



**CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.**

**FULL BOARD MEETING**

Monday, April 17, 2023 at 6:00 p.m.

Held via Zoom videoconference

**MINUTES**

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Present:	T. Shah	-	President
	D. Soni	-	Vice President, Story Arts Centre
	J. Singh	-	Vice President, Downsview Centre Campus
	A. Adams	-	Vice President, Ashtonbee Campus
	D. Thakkar	-	Vice President, Progress Campus
	J. Chapman	-	Vice President, Morningside Campus
	K. Kaur	-	Incoming Vice President Morningside
	K. Sharma	-	Incoming Vice President Progress Campus
	J. Jardeleza	-	Incoming Vice President Ashtonbee Campus
	L. Felipe Mussalém	-	Incoming Vice President Story Arts Centre
P. Kirlik	-	Executive Director/CEO	
Staff:	D. Ip Yam	-	Dean of Students, Centennial College
	B. Beamish	-	Director, Student Engagement & Support
	J. Perri	-	Advocacy Coordinator
	A. Tumber	-	Research Coordinator
	P. Pawar	-	Student Advocate
	J. Nguyen	-	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 Chair called the meeting to order at 6:00 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

J. Perri read out the land acknowledgment statement.

3. **INTRODUCTION OF INCOMING BOARD**

The following new Board members were introduced:

- Kamaljot Kaur Vice President – Morningside
- Ketankumar Sharma Vice President – Progress Campus
- Javier Jardeleza Vice President – Ashtonbee Campus
- Luis Felipe Mussalém Vice President – Story Arts Centre

4. **CONSENT AGENDA**

4.1 **Consent Agenda** - On Motion by D. Thakkar and seconded by D. Soni it was:  
**RESOLVED THAT the following items as contained in the Consent Agenda of April 17, 2023 be duly approved and adopted:**

i) **Conflict of Interest**

ii) **Approval of Agenda**

- **The Student Support Panel be moved to later in the meeting**
- **The Non-Partisan Policy will be moved to later in the meeting**

4.2 **Approval of Previous Minutes** - On Motion by D. Soni and seconded by D. Thakkar it was:

**RESOLVED THAT the following items as contained in the Consent Agenda of April 17, 2023 be duly approved and adopted:**

i) **The Minutes of the full Board Meeting dated February 27, 2023 is approved with the following amendment:**

- **Page 3, Section 7 STAR Priorities – The section is amended to read as follows: “*To ensure collaboration on STAR Priorities and risk limits, P. Kirlik requested a presentation to full-time staff. T. Shah presented this presentation to the Board before taking the presentation to the full-time staff. Notable points are the circular model instead of hierarchy for the organizational structure and a visual representation of the annual governance calendar.*”**

ii) **The Minutes of the full Board Meeting dated March 20, 2023 to be tabled for further amendments.**

Motion carried (6-0-1). J. Singh abstained.

5. **EXECUTIVE DIRECTOR'S EVALUATION CRITERIA** – P. Kirlik presented:

The Executive Director/CEO Evaluation was overviewed for the Board to provide their feedback regarding the role. The Board is requested to submit their evaluation to L. Sancu by the end of day on Friday, April 21, 2023.

- (a) *Parameters* – The parameters for the evaluation are the following: Remarkable, Satisfactory, Unsatisfactory, and Unknown.
- (b) *Evaluation Process* – P. Kirlik will provide the job description for the Board to review alongside the evaluation. T. Shah clarified the steps for the evaluation, as this is the first time that the CCSAI Board will be performing an ED/CEO Evaluation. The Board will perform the evaluation after providing feedback and receiving the job description. This will then be sent to L. Sancu, who will facilitate any conversations regarding the evaluation.
- (c) *Deadline* – J. Singh requested that the deadline be moved to after the weekend to allow the Board more time to review the items as it is also the end of term, and many students are finishing their programs. The deadline is now the end of day on Sunday, April 23, 2023 for the Board to provide their input.

6. **CCSAI MEMBER BENEFITS** – P. Kirlik presented:

The Member Benefits which were itemized under the Student Choice Initiative were reviewed by the Board. Pertinent discussion highlights are as follows:

- (a) *Graduation Photos* – The CCSAI has one of the lowest portrait sitting fees for post-secondary institutions.
- (b) *Self-Directed Learning* – There are funds set aside for this initiative which will be a priority for the next academic year to ensure that money gets back in students' hands.
- (c) *Student Services Amenities* – The Billiards tables are not free, and A. Adams brought forth the importance of ensuring students have access to them without abusing the time in which they are occupied. S. Ketan described the way that students are only paying once, and then using the tables for extended periods.
- (d) *Student Counselling and Wellness* – T. Shah requested clarity on the mandatory health and wellness fee. P. Kirlik advised that the Student Choice Initiative required the mandatory fee to be unbundled and described. T. Shah recommended the removal of "Counselling" from the line item as it is not a service offered by CCSAI. P. Kirlik agreed, but advised that any description or title changes require a longer process before implementation.

- (e) *Additional Details* – T. Shah recommended that the incoming Board request additional details on the line items. This will enable extra transparency and allow the Board to share details with the students on subsidies.
- (f) *Audit of Expenses* – P. Kilirk advised that the CCSAI Board is ahead in auditing and describing the costs compared to other post-secondary institutions.

7. **PRESIDENT'S REPORT** – T. Shah presented:

This is one of the last reports by T. Shah as she is the outgoing president and finishing her time at CCSAI and Centennial.

