

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Thursday, August 26, 2021 at 1:30 p.m.
Held via Zoom and in-person at Story Arts Centre

MINUTES

Present:	T. Singh	-	President
	K. Nixon	-	Vice President, Ashtonbee Campus
	P. Verma	-	Vice President, Morningside Campus
	T. Shah	-	Vice President, Progress Campus
	C. Dzib	-	Vice President, Story Arts Centre
	C. Cruz	-	Vice President, Bombardier Centre
	S. Balodi	-	Advocate
	G. Khadarro	-	Advocate
	P. Kirlik	-	Executive Director/CEO
	A. Shaikh	-	Advising Council
	S. Preet	-	Advising Council
R. Naidu	-	Advising Council	
Staff:	D. Ip Yam	-	Ex-Officio Member/Dean of Students
	D. Neil	-	AWC Services & Rental Manager
	A. Mushtaq	-	Research & Advocacy Coordinator
	Lisa Pargetter	-	Recording Secretary, MinuteTakers Inc.
Guests:	Jason Baryluk	-	Director of Advocacy, CSA
	Eli Ridder	-	Vice President, CSA
	Trevor Potts	-	Research & Policy Analyst, CSA

*Motions will include the count of votes for, against and abstentions. The count will be shown as follows:
(FOR – AGAINST – ABSTAINED).*

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, the President called the meeting to order at 1:33 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

K. Nixon read the land acknowledgment statement.

3. **CONSENT AGENDA**

On Motion by C. Dzib and seconded by P. Verma it was **RESOLVED THAT the following items as contained in the Consent Agenda of August 26, 2021 be duly approved and adopted:**

i) **Conflict of Interest**

ii) **Approval of Agenda**

iii) **Approval of the Minutes from last meeting dated July 22, 2021 (as amended).**

Motion carried (6-0-0).

4. **ADVISING COUNCIL** – A. Mushtaq reported:

(a) *Advising Council* – A. Mushtaq welcomed the members of the Advising Council and the members took a moment to introduce themselves.

5. **POLICY APPROVALS** – A. Mushtaq reported:

5.1 **Student Initiative Fund Policy**

(a) *Student Initiative Policy* – The Student Initiative Policy will give Centennial students the ability to apply for funding for any social justice initiative to serve Centennial or globally. A. Mushtaq provided an overview of the policy and no queries were raised.

On Motion by P. Verma and seconded by T. Shah it was **RESOLVED THAT the Student Initiative Fund Policy as prepared by the Governance Committee be approved as presented.** Motion carried (6-0-0).

5.2 **Board Meeting Policy**

(a) *Board Meeting Policy* – The Board Meeting Policy outlines how the Board and Committee meetings will run, both in-person and virtually. C. Dzib questioned if the policy includes the Full Board in-camera minutes. A. Mushtaq stated that no, it does not, but an In-Camera Meeting Minute Policy will be drafted.

On Motion by P. Verma and seconded by K. Nixon it was **RESOLVED THAT the Board Meeting Policy as prepared by the Governance Committee be approved as presented.** Motion carried (6-0-0).

5.3 **Advising Council Policy**

- (a) *Advising Council Policy* – There were a few changes made to this Policy. A. Mushtaq provided an overview of the Policy with no queries raised.

On Motion by K. Nixon and seconded by P. Verma it was

RESOLVED THAT the Advising Council Policy as prepared by the Governance Committee be approved as presented. Motion carried (6-0-0).

5.4 **Policy Review Policy**

- (a) *Policy Review Policy* – A. Mushtaq provided an overview of the Policy Review Policy noting that all policies will be reviewed on an annual basis. No queries were raised on the policy.

On Motion by K. Nixon and seconded by P. Verma it was

RESOLVED THAT the Policy Review Policy as prepared by the Governance Committee be approved as presented. Motion carried (6-0-0).

6. **COLLEGE STUDENT ALLIANCE DISCUSSION**

Jason Baryluk, Director of Advocacy, Eli Ridder, Vice President and Trevor Potts, Research & Policy Analyst with the College Student Alliance (CSA) joined the meeting at 1:55 p.m. to obtain information on any concerns raised within the Centennial community or any perceived problems that may be seen in the new school year. Highlights are noted as follows:

- (a) *Return to Campus Anxiety* – C. Dzib noted that some students may feel anxious to return to campus. Vaccination status of other individuals is also of concern. Lastly, there is concern regarding the behaviour that some students might take while on campus. C. Dzib also wishes to ensure that mental health support is available for students.
- (b) *Locker Cost* – C. Cruz noted that there will now be a charge to use lockers at the Bombardier Centre. It was queried if there is any way that the use of lockers can be complimentary. It was noted that lockers are a service that the College offers and will have to be raised with Centennial.
- (c) *OSAP and Online Schooling* – K. Nixon is hearing concerns with applying for OSAP, students are not sure how to navigate the system and the funds are not fully available. Another concern is if students who refuse to be vaccinated can be offered an online course option. J. Baryluk stated that there is a lot of anxiety around vaccinations and this is a problem as it does not promote an inclusive community. Some people are not able to be vaccinated because of religious or health reasons.

