

# CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

## FULL BOARD MEETING

Thursday, July 22, 2021 at 1:30 p.m.  
via Zoom/teleconference

### MINUTES

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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. Khadaroo	-	Advocate
	P. Kirlik	-	Executive Director/CEO
Staff:	D. Ip Yam	-	Ex-Officio Member/Dean of Students
	L. Gahol	-	Engagement Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.

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

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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**

P. Verma read the land acknowledgment statement.

3. **CONSENT AGENDA**

On Motion by K. Nixon and seconded by T. Shah it was **RESOLVED THAT the following items as contained in the Consent Agenda of July 22, 2021 be duly approved and adopted:**

- i) **Conflict of interest**
  - ii) **Approval of Agenda**
  - iii) **Approval of the June 24, 2021 Minutes (as amended)**
- Motion carried (6-0-0).

4. **CLUB RATIFICATION** – L. Gahol reported:

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

On Motion by C. Dzib and seconded by P. Verma it was, **RESOLVED THAT the following clubs be duly approved and ratified as follows:**

- **CCSAI E-Sports Club**
- **CCSAI Art Birds Club**
- **CCSAI Paramedic Student Association**

Motion carried (6-0-0).

- (b) *CCSAI Website* – In response to a query by T. Shah regarding the clubs listed on the CCSAI website, L. Gahol explained that at the end of the academic school year in April, clubs that have not expressed interest in renewing their active standing are removed from the list on the CCSAI website, and can be added back in the event that they are ratified again in the future.

- (c) *Club Transition Documents* – Discussion ensued regarding transition documents for clubs, and L. Gahol confirmed that a database is being constructed in this regard. Documents will be incorporated into the Clubs training framework. Efforts will be made to ensure that clubs are more sustainable and have opportunities to connect and collaborate with one another.

- (d) *Club Meetings* – In response to a query by T. Shah regarding opportunities for Board members to better understand clubs and how to best support their needs, L. Gahol confirmed that CCSAI Board members can be invited to attend club meetings in the fall season after more clubs are ratified. CCAI Board members can also attend events hosted by clubs.

5. **BOARD DISCUSSION**

- (a) *COVID-19 Vaccinations* – The College is not making vaccinations mandatory for attendance, but rather is focusing efforts on launching a large-scale campaign to raise awareness about the importance of getting vaccinated against COVID-19 and providing students with resources and information. A vaccination campaign was launched in June 2021; however, a joint working group has now been fashioned in order to cultivate more targeted approaches to encourage young adults to get vaccinated. This group will also determine whether incentives should be offered to students who receive their dose. The College and Scarborough Health Network are looking for student representatives to join the working group to help provide the student perspective for this campaign. Discussion ensued regarding whether providing incentives would create barriers for students who cannot get vaccinated or make the vaccine appear ‘less credible’. It was requested that CCSAI Board members be provided with ‘approved key messages’ and ‘FAQs’ to share with students for the COVID-19 vaccination campaign. The Board examined various reasons for vaccine hesitancy amongst students including vaccine anxiety and concerns expressed by students regarding return to campus with unvaccinated peers. G. Khadaroo noted that sharing student testimonies about their experiences getting vaccinated may prove beneficial. T. Singh noted that students who received a vaccine not approved in Canada must also be considered. K. Nixon expressed that many countries have not had adequate access to vaccines and students from such countries should be prioritized. The SHN vaccine clinic will operate until the end of September 2021 and some on-campus pop-ups will also be organized. The joint working group will consider various audiences with their approach in order to confirm that messaging is inclusive and based on Public Health guidelines and recommendations. D. Ip Yam explained that a vaccine open house will be hosted in August 2021 where experts and community activists will take questions from students and the College community. The marketing department can share graphics for the event with the CCSAI for promotion on social media platforms. The Board can determine which member(s) would like to join the working group.

6. **EXECUTIVE DIRECTOR’S UPDATE** – P. Kirlik confirmed that a detailed report was sent to all Board members in the meeting package, and a brief overview was provided with highlights noted as follows:

- (a) *Return to Campus Plan* – The organization continues to work on the details of the plan for a return to campus this fall and the opening of the Student Centre.

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- (a...) Board members will be provided with details in this regard that can be shared with students in the coming weeks. A 'test run' for the reopening of the AWC will take place during the week of August 23, 2021. As the vaccination clinic will remain on site until the end of September, the organization will work closely with the SHN on return to campus details for the Student Centre.
- (b) *Training* – Board members continue to participate in various training sessions and the Board retreat that will include exciting training sessions will be held at Blue Mountain in August. A 'meet the staff' day will also be organized for the CCSAI Board of Directors.
- (c) *Government and Community Bulletins* – T. Shah requested that Government and Community Bulletins be emailed to Board members in addition to being included in the monthly ED/CEO report, and that members be provided with training on both Federal and Provincial matters. ***Action: P. Kirlik is requested to organize training on government relations for the CCSAI Board of Directors.***
- (d) *Communication Software* – In response to a query by T. Singh regarding implementing a centralized software for engaging with students, P. Kirlik explained that B. Beamish will inform the Board of Directors regarding technology and engagement as part of the Transform project. The MOU with the College will also be considered to ensure precision on areas of technology, sharing of technology services, software licencing, etc. that the College/CCSAI are responsible for.
7. **PROJECT TRANSFORM UPDATE** – P. Kirlik reported:
- (a) *Considerations and Contingencies* – The priority is the planning and preparation for the safe return of staff and students to campus this fall and this will require a slight shift of focus from the Transform project.
- (b) *Human Resources* – The AODA compliance report has been filed, offer letters have been standardized, the onboarding and hiring process as well as leadership and training for staff members has been considered. The employee policy handbook will be finalized in August and the performance enablement program will be completed by October 2021. A compensation review will also be carried out in January 2022 and there may be some additional funding required to complete its review.
- (c) *Governance* – The Committee will meet more frequently during the summer months and a workshop has been scheduled for August 2021. By-laws and policies are under review with updated templates for policies. The post-secondary sector comparison is underway.

