

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, September 8, 2020 at 6:30 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:	T. Ellul	-	Services Advisor
	B. Beamish	-	Manager, Communications & Events
	A. Mushtaq	-	Research & Advocacy Coordinator
	D. Neil	-	AWC Services & Rental Manager
	L. Reid	-	Event Coordinator
	S. Saythong	-	Technology & Logistics 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 6:32 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

P. Verma read the land acknowledgment statement.

3. **CONFLICT OF INTEREST**

There were no conflicts of interest to declare.

4. **APPROVAL OF AGENDA**

On Motion duly made and seconded, the agenda was approved and adopted with the following amendment:

- Centennial College Update to be presented by **P. Kirlik**

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 August 25, 2020 that were previously circulated for review.

- (a) *Page 3, Item 7(c) Pillar Building Exercise* – The second sentence is amended to read as follows: “**P. Kirlik and A. Mushtaq** will be reaching out to past Board members and the student body...”
- (b) *Page 3, Item 7(e) Health Plans* – The first sentence is corrected to read: “**T. Singh met with K. Rajpaulsingh, A. Mushtaq, P. Kirlik and Rick** regarding the international student health plan.”
- (c) *Page 6, Item 6(e) Disability Parking* – The section is amended to read as follows: “**T. Graf inquired regarding disability parking spots at the Bombardier Centre. Action: P. Kirlik is directed to liaise with Facilities to obtain clarification with respect to disability parking spots and signage.**”
- (d) *Page 9, Item 14(a) Audience Question* – The second last sentence is corrected to read as follows: “**J. Bilakhia further noted that the students can provide feedback to Advocates**”, and the last sentence is **deleted**.

On Motion by T. Singh and seconded by A. Malik it was,
RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, August 25, 2020 be accepted as amended. Motion carried (5-0-0).

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

- (a) *Full Time Staff Meeting* – T. Singh explained that the Board met with full time staff members and enjoyed a virtual potluck event.
- (b) *Leaders for Leaders* – The final two sessions of the Leaders for Leaders training were successfully completed.
- (c) *CSA Meeting* – Several Board members attended the CSA meeting with T. Singh and it was explained that the organization provided answers to many of the questions raised by the CCSAI. A vote was also conducted to approve the new fee structure and further clarification was provided in this regard. The CCSAI will be submitting a letter of intent to the CSA which will protect the organization with respect to payment for membership in subsequent years.
- (d) *Focus Group* – T. Singh and T. Graf participated in a focus group organized by College Counsel where the SWOT framework and strategic enrolment management were considered, to identify current strengths and weaknesses particularly in light of the ongoing pandemic situation. In response to a query by T. Graf, it was noted that there may be more focus groups hosted in the future.
- (e) *Welcome Video* – A welcome video was successfully filmed and will soon be broadcasted for students.
- (f) *Meetings* – T. Singh attended numerous meetings including all working group meetings, Presidents' meeting, DrinkSmart etc.

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

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

- (a) *CSA President* – It was explained that the organization's President was in the news and was able to address the various needs for financial relief this fall.
- (b) *COVID-19 Information Sheet* – A live document has been prepared with current information related to the ongoing pandemic during the back to school season.
- (c) *Sexual Violence Prevention* – The CSA is looking for students who are passionate about preventing sexual violence and ending gender-based violence at post-secondary institutions.
- (d) *Policy Committee* – A. Malik is now a member of the CSA Policy Committee.
- (e) *Colleges of Ontario* – CSA met with the organization in order to discuss collective priorities for the upcoming year in light of the COVID-19.

- (f) *Pandemic Academic Relief Town Hall* – The meeting was hosted on September 3, 2020 with a local MPP in attendance. T. Graf inquired into student participation at the meeting. **Action: J. Bilakhia will gather further information regarding student attendance and participation at the Town Hall.**

8. **BOARD DEVELOPMENT OFFICER UPDATE** – J. Bilakhia reported

- (a) *Full Board Meetings* – J. Bilakhia is responsible for drafting the agenda for Full Board meetings along with T. Singh and P. Kirlik.
- (b) *Advocacy Interviews* – The second round of interviews took place this month and J. Bilakhia assisted with the selection process. Advocates in attendance were warmly welcomed.
- (c) *CSA Working Group* – The group is examining how meetings are to be hosted in the upcoming months.
- (d) *Library and Learning Centre Staff Meeting* – The meeting provided an opportunity to discuss accomplishments as well as concerns.
- (e) *Orientation* – J. Bilakhia joined the student panel for orientation and thoroughly enjoyed the experience. All members are encouraged to participate in the next panel that will take place at 6:00 p.m. on September 10, 2020.
- (f) *Advocacy, Research and Governance Working Group Meeting* – J. Bilakhia is the co-chair of the working group.
- (g) *Pillars of CCSAI* – The Board has successfully outlined five unique pillars that will be worked on this year.
- (h) *Policy Meeting* – J. Bilakhia, P. Kirlik, T. Singh and A. Mushtaq are considering ways in which CCSAI policies can be revised and are seeking to engage a consultant to assist in this regard.