- (d) *International Student Fees* – P. Verma stated that the international student fees are a concern. T. Singh agreed and stated that this is a long-standing issue and there is a perceived notion that international students are wealthy. It was queried what can be done regarding the international student fees. J. Baryluk stated that international fees continue to be a concern and has been for decades. The Federal Government has continued to reduce the post-secondary student funding, which is making it challenging for colleges and universities across the country. The CSA is working on a plan to present to the government, but it is going through the approval process. P. Verma stated that domestic students are also struggling to pay the College fees. J. Baryluk stated that federal election voting information is being sent to student associations. If students are not able to vote, volunteering is also an option. It was suggested that students review the post-secondary student plan information on the different federal political party websites. A lot of the provincial student plans are not in place as the provincial election is not until 2022.
- (e) *Textbooks and International Travel* – R. Naidu raised the cost of textbooks noting that they are extremely expensive. It was queried if it is possible for students to either have a lower cost option or not make it a requirement for students to purchase textbooks. Another concern for international students, in particularly those from India, is ensuring they are able to enter Canada before school starts. The cost to travel is also a concern as the flight costs are high. J. Baryluk stated that the travel ban from some countries is something that the CSA is monitoring and College will be kept up to date in this regard. Regarding textbooks, the CSA is looking at an accessible textbook format through Open Resources Books.
- (f) *Jobs* – C. Dzib queried if the government will promote non-discriminatory hiring practices for international students. It was queried how international students can find work following their graduation as many students rely upon employment in order to maintain their visa status. J. Baryluk stated that this is a big concern of the CSA and finding jobs for international students will be very hard. The Government has been asked to start incentives for new hires. The government likes to talk about supporting businesses, but students (international and domestic) need to be supported as well. This is an ongoing concern and updates will be sent to the CCSA.

J. Baryluk, T. Potts and E. Ridder were thanked for their time and disconnected at 2:26 p.m. A brief break was taken and the meeting resumed at 2:32 p.m.

7. **RETURN TO CAMPUS**

Donna Neil, Manager, Athletics & Wellness Centre Services & Rentals was welcomed to the meeting to provide an update on the return to campus. Highlights are noted as follows:

- (a) *Athletic & Wellness Centre (AWC)* – The AWC will officially reopen on September 7, 2021. An AWC website was created for members to schedule an appointment time to use the Centre. The current capacity of the AWC is 90 people plus staff, and this is a conservative number. D. Neil provided an overview of the website and how one can schedule a time to use the AWC. Members can only schedule one time to use the fitness centre per day. Health screening is required before attending the Centre along with the student's MyCard and/or government photo ID. Once the website is live, information will be sent to the CCSAI members.
- (b) *Other Campus Information* – T. Singh asked if fitness centre information is available for the other campuses. The AWC is at Progress Campus. Some facilities close to the other campuses will be linked to the AWC website. A&R operates on Fusion as well, but it cannot be linked to the AWC site. D. Neil does not have specific information for the other campuses.
- (c) *AWC Ingress/Egress* – T. Shah noted concern with the flow into and out of the AWC between the clinic and students. D. Neil stated that there should not be a problem with the flow as staff and signage will be in place throughout the AWC. There is no interaction between students and the clinic. The temporary access to the fitness centre through the rear of the AWC will bring individuals right into the fitness centre. The regular access doors have to remain open in case of emergencies. T. Shah queried if the fitness rooms have to be booked individually. D. Neil stated that the fitness rooms are closed for the time being, but may be opened at a later date.

D. Neil was thanked for her time and disconnected at 2:52 p.m.

8. **MEMORANDUM OF UNDERSTANDING** – D. Ip Yam and P. Kirlik reported:

- (a) *Memorandum of Understanding* – P. Kirlik outlined that an MOU is in place between CCSAI and Centennial College. The MOU documents the relationship between the College and CCSAI, outlines responsibilities, relationship, etc. The MOU is being reviewed as it has not been updated in 2018. T. Singh clarified that the MOU is being reviewed as part of Project Transform and will be finalized by the end of the project. In response to a query from C. Dzib, T. Singh confirmed that the most recent MOU was sent to the Board.
- (b) *Board Review* – T. Shah queried if the Board will be able to review the MOU and raise concerns. P. Kirlik confirmed that the Board will have an opportunity to review the MOU after D. Ip Yam has reviewed it. A. Mushtaq is creating a SharePoint folder and the MOU will be added to the folder along with the policies that were approved in the meeting today. D. Ip Yam stated that it would be good for the Board to review the overall hopes of the CCSAI when reviewing the MOU and overall expectations for the MOU.

