



CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Monday, January 27, 2025 at 6:30 p.m.
Student Centre Board Room, Progress Campus
941 Progress Avenue, Toronto, Ontario
Held via Zoom videoconference

MINUTES

Present:	A. Adams	-	President, Chair
	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 (Departed at 9:08 p.m.)
	P. Kirlik	-	Executive Director/CEO
	D. Ip Yam	-	Dean of Students, Centennial College
Staff:	P. Pawar	-	Student Advocate (Departed 7:59 p.m.)
	M. Avery	-	(Departed at 8:58 p.m.)
	E. Nolan	-	Manager, Events and Clubs (6:55 p.m. to 7:05 p.m.)
By Invitation:	Karthik Selvakumar	-	Recording Secretary, MinuteTakers Inc.

*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 A. Adams called the meeting to order at 6:33 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

A. Adams read out the land acknowledgment statement.

3. **CONSENT AGENDA**

On Motion by R. Olawoyin and seconded by K.M. Herrera it was:

RESOLVED THAT the following items as contained in the Consent Agenda of January 27, 2025 be duly approved and adopted:

- i) **Conflict of Interest**
 - ii) **Approval of Agenda**
 - iii) **Approval of the Minutes from the meeting dated November 15, 2024**
 - iv) **Approval of the Minutes from the last meeting dated December 19, 2024**
- Motion carried (6-0-0).

4. **CLUB RATIFICATION** – E. Nolan presented:

- (a) *CCSAI Jisaku Manga Creators Club* – The Jisaku Manga Creators Club is a student-led group dedicated to Manga enthusiasts interested in collaborating on creating an anthology-style manga. The club welcomes students with a passion for drawing, writing and brainstorming ideas and aims to foster a creative community of artists and writers. The club provides a platform for students to express their artistic visions and share their work within the college community.

On Motion by K. Singh and seconded by V. Eke it was:

RESOLVED THAT a CCSAI Jisaku Manga Creators Club be approved.

Motion carried (6-0-0).

- (b) *CCSAI Women's Networking, Culture, and Crafts Club* – The Women's Networking, Culture and Crafts Club provides a safe and inclusive space for female-identifying students to connect, unwind and explore their creativity through arts and crafts. The club encourages members to build friendships, exchange career advice and engage in discussions on navigating professional spaces as women. Additionally, the club promotes cultural exchange and diversity through activities such as art, food and storytelling.

- i) *Comments* – The Board discussed program funding, with K. Singh raising concerns that certain clubs, such as the Engineering Club, felt their funding requests were not adequately addressed. Specifically, the club sought funding for a 3D printer, which they believed would support their mandate; however, their request was not approved.

- i.) R. Olawoyin recommended that clear expectations and mandates be established before a club is formed to avoid future misunderstandings regarding funding limitations. Further discussions on this matter will take place offline.

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

RESOLVED THAT a CCSAI Women's Networking, Culture and Crafts Club be approved.

Motion carried (6-0-0).

5. **OSV UPDATE** – K.M. Herrera presented:

- (a) *Draft Letter Regarding Suspension of Programs* – K.M. Herrera presented a draft letter addressed to Ontario Student Voices (OSV) regarding the suspension of programs at Centennial College and the concerns it has raised among students. The letter highlights the anxiety experienced by both current students enrolled in affected programs and prospective students considering these programs for post-secondary studies. The letter requests that OSV provide recommendations and act on the challenges faced by post-secondary students and institutions. R. Olawoyin noted that students who have completed a program before its suspension may feel that their credential has diminished value in the marketplace. K.M. Herrera will finalize the draft letter incorporating feedback and circulate it to the Board via email for consensus before sending it out.
- (b) *Internal Advocacy* – L. Routhier emphasized that program suspensions have a direct impact on students and that further efforts are needed at the internal advocacy level to address these concerns.

6. **CORPORATE LEGAL COUNSEL** – A. Adams presented:

- (a) *Corporate Legal Counsel* – A. Adams provided background information on Fraser & Associates Legal Group, noting that Mr. Fraser has experience working with student associations, has been a professor at Centennial College and is actively involved in the community. Board members inquired about the possibility of an introduction or presentation from the legal firm, the details of pricing and the process for obtaining legal advice on matters related to by-laws and policies. In response, A. Adams will invite Mr. Fraser to attend the next meeting. A. Adams further explained that the purpose of engaging independent legal counsel is to provide guidance on matters outside of operational concerns, particularly regarding by-laws, policies and future governance-related inquiries.

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

RESOLVED THAT the Board of Directors agrees to table the decision to approve Fraser & Associates Legal Group to act as Corporate Legal Counsel and provide legal advice to the Board on matters relating but not limited to the Student Association's By-Laws and Policies until further clarification is provided.

Motion carried (6-0-0).