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

9. **WORKING GROUPS UPDATE**

9.1 **Ancillary** – D. Neil reported:

- (a) *Co-Chairs and Meetings* – A. Malik and D. Neil are co-chairs and meetings will be held once per month moving forward. The next meeting will take place on October 2, 2020.
- (b) *Services* – The working group is closely reviewing ancillary services to best determine optimal protocols and processes.

- (c) *Provincial Guidelines on Gathering* – The pandemic situation continues to evolve and gathering restrictions for indoor spaces were recently amended. Guidelines will be reviewed regularly for the planning of any events.
- (d) *Curb Side Pick-Up Options* – It was explained that the proposal to establish a curb side pick-up program for gym equipment from the AWC as well as food from the Union Bar and Grill has been refused. A proposal for a partial reopening in Phase 3 is in the process of being drafted.
- (e) *SharePoint* – The platform will continue to assist the working group with the collection of proposals and ideas in one central location.

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

- (a) *Legal Counsel* – The group is working towards bringing a lawyer back on campus for students. In response to a query by T. Graf regarding which campus legal counsel would be located at, it was explained that the zoom platform is currently being utilized for appointments, however service has been reduced in half due to new methods and some technological difficulties. A hybrid program may be considered that would see a mix of virtual and in-person service. In person appointments will likely only be available at Progress Campus.
- (b) *Graduation Photographs* – The goal is to organize an opportunity for students to safely have graduation photographs taken by a photographer on campus.
- (c) *Used Book Link* – Expanding the used book program available through the CCSAI website by implementing a buy, sell, trade program is being discussed.
- (d) *Tax Clinic* – The group will closely examine options for enhancing the current tax clinic framework and potentially training some students to assist with tax filing. The service will continue to be free for students.
- (e) *Proposal* – **Action: T. Ellul is requested to send the noted proposal to D. Neil for submission to the 4R Steering Committee.**

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

- (a) *Frosh and Home Series* – B. Beamish explained that the series will kick off on September 14, 2020 with a Student Mixer. Wellness events will be hosted on Wednesday, September 16, 2020 in partnership with Athletics and Wellness. The first episode of CCSAI Games will also launch on September 16, 2020. A scavenger hunt has been planned for September 17, 2020 and the week will end with a fun DJ Bingo event. The events will be accessible to students via Instagram and/or Zoom and the calendar for these events is available on the CCSAI website.

- (b) *External Email to New Students* – It was noted that an email introducing the CCSAI to the incoming class was unable to be received successfully. The email will be sent again this week from within the College's network.
- (c) *Frosh Kits* – The kits will include exciting items including a t-shirt, handbook, mask etc. In response to a query by J. Bilakhia it was noted that kits are not only for new students, however there is a limit on the number of kits as well as some limitation on requests from students outside of Canada. The intention is to distribute frosh 1,000 kits. It was noted that there is a link for students to sign up to receive kits.
- (d) *Board Spotlight Videos* – Short video clips will be recorded this week to produce exciting content for videos introducing Board members to the student population. Videos will be released throughout the school year.

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

- (a) *Meetings* – Meetings will now be held bi-weekly and the next meeting will take place on September 15, 2020.
- (b) *International Student Insurance* – The group is closely considering concerns regarding international student insurance and a meeting will be hosted with the College in the near future in this regard.
- (c) *Surveys* – As there are a significant amount of surveys being distributed to students by the College, particularly in light of the COVID-19 pandemic, the group is looking to ensure that surveys are unique and content does not overlap with what has already been crafted by the College.
- (d) *Prize Budget* – Options for the proper utilization of the prize budget will be discussed in detail.
- (e) *Communications Classes* – The group has discussed opportunities for communication classes for subjects like English and math.
- (f) *Policy Review* – T. Singh, A. Mushtaq, P. Kirlik and J. Bilakhia are actively reviewing CCSAI policies with the assistance and guidance of a third-party facilitator.
- (g) *ARG Working Group Promotion* – In response to a query by T. Singh, it was noted that 11 application have been received for the Advising Council. ***Action: B. Beamish is requested to enhance promotion for the ARG Working Group on the CCSAI website and on all Social Media Platforms.***