9. **VACCINATION POLICY BOARD DISCUSSION**

- (a) *Vaccine Policy* – T. Singh noted that, since the last meeting, the College has made vaccinations mandatory to return to campus with acceptable exemptions. D. Ip Yam confirmed that the Ministry has required post-secondary institutions to have a vaccination policy in place. The College has mandated that proof of vaccination status is required for all students, staff, contractors and visitors to the College. For those who are not fully vaccinated, screening and testing is required. The College strongly urges eligible community members to schedule their vaccinations before the start of the school year.
- (b) *Partially or Unvaccinated Students* – K. Nixon wondered what will happen for those who have one vaccine and are not able to get a second dose before the start of school. K. Nixon also queried what will happen to the students who refuse to be vaccinated and what are their options to access education. D. Ip Yam stated that those who are not fully vaccinated will participate in screening and testing. Those who refuse to be vaccinated will need to provide regular proof of a negative test, participate in regular screening, etc.
- (c) *Testing* – C. Dzib appreciates that the College is taking testing into consideration but questioned if the tests and medical support will be provided to students. C. Dzib also questioned if students will have an opportunity to learn how to do the testing. D. Ip Yam stated that an operational team is looking into how students can be medically supported on campus. There is a self-administered and a rapid antigen test that is conducted by a trained individual. The College is looking into all the different testing options. T. Singh questioned if on-site testing will take place or off-site. D. Ip Yam stated that the College is looking at on-site testing.
- (d) *Vaccine Type* – G. Khadarro wondered in terms of vaccination, if the College will recognize all vaccines. D. Ip Yam noted that the federal, provincial and municipal guidelines have to be followed. The College will communicate where Centennial stands regarding vaccinations. International students are encouraged to reach out to their health care providers to discuss options regarding Health Canada approved vaccinations.
- (e) *Campus Experience and Vaccine Discrimination* – S. Balodi questioned what can be done for students who completed their full programs in a virtual format, but did not have an opportunity to have the on-campus experience. Concern regarding vaccine discrimination on campus was also raised. T. Singh noted that in-person convocations will be scheduled when possible. T. Singh suggested that the CCSAI invite recently graduated students to events on campus. The CCSAI has communicated that discrimination on campus is a concern.
- (f) *Campus Vaccine Clinics* – A. Shaikh questioned if there will be an opportunity for international students to become vaccinated when they arrive on campus in Canada.

(f...) D. Ip Yam stated that thanks to the Scarborough Health Clinic will continue to operate. The College is conversing with Toronto Public Health and Scarborough Health Network. to help with setting up mobile clinics for anyone who wishes to be vaccinated.

(g) *Testing Cost* – G. Khadarro questioned who will pay for the on-campus testing. D. Ip Yam stated that the government has a program in place that testing will be complimentary while supplies last. The College has ordered as many tests as it can and it is hoped that the complimentary testing program will continue.

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

(a) *Progress Student Centre* – P. Kirlik outlined the Progress Student Centre hours. The Main Ballroom is open from 9:00 a.m. until 2:00 p.m. and is being used by the vaccination clinic. The food bank will operate inside on Tuesdays and Thursdays. The front desks at all other campuses will be open, but the student spaces, such as the learning labs, are not open. Once Ontario moves to 3A of the Roadmap to Reopening, more services will open.

(b) *Meeting with College President* – P. Kirlik spoke with Craig Stephenson, Centennial College President and CEO, who extended his congratulations and greetings to the CCSAI Board of Directors. Once everyone returns to campus a meeting will be scheduled with C. Stephenson.

(c) *Updates* – A transfer was received from the College for student's activity fees. Part-time CCSAI staff have returned to the campus. There was a change in to the mental health provider, but not the support in place. A survey is being sent to students in this regard. Health insurance for international students is through the International Department.

11. **PROJECT TRANSFORM UPDATE** – P. Kirlik reported:

(a) *Project Transform Update* – P. Kirlik outlined that Project Transform is 49.6% complete and is scheduled to be finalized on January 19, 2022. Brand voice, a digital communication assessment, and digital strategy will be completed by a consultant; the consultant will be selected by the end of August 2021. The CCSAI is AODA compliant. A review of all policies, letters of employment will be reviewed. All CCSAI full-time staff have been on-boarded using BambooHR software to formalize the HR structure. A compensation analysis will be looked at the next Board meeting. An organization review is ongoing and a performance enablement program is being developed. The by-law and 17 policies are or have been reviewed and will be approved in time for the January 2022 AGM. P. Kirlik is performing a broad comparative review of 246 colleges and universities. A student satisfaction and demand survey will be created and circulated in September 2021. P. Kirlik has completed a comparative analysis of Sheridan and Mohawk Colleges and a review of Humber, Seneca and George Brown Colleges will be completed by the end of September, 2021.