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- (d) *Offerings* – The CCSAI is considering all Colleges across Canada to compare services, offerings, engagement etc. The Student Satisfaction and Demand survey will be distributed to the entire College community in September 2021 and data collected will be utilized across all areas of Project Transform. **Action: Board members are requested to complete the test ‘Student Satisfaction and Demand Survey’ and provide feedback as deemed appropriate.**
- (e) *Engagement Plan* – The marketing contract will soon be awarded for the developing a comprehensive plan for marketing.
- (f) *Technology* – A requirements document is being developed to consider all technology needs, review software inventory, develop a plan for recommended software, etc.
- (g) *Discussion* – T. Singh reiterated the importance of feedback from Board members on Project Transform. Ideas or suggestions can be presented at Board meetings or can be emailed directly to T. Singh or P. Kirlik. P. Kirlik explained that Project Transform is foundational for the organization and outcomes will not change with the election of a new Board of Directors. **Action: P. Kirlik is requested to send the link for the slide deck presented on Project Transform to all Board members.**
8. **CENTENNIAL COLLEGE UPDATE** – D. Ip Yam reported:
- (a) *Supports for Indigenous Students* – The Place of Reconciliation for All Our Relations that was established in 2017 supports the Indigenous, First Nations and Metis communities. Sean Kinsella continues to work closely with Indigenous students and increase awareness about the Place of Reconciliation through social media, orientation, the College website, etc. An Indigenous Outreach Coordinator and Indigenous Cultural Guide will be hired.
- (b) *Colleges Ontario* – Information was provided regarding unions that represent labour units, noting that collective agreements that expire are up for negotiation. Parties are committed to a resolution and bargaining is being conducted in good faith.
- (c) *Fall 2021* – The College continues to prepare for the safe transition to return to campus in Phase 3A. Students will be notified accordingly on what to expect, which services will be available, on-campus protocols, etc. The College has seen an increase in participation with virtual orientation. Many services will continue to be provided virtually.
- (d) *Success Advisors* – During registration, Success Advisors will prioritize all requests received from students through the CATS virtual cue. The number of Success Advisors was increased for several schools.

- (d...) Clarification was provided in response to a query regarding virtual access to services through the virtual cue/'line-up' and a link with pertinent information in this regard was provided to Board members. ***Action: Board members are requested to submit questions, feedback and suggestions for FAQs.***
- (e) *Travel Bans* – P. Verma requested information on plans to bring international students to Canada from India where a travel ban remains in place. D. Ip Yam explained that the International Department is communicated with other Colleges in this regard and students will be informed accordingly in the event that a decision is made for a chartered plane.
- (f) *Varsity* – Varsity athlete training has resumed for approved sports for fall 2021.

9. **OTHER BUSINESS**

- (a) *CCSAI President Broadcast* – Students can sign up to join in on the weekly CCSAI President Broadcasts. The sign-up form can be accessed on the CCSAI website.
- (b) *eBooks* – Last year the CCSAI Board of Directors advocated for better access to ebooks and open education resources. A policy is being developed to specify which classes will have mandatory textbooks and more information on decisions made by the College will be provided to the Board of Directors at a later date.
- (c) *Student Health Plan* – Surveys will be distributed to Alumni and current students to collect information and feedback on the health plan.
- (d) *Activism* – Directors will participate in training on allyship and unconscious bias.
- (e) *Memorandum of Understanding* – P. Kirlik will address the process for reviewing and updating the current MOU during an upcoming meeting with D. Ip Yam, following which working meetings with the CCSAI Board members will be organized for further review and discussion.

10. **FOR THE GOOD OF THE BOARD**

- (a) *Discussion on Vaccinations* – P. Kirlik praised the Board for their continued participation and feedback on vaccinations and the vaccination campaign for students.
- (b) *Appreciation* – Board members thanked P. Kirlik and D. Ip Yam for supporting the Board and providing valuable information at each Board meeting.

11. **IN-CAMERA DISCUSSION**

On Motion by C. Dzib and seconded by P. Verma it was,  
**RESOLVED THAT the Board would enter into an in-camera session at 3:17 p.m.** Motion carried (6-0-0).

*The in-camera session concluded and the meeting resumed at 4:24 p.m.*

12. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Thursday, August 26, 2021 commencing at 1:30 p.m.

13. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 4:25 p.m. on Motion duly made and seconded.

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President – T. Singh

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Executive Director/CEO – P. Kirlik