- (a) *Staff Presentation* – T. Shah advised that the presentation to the staff was successful and engaging. The messaging of staff being stakeholders in CCSAI just as students are, was well received.
- (b) *CASA Attendance* – T. Shah and A. Adams attended the Canadian Alliance of Student Associations (CASA) Summit, which was a success. Updates were provided. A. Adams won an award for his work on the Equity Diversity and Inclusion Committee of CASA.
- (c) *Hiring for Executive Director for Ontario Student Voices* – T. Shah outlined the process for the hiring of the Role and the reason for the delay. The second round was successful and there is a candidate who is in the process of having their references checked.
- (d) *Board Transition Retreat* – A retreat is being planned for the incoming Board members.
- (e) *Vice-President Downsview Campus* – The search is on for a Vice-President of the Downsview Campus. There were some candidates, but it was determined they were ineligible due to graduating.
- (f) *Indigenous Strategic Framework* – T. Shah advised on the continuing work for the CCSAI Board to increase Indigenous student relations including attending and supporting the Indigenous Students' dinner and advising of the opportunities for conferences and the bursary.
- (g) *Team Coaching* – T. Shah advised that the team coaching sessions have been a success.
- (h) *Tima Shaw Scholarship* – The President expressed her gratitude for the scholarship named after her.

8. **EXECUTIVE DIRECTOR'S REPORT** – P. Kirlik presented:

A brief overview of CCSAI's activities was provided by the Executive Director. Pertinent discussion highlights were noted as follows:

- (a) *AMICCUS (Association of Managers in Canadian College, University and Student Centres) National Conference* – The Board celebrated T. Shah's invitation to the conference, as it is rare to have a student leader invited.
- (b) *Branding Exercise* – The Branding exercise is planned to help with the marketing and branding of CCSAI.
- (c) *Website Refresh* – The website update for the Accessibility requirements is underway and will be tested as needed.
- (d) *Staff* – A list of upcoming open positions for CCSAI was provided and staffing changes were advised.
- (e) *Financial Audit* – The fiscal year ended on March 31, 2023 and an audit will take place and the report will be provided for the Board's review and approval.
- (f) *HVAC Update* – The student centre will have an HVAC update done over the summer, with funds coming from capital.
- (g) *Operating Fund* – P. Kirlik has made a request for the surplus amounts from the operating funds to be provided to students as bursaries and/or scholarships. This will be determined after the audit.

9. **CENTENNIAL COLLEGE UPDATE** – D. Ip Yam presented:

- (a) *Welcome* - The Dean of Students welcomed the incoming Board to the meeting.
- (b) *Fiscal Year-End* – D. Ip Yam advised on the year-end activities at Centennial College. Currently, summer registration is underway and onboarding of new students is being performed online via webinars.
- (c) *New Performing Arts Centre* – The new performing arts centre for Centennial College has opened, which is located on Eglinton Avenue and near the Story Arts Campus. This is a new state-of-the-art facility that will provide art students with space for performance and practice.
- (d) *Culture Survey* – D. Ip Yam thanked the Board for their sharing of the survey as the survey has hit its goal of 3,000 respondents. The survey closes on April 21, 2023 and it is encouraged to continue sharing and asking students to fill it out.

10. **NON-PARTISAN POLICY**– A. Tumber presented:

The draft of the new non-partisan policy with amendments as requested was presented to the Board for review and approval. This policy is to ensure that the Board acts with integrity and that members are non-partisan in their governance and decision-making. Discussion highlights were noted as follows:

- (a) *Political Party Affiliation* – The Policy has been updated to clarify that any Board Member cannot hold a leadership position in a political party or political lobbying group.
- (b) *Accompanying Policy* – The President described the idea previously discussed with A. Tumber to have an accompanying “student-friendly” language blog to describe what non-partisanship is and what constitutes partisanship activities.

On Motion by D. Soni and seconded by D. Thakkar it was  
**RESOLVED THAT the Non-Partisan Policy is to be tabled until the next full Board Meeting on April 26, 2023 with further revisions for clarity.**  
Motion carried (5-0-1). A. Adams abstained.

10. **STUDENT SUPPORT PANEL** – P. Pawar reported:

P. Pawar provided a brief overview of the recent Student Support Panel titled “From Surviving to Thriving”, which was attended by teaching staff and instructors. Pertinent discussion highlights were noted as follows:

- (a) *Advocating for Students* – J. Singh inquired on the response from the teaching staff on how to better advocate for students. P. Pawar advised that there is a lot of room for refining the role of the student advocates, to provide them with better support. The Board and D. Ip Yam thanked the Student Advocates for their hard work in providing insight into the student advocacy process and their work with the students.

11. **IN-CAMERA DISCUSSION**

- (a) *Begin In-camera Session* – T. Shah introduced the concept of In-Camera Minutes to the incoming Board, and they were thanked for their presence at this meeting. As the incoming Board members have not yet signed the CCSAI agreements, they were dismissed at this time from entering In-Camera.

On Motion by D. Soni and seconded by A. Adams it was,  
**RESOLVED THAT the Board would enter into an in-camera session at 7:49 p.m.** Motion carried (6-0-0).

- (b) *In-Camera Discussion* – *The attendees for the in-camera session were the Board members, the Minute Taker, and the Dean of Students.*

(c) *Close In-Camera Session –*

On Motion by J. Singh and seconded by T. Shah it was,  
**RESOLVED THAT the Board would close the in-camera session at 8:35 p.m.**  
Motion carried (5-0-0).

*The in-camera session concluded, and the meeting resumed at 8:35 p.m.*

12. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Wednesday, April 26, 2023 at 1:30 p.m.; to be held virtually.

13. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 8:42 p.m. on Motion duly made and seconded.

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President – T. Shah

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Executive Director/CEO – P. Kirlik