- (a...) Between 50 and 60 students will be hired to support operations and programs; co-op students, operations staff, WC staff, guest services, engagement and event staff, content creators and food services.
- (b) *Risks* – There has been no change in scope or deliverables. The return to campus will change how CCSAI operates. Risks include the new Director's learning curve, workforce changes, lack of continuity, ensuring the College provides the resources needed, and a change in government policies to ensure the CCSAI is fully-funded.
- (c) *Next Steps* – Two more deep dives into HR and technology will be performed. A dashboard to review project successes will be reviewed, a budget update conducted, and continued discussions with Sean Kinsella Director of the Eighth Fire to explore and understand the work in the lens of indigenization. The Board needs to identify any risks, considerations and clarify communication needs.
- (d) *AODA Acronym* – In response to a query, it was explained that AODA is the Accessibility for Ontarians and Disabilities Act.
- (e) *Communication* – T. Singh queried what a good balance of communication of information is for the Board with respect to Project Transform and requested members feedback. **Action: The Board members are asked to connect with T. Singh with information on how much the communication the Board wants regarding the project.**

12. **CENTENNIAL COLLEGE UPDATE** – D. Ip Yam reported:

- (a) *College Update* – The College is working on the vaccination policy and looks forward to welcoming back many students in the fall. There have been a lot of questions regarding how students will be engaged, on campus, virtually or both. Student timetables are available on MyCentennial. With respect to hyflex courses, students should contact their faculty member for information on how to attend classes. Some courses are testing the hyflex learning model starting in September 2021. In response to a query, yes, the College is now offering hyflex courses. **Action: D. Ip Yam will confirm the number of hyflex courses.**
- (b) *e-Centennial* – There is an online training course and pre-screening that must be completed before attending campus on e-Centennial. Proof of vaccines will also be submitted through the Campus Safety Watch app. Masks will be required on campus. Proof of vaccine and how to access testing will be added to the entry portal.
- (c) *Campus Services* – Unless public health protocols change, campus services will be in person. Staff will be rotated on and off campus for in person and virtual services. It is believed that the College will offer 30 to 40% of its courses on-campuses.

- (d) *OSAP Queries* – It is recommended that students contact student financial services to update the requirements or take a look at the OSAP portal. C. Dzib wants to ensure student support, particularly financial support, is available on campus.
- (e) *Food Services* – C. Dzib queried if there is any way that a further discussion on food services can take place. D. Ip Yam noted that the College has contracts in place with Aramark for food services. In the past there was a Committee made up of students and staff to review food services and he suggested that this Committee be restarted to ensure that affordable and balance-based options are available. It was suggested that the College may be nearing the end of the Aramark contract so this would be an ideal time to revisit the food services contract and what is included. ***Action: D. Ip Yam will contact the College staff member responsible with the Committee to get it re-started.***
- (f) *Proof of Vaccine* – K. Nixon queried what type of proof of vaccine will be requested. D. Ip Yam stated that this is being reviewed.
- (g) *Students from India* – T. Singh questioned if the students coming from India will be accommodated because of the travel ban that is in place. D. Ip Yam stated that the College is looking into online class options, deferrals, etc. Many students are looking at alternative travel in order to get to Canada. Refunds are also an option and the students are still within the cancellation window. A flexible refund window will be looked at in light of the travel situation.
- (h) *Book Options* – T. Singh queried if flexible book options may be available in the library on and off campus. D. Ip Yam and T. Singh will communicate regarding putting a policy in place.

13. **OTHER BUSINESS / ACTION ITEM FOLLOW UP** – Nothing to note.

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

- (a) *Notes of Appreciation* – C. Dzib thanked everyone for the availability to attend in person or virtually and is grateful for the Board and staff. G. Khadarro welcomed the new Advisory Council members. T. Singh appreciates that everyone is open to sharing their perspectives. The Advisory Council members were thanked for participating and joining the meeting. Appreciation was extended to the Board, P. Kirlik and D. Ip Yam for their time.

15. **DATE OF NEXT MEETING**

The next Full Board meeting will be scheduled once the student schedules have been confirmed.

16. **IN-CAMERA DISCUSSION**

- (a) *In-camera Participation* – It was confirmed that A. Mushtaq will join the in-camera session.

On Motion by P. Verma and seconded by K. Nixon it was,

RESOLVED THAT the Board would enter into an in-camera session at 4:33 p.m. Motion carried (6-0-0).

The in-camera session concluded and the meeting resumed at 5:18 p.m.

17. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 5:18 p.m. on Motion duly made and seconded.

President – T. Singh

Executive Director/CEO – P. Kirlik