meeting Agenda* – J. Bilakhia helped to craft the Full Board meeting agenda. Board members with proposed additions are requested to email P. Kirlik or J. Bilakhia before the meeting.
 - (l) *Working Groups* – The Advocacy, Research and Governance working group discussed urgent concerns received from students regarding Success Advisors. J. Bilakhia also attended the Programming working group meeting.
 - (m) *Appreciation* – J. Bilakhia thanked all staff and Board members for their hard work this past month.
 - (n) *Election Policy* – T. Singh inquired when changes to the draft Election Policy will be discussed and finalized. ***Action: J. Bilakhia is requested to provide an update regarding the Election Policy at the next Board meeting.***

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

9. **WORKING GROUPS UPDATE**

9.1 **Ancillary** – D. Neil reported:

- (a) *Meeting* – The last Ancillary Working Group meeting took place on September 29, 2020 and D. Neil and A. Malik are co-chairs.
- (b) *AWC Reopening Proposal* – The group reviewed the AWC safe reopening proposal that was submitted to the PCOTF group and positive feedback was received. The Steering Committee will now review the proposal.
- (c) *Fees* – Fees were discussed and questions were raised regarding whether it is appropriate to collect fees from students for the AWC for the upcoming winter semester. It was noted that P. Kirlik and T. Singh are in communication with ancillary services in this regard. The hope is that the facility will be permitted to reopen partially with various services offered.
- (d) *Online Services* – It was proposed that online services be improved upon for the Athletic and Wellness Centre. An ‘Ask the Trainer’ may be offered through the live chat platform as well as virtual one-on-one personal training sessions. In response to a query by T. Singh, it was explained that personal training would be a pilot program and the intention is to offer something comprehensive and valuable. A fee would be charged for services provided. It was further suggested that options for virtual fitness consultations be explored. A. Babbar noted that in the past the AWC offered free introductory training sessions for students and recommended that something similar be considered for new students.

9.2 **Student Services** – T. Ellul reported:

- (a) *Food Bank* – T. Ellul and P. Kirlik met with the contact that will be supporting the food bank program in early 2021 and discussed many of the challenges that institutions with food banks are facing during the COVID-19 pandemic. It is anticipated that a ‘food hamper’ program will be launched. In response to a query by T. Graf, it was confirmed that the intention is to open the food bank when the College enters Phase 2C with a ‘food hamper’ program and the link to use the Daily Bread Food Bank software. Pick up may be by drive through with appointment times.
- (b) *Legal Counsel and Graduation Photos* – The offering of these two services ‘in person’ has been postponed, however if the AWC proposal is accepted, options will be reconsidered and reviewed again in the winter. Virtual services with lawyers are still being facilitated.
- (c) *Buy Local* – The campaign is underway, and A. Petrou will be invited to a future Student Services working group meeting to provide an overview and answer questions.

- (d) *Real Campus* – A five-part mental health initiative with Real Campus has commenced and sessions provide great resources for students. Both domestic and international students can participate.
- (e) *We Speak Student Webinar* – The webinar was informative and well attended. A. Malik inquired whether a similar information webinar could be hosted for the international student health plan. T. Ellul explained that the CCSAI does not oversee the international student health plan. ***Action: T. Ellul is requested to liaise with the International Department regarding potential webinars for the international student health plan.***
- (f) *Food Security and Supply Chain* – T. Ellul participated in a webinar on food security and supply chain, noting that food security is a basic human right. It was reported that about 4.4 million Canadians are experiencing food insecurity. The COVID-19 pandemic has illuminated the challenges to put food on shelves and buying from local farmers is encouraged.

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

- (a) *Meetings* – The group meets on a weekly basis on Tuesdays at 1:00 p.m. and meetings are conducted in two, 45-minute segments. The first segment is open to the attendance by any member of the organization. B. Beamish and T. Graf co-chair these meetings.
- (b) *Frosh Kits* – Approximately 850 packages were sent out to students and registration is now closed. Packages have been very well received.
- (c) *Engagement Survey* – The organization received 1,224 responses and will now work on organizing and reviewing the data gathered. T. Singh thanked B. Beamish for his efforts with promoting the engagement survey as the organization is determined to be more data driven.
- (d) *Wellness Events* – Many exciting virtual events have been planned to help promote wellness services, including Ask a Therapist, live fitness classes etc. A wellness week will also be organized with CALCS in December, 2020.
- (e) *Homecoming* – The CCSAI has traditionally worked with ODAE at the CCAA to host Homecoming. This year, various virtual sessions will be held from October 13, 2020 to October 17, 2020. The main event will take place on October 16, 2020 and will feature a live band, magicians and fortune tellers. The sessions will be promoted via social media platforms and the CCSAI website. In response to a query by T. Singh, it was explained that students can register via Eventbrite.
- (f) *Future Planning* – Options for hosting a paint night, Diwali event, DJ night etc. are being considered.