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10. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik reported:
- (a) *Wage Subsidy* – The organization will continue to apply for the wage subsidy.
 - (b) *Draft Operating Budget* – A copy of the budget will be provided to T. Singh tomorrow for review and consideration.
 - (c) *Election Policy Survey* – The survey has circulated, and 11 responses have been received to date.
 - (d) *Pillar Survey* – The survey was drafted and now requires Board approval prior to distribution.
 - (e) *Full Time and Part Time Staffing Survey* – P. Kirlik and A. Mushtaq are working to produce a comprehensive survey that will be sent to various Colleges in the province to obtain information regarding operating budgets, full time and part time staff salary ranges, honorarium ranges etc. In response to a query by T. Graf regarding the drafting of the operating budget, P. Kirlik explained that information obtained from the survey will provide opportunity for comparison and any necessary changes. T. Singh further noted that it may prove beneficial to draft and approve the CCSAI fiscal budget in advance in the future.
 - (f) *Meetings* – P. Kirlik provided a broad list of the various staff, Board and working group meetings she attended in the past few weeks and confirmed meeting with T. Singh weekly.
 - (g) *DrinkSmart* – It was reported that Laura from DrinkSmart will be invited to an upcoming working group meeting to deliver information regarding the wide range of resources available to the organization.
 - (h) *Leadership Training Framework* – The framework will continue to be enhanced and improved upon with more training sessions organized in the future.
 - (i) *Welcome Ambassador* – P. Kirlik volunteered as a welcome ambassador at both Progress and Ashtonbee campuses and assisted in packing the welcome bags.
 - (j) *COVID-19 Second Wave Business Continuity Planning* – B. Beamish and P. Kirlik will be submitting a proposal to the College.
 - (k) *Office of Alumni and Engagement* – T. Singh and P. Kirlik were interviewed by the office of Alumni and Engagement and were able to highlight the CCSAI contribution to student bursaries in the amount of \$276,921.

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11. **CENTENNIAL COLLEGE UPDATE** – P. Kirlik reported:
- (a) *Orientation* – Online orientation is underway and will continue next week.
 - (b) *Online Modules* – Online curriculum modules have been finalized and K. Rajpaulsingh will provide the Board of Directors with further information in this regard at the next full Board meeting.
 - (c) *Locker Cleanout* – Students are permitted to clean out their lockers until the end of this week.
 - (d) *Grade Appeal Clinics* – Advocates continue to provide assistance with grade appeals.
 - (e) *Student Life and Athletics* – Activities will continue online throughout the fall.
 - (f) *Social Distancing, Communication to Students* – The College will continue to send out information to students on social distancing.
 - (g) *Success Advisors* – J. Bilakhia noted that some students have been unable to reach Success Advisors as various online platforms are being utilized and instructions unclear. ***Action: P. Kirlik is directed to obtain clarification regarding the manner by which students can liaise with Success Advisors.***
12. **OTHER BUSINESS/ACTION ITEM FOLLOW UP**
- (a) *OSAP, Bombardier Centre* – T. Graf reported that many students have concerns with OSAP and the payment of tuition fees. CSA has been contacted in this regard however assistance is only provided on a case by case basis. P. Kirlik explained that concerns must be documented in order to be brought directly to the attention of Financial Aid.
 - (b) *Meeting Minutes* – In response to a query, it was noted that meeting minutes will be uploaded to the CCSAI website.
 - (c) *International Student Insurance Policy* – A. Babbar expressed concern regarding the international student insurance policy as some claims were not suitably reimbursed. J. Bilakhia confirmed that this matter will be discussed at an upcoming ARG Working Group meeting. B. Beamish reiterated that students are to use the online suggestion box. Following pertinent discussion, it was noted that webinars will be organized to help familiarize students with domestic and international student insurance policies.
 - (d) *Welcome Cards* – B. Beamish explained the manner by which the Board will sign the welcome cards.

- (e) *Advocates* – In response to a query by T. Graff, G. Khadarro and J. Gutierrez provided a brief summary of their experiences as Advocates thus far.
- (f) *Ashtonbee Campus* – P. Verma inquired whether students' voices at Ashtonbee are being heard as there is no CCSAI representation for the campus as this time. T. Singh explained that the virtual suggestion box and live sessions with the President are providing Ashtonbee students with an opportunity to connect. As the demographics of the campus tend to differ from the others, it has often proved challenging for Ashtonbee students to participate and engage with the CCSAI. The hope is to fill the vacant Board position once the fall semester begins. Following discussion, it was suggested that Board members get involved with the welcome ambassador program at Ashtonbee and that posters be printed and put up at the campus to help introduce students to the CCSAI.

13. **FOR THE GOOD OF THE BOARD**

- (a) *Board Dinner* – T. Singh thanked members for a productive meeting and noted having thoroughly enjoyed the in-person dinner with fellow Board members.
- (b) *Other Business* – T. Graf conveyed the benefit of including the 'Other Business' section for discussion at Full Board Meetings.
- (c) *Meeting Chair* – D. Neil praised J. Bilakhia for his ability to chair professionally and with confidence.
- (d) *Radio Interview* – J. Bilakhia noted having been interviewed on the radio on the weekend and was able to share about his experience as a student leader and to encourage others to do the same.

14. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Tuesday, September 22, 2020 commencing at 6:30 p.m.

15. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 7:50 p.m. on Motion duly made and seconded.

President – T. Singh

Executive Director/CEO – P. Kirlik