



**CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.**

**FULL BOARD MEETING**

Wednesday, August 28, 2024 at 7:00 p.m.  
Student Centre Board Room, Progress Campus  
941 Progress Avenue, Toronto, Ontario  
Held via Zoom videoconference

**MINUTES**

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Present:	A. Adams	-	President
	B. Kaur	-	Vice President, Morningside Campus
	K. Singh	-	Vice President, Downsview Centre Campus
	K.M. Herrera	-	Vice President, Progress Campus
	R. Olawoyin	-	Vice President, Ashtonbee Campus
	V. Eke	-	Vice President, Story Arts Centre
	L. Routhier	-	Representative, Performing Arts Centre
	P. Kirlik	-	Executive Director/CEO
	D. Ip Yam	-	Dean of Students, Centennial College
Staff:	J. Perri	-	Advocacy Coordinator
	A. Tumber	-	Research Coordinator
	P. Pawar	-	Student Advocate
	A. Dagher	-	Club Liasion
By Invitation:	Karthik Selvakumar	-	Recording Secretary, MinuteTakers Inc.
Guests:	N. Mann	-	BDO Auditor (departed at 11:22 a.m.)
	R. Wilkes	-	BDO Auditor (departed at 11:22 a.m.)
	W. Leung	-	Director Finance and Administration, CCSAI

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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, A. Adams, called the meeting to order at 11:00 a.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

L. Routhier read out the land acknowledgment statement.

3. **CONSENT AGENDA**

On Motion by K. Herrera and seconded by K. Singh it was:

**RESOLVED THAT the following items as contained in the Consent Agenda of August 28, 2024 be duly approved and adopted:**

- i) **Conflict of Interest**
  - ii) **Approval of Agenda**
  - iii) **Approval of the Minutes from last meeting dated July 24, 2024.**
- Motion carried (6-0-0).

4. **CLUB RATIFICATION** – A. Dagher presented:

- (a) *Centennial Finance Club (CFC)* – The Centennial Finance Club provides a supportive environment for students to network, gain experience, and exchange ideas related to coursework. Members will stay informed on current business and financial events, benefit from guest speakers who are industry professionals, and develop essential financial literacy skills. The club also offers opportunities for career and skill development, fostering a friendly and reliable community for all.

On Motion by B. Kaur and seconded K. Singh by it was:

**RESOLVED THAT the club name ‘Centennial Finance Club (CFC)’ be approved.** Motion carried (6-0-0).

5. **AUDITED FINANCIAL STATEMENTS** – R. Wilkes and N. Mann presented:

- (a) *Overview* – The audit report follows generally accepted auditing standards and adheres to a systematic process. The purpose is to review the financial statements and ensure that all financial transactions are accurately recorded and consistent with GAAP (Generally Accepted Accounting Principles).
- (b) *Balance Sheet* – As of March 21, 2024, total assets amounted to \$12.7 million, including \$5.8 million in cash, \$4.8 million in restricted cash, and \$146,000 in accounts receivable. Liabilities as of the same date were \$1.2 million.
- (c) *Statement of Operations* – Total revenue is \$9.8 million, with \$5.3 million generated from student fees. Total expenses amount to \$6.9 million, with further details available in the notes to the financial statements.

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- 5... On Motion by K. Singh and seconded B. Kaur by it was:  
**RESOLVED THAT the 2023-2024 Audited Financial Statements be approved as presented.** Motion carried (5-0-1). R. Olawoyin abstained.
6. **STRAT PLAN UPDATE** – A. Adams presented:
- (a) *Update* – There are no significant updates from last week's discussion on the Strategic Plan. A. Adams provided minor edits related to the Board's responsibility concerning the strategic plan and annual action plan.
7. **CENTENNIAL COLLEGE UPDATE** – D. Ip Yam presented:
- (a) *Welcome to the Fall Semester* – The College extends a warm welcome to all new students joining us this Fall semester and a welcome back to returning students. We hope everyone is registered in their courses and ready to thrive. A special thank you to the CCSAI for their continued partnership in supporting our welcome-back efforts with their space and time.
- (b) *2025-2030 Strategic Planning Process* – The college is beginning its 2025-2030 strategic planning process, similar to the CCSAI. We invite students, staff, and faculty to participate in our engagement tour to provide feedback and help shape the college's future goals. Sessions will run from September 16, 2024, to October 4, 2024, across all campuses, with both in-person and virtual options available. Registration for these sessions opened on September 3, 2024.
- (c) *Progress Campus T-Block* – T-Block will be closing due to reaching the end of its natural life cycle and deteriorating conditions. The pre-service firefighter program will be relocated to indoor classes and labs at the main Progress Campus, providing access to modern facilities, including the athletic and wellness centre. Originally purchased in 2001 to address housing shortages, T-Block served as a residence until 2023. Its future will be determined as part of Centennial's Master Plan Development.
- (d) *E-Centennial* – The platform is transitioning to a new system, with a pilot program starting in September 2024. Between the last Board meeting and today, a naming contest was held, receiving over 300 submissions from students. The new Learning Management System will be called "Centennial Luminare." A practical nursing student was the winner of the naming contest.
8. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik presented:
- (a) *Strategic Plan* – We are currently working on the strategic plan, incorporating all the EDI (Equity, Diversity, and Inclusion) work that has been provided and determining how to operationalize it. In September 2024, we will conduct a thorough review of the document to refine it and ensure it meets our objectives.

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- (b) *Annual Calendar* - In September 2024, the annual calendar will be presented, along with the risk registry, outlining key expectations related to my reporting responsibilities.
  - (c) *Succession Planning* – This work is ongoing, with an executive summary on succession planning and a review of the organization's senior management scheduled for presentation in October 2024.
  - (d) *Audited Financial Statements* – P. Kirlik thanked Board members for accepting the audited financial statements.
  - (e) *Fees Protocol Process* – The fees protocol process will commence soon in the Fall, with a dedicated meeting to conduct a deep dive into the fee structure, upcoming changes, and the potential impact of decreasing enrolment over the next few years.
  - (f) *Unaudited Financial Statements* – The unaudited financial statements for the period ending June 30, 2024, were presented for review. Financial statements for each period will continue to be presented at subsequent Board meetings.
  - (g) *Foodbank Expansion at Progress Campus* – The expansion is now complete, serving thousands of students from both this and other campuses. This is a program we are very proud of, and we extend our congratulations to everyone who contributed to its success.
  - (h) *Renovation* – The renovation on the first floor, where the old computer lab was located, is nearly complete. This new space will be dedicated to welcoming and supporting students at the Progress Campus.
9. **PRESIDENT'S REPORT** – A. Adams presented:
- (a) *Appreciation* – We are grateful to P. Kirlik and her team for all their hard work and contributions.
  - (b) *Welcome Week/Orientation* – We welcome new students and encourage them to engage with the CCSAI and explore the services available. We have also begun promoting TTF, encouraging students to share ideas on innovation and technology to help enhance student success.
  - (c) *Annual Golf Tournament* – Hosted by Centennial College, with CCSAI as a donor, the tournament has already raised over a million dollars for scholarships and bursaries.
  - (d) *Fall Schedule* – The Fall schedule will be reviewed and discussed among Board members.

- (e) *Strategic Plan* – Board members are encouraged to familiarize themselves with the strategic plan to better support and assist students.

10. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on ***a date to be determined via e-mail.***

11. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 11:45 p.m. on Motion duly made and seconded.

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President – A. Adams

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Executive Director/CEO – P. Kirlik