9.4 **Advocacy, Research and Governance** – A. Mushtaq reported:

- (a) *Advising Counsel* – There were 21 applications received. The group agreed upon a criterion to grade applications. A short list of candidates will now be determined.
- (b) *Surveys* – The Elections survey and the Pillars survey have now closed, and data collected will be shared with the group once it has been analysed. The organization is working diligently to ensure that data collected is appropriately shared with shareholders, there is no duplication of efforts, and students are not overwhelmed with the amount of surveys they are being asked to respond to.
- (c) *Advocates* – The Advocates have been doing a wonderful job advocating for students and interacting with professors.
- (d) *Meetings* – The group meets every other Friday at 11:30 a.m.
- (e) *By-Laws* – A. Malik inquired whether the review of By-laws is the responsibility of the working group and questioned whether there is any language on the hosting of virtual meetings in the By-laws. This will be taken into consideration when the By-Laws are reviewed with Catherine.

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

- (f) *By-Law Revisions* – J. Bilakhia recommended that by-laws be revised to ensure compliance for the hosting of virtual meetings. T. Singh explained that the current by-laws do not state that meetings must be held in person.

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

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

- (a) *Reopening Proposal* – The proposal was submitted, and a response from the 4R Steering Committee is forthcoming. Board members and staff were thanked for their hard work to craft this detailed proposal. After the initial reopening proposal has been accepted, the adding of additional services and offerings such as graduation photos, food bank etc. can be considered. This is an ongoing and organic process.
- (b) *Orange Shirt Day* – The event was a great success and Board members were thanked for their participation.
- (c) *Information Interviews with Colleges* – Five interviews were conducted and an additional six interviews have been scheduled. The interviews have provided an opportunity to gather important ideas and feedback, particularly for how elections will be held this year in light of COVID-19.

- (d) *Governance Review* – A governance review is in progress and proposed changes will be brought to the Board for consideration and approval. Suggestions include adjusting the frequency of meetings, addition of policy language for missing meetings, compliance etc. Changes would need to be approved at the next Annual General Meeting.
11. **CENTENNIAL COLLEGE UPDATE** – K. Rajpaulsingh reported:
- (a) *Reopening Proposal* – The Board was thanked for their efforts to draft the limited reopening proposal and await the response of the 4R's Committee.
- (b) *Student Experience Officer* – It was reported that Dana who has worked closely with CCSAI Advocates for several years is no longer with the College and efforts are underway to fill her role.
- (c) *Town Hall* – T. Budek extends her appreciation to the Board of Directors for their involvement and support with the Town Hall. Many excellent questions were raised and are being taken into consideration by the College for future programs. A recording of the event is available for students who were unable to attend.
- (d) *Anti-Black Racism* – A session on anti-black racism is being hosted on October 23, 2020 and registration is through the Experience Centennial App.
- (e) *Inquiries from Students* – The College is actively responding to the many questions received from students since the onset of the fall semester. The International Department, on behalf of the College, is navigating information regarding the international student attestation project. Board members who are contacted by international students in this regard can instruct them to liaise with K. Rajpaulsingh or the International Department.
- (f) *COVID-19* – As cases in Ontario continue to rise, the College continues to update procedures and rules for students who need to come on campus. A social media campaign has launched to encourage students to help mitigate the spread of the virus. T. Singh questioned whether there are provisions for students who must miss classes or labs because they have COVID-19 symptoms. Students would work with their program coordinator, Chair or Dean to arrange accommodations on a case by case basis.
- (g) *Tuition* – T. Singh noted that Sheridan College is offering a tuition refund for students who are unhappy with the quality of virtual education and questioned whether Centennial would consider something similar or reduce tuition fees. K. Rajpaulsingh noted that there are no such plans at this time.

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

At this point a two-minute break was held and the meeting resumed at 6:12 p.m.

13. **INSTAGRAM LIVE QUESTIONS**

- (a) *Health Plan* – A student submitted a question through the live chat regarding the student health plan opt in/out deadline. **Response:** There are six days left to opt in or out. Further information can be obtained from the We Speak Student website under the page designated for Centennial College.

14. **FOR THE GOOD OF THE BOARD**

- (a) *Instagram Live* – T. Graf thanked the Board for incorporating time to answer students' questions received through the live Instagram feed.
- (b) *Appreciation* – T. Singh thanked the Board of Directors and staff members for their continued efforts, particularly with the collection of responses for the Engagement Survey.

15. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday October 20, 2020 at 4:30 p.m. via teleconference.

16. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 6:30 p.m. on a Motion by T. Singh and seconded by T. Graf.

President – T. Singh

Executive Director/CEO – P. Kirlik