7. **POLICIES TO BE APPROVED** – A. Adams presented:

- (a) *Vote of Confidence Policy* – The final draft of the Vote of Confidence Policy was presented for approval.

On Motion by K. Singh and seconded by V. Eke it was:

RESOLVED THAT the Vote of Confidence Policy be approved. Motion carried (4-2-0).

- (b) *Elections Policies and Procedures Policy* – The final draft of the Elections Policies and Procedures Policy was presented for approval.

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

RESOLVED THAT the Vote of Confidence Policy be approved. Motion carried (4-2-0).

- (c) *Responsibilities of the Board of Directors Policy* – The final draft of the Responsibilities of the Board of Directors Policy was presented for approval.

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

RESOLVED THAT the Responsibilities of the Board of Directors Policy be approved. Motion carried (6-0-0).

- (d) *Vice-Presidents and Representative Responsibilities Policy* – It was clarified that representatives do not have voting rights; therefore, the policy wording will be amended to reflect this distinction.

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

RESOLVED THAT the Vice-President and Representative Responsibilities Policy be approved as amended. Motion carried (6-0-0).

- (e) *Board Accountability Policy* – The Board Accountability Policy was presented for Board review and approval.

On Motion by B. Kaur and seconded by V. Eke it was:

RESOLVED THAT the Board Accountability Policy be approved. Motion carried (5-1-0).

- (f) *Indigenous Student Representatives Policy* – The CCSAI proposed the establishment of two dedicated Indigenous Student Representative positions. As these are newly introduced positions, a strategic plan will need to be developed to outline the role and objectives of Indigenous student representation within CCSAI. The eligibility criteria for these positions were also discussed.

On Motion by B. Kaur and seconded by V. Eke it was:

RESOLVED THAT the Indigenous Student Representatives Policy be approved as amended. Motion carried (6-0-0).

- (g) *Chief Governance Relations Officer (CGRO) Policy* – The Board discussed the creation of a designated governance role and recommended drafting a detailed Chief Governance Relations Officer (CGRO) Policy, including a job description outlining responsibilities, authority and reporting structure. It was proposed that the role preferably require a legal background. P. Kirlik noted that some duties associated with the proposed role are currently being handled by P. Kirlik and J. Perri. A. Adams consulted legal counsel regarding the legal considerations involved in hiring staff for governance-related responsibilities. The Board also reviewed the job description for the CGRO position. K.M. Herrera recommended that all policies be reviewed by legal counsel to ensure compliance. ***Action: A. Adams will consult with legal counsel regarding the CGRO policy, the role's responsibilities and the distinctions between governance-related positions.***

On Motion by R. Olawoyin and seconded by K.M. Herrera it was:

RESOLVED THAT the Chief Governance Relations Officer Policy be presented to legal counsel for further review and sent to the Committee for re-assessment. Motion carried (4-2-0).

8. **CENTENNIAL COLLEGE REPORT** – D. Ip Yam reported:

- (a) *Upcoming Student Volunteer Appreciation Awards* – D. Ip Yam provided an update on the Student Volunteer Appreciation Awards, recognizing the contributions of hundreds of student volunteers who support their peers while developing leadership skills and fostering a sense of community. The awards night will be held on February 21, 2025 at Progress Campus, and nominations are open until January 29, 2025 for three award categories: Outstanding Returning Engaged Student, Engaged Student and Outstanding Student Leadership. D. Ip Yam also expressed appreciation to CCSAI for sponsoring the event.
- (b) *Together All Mental Health Support* – The Centre for Accessible Learning and Counselling Services has launched a mental health partnership with Together All, a 24/7 clinically moderated anonymous online peer support platform. This service allows students to give or receive mental health support in a confidential online setting, complementing the existing mental health services available at the college. Additionally, Centennial College has an ongoing partnership with the Canadian Mental Health Association (CMHA) to provide on-campus evening counselling services as part of a pilot program.

9. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik presented:

- (a) *Annual Calendar Draft* – The Annual Calendar Draft for the remainder of the year and the upcoming year has been prepared and will be circulated to Board members via email. Board members are encouraged to review the draft and provide feedback.

- (b) *Succession Planning* – An update was provided on Succession Planning, which will be shared with Board members once the organization responsible for reviewing the plan has been determined. The current plan includes a timeline for transition, competency framework, knowledge transfer, recruitment strategy, stakeholder involvement, contingency planning, ongoing support, risk management and monitoring and evaluation. Anchor HR has been assisting with the development of the plan. A meeting was held to discuss organizational challenges, and a quote was received from Anchor HR to review relevant documents, including job descriptions, organizational role competencies, role-specific skills, and key performance indicators. A meeting is proposed to take place between P. Kirlik, A. Adams, and Anchor HR to review the gathered information and align it with the Board's strategic goals and priorities. Following this review, Anchor HR will assess the organization's current and future ability to meet operational and strategic demands. An exposure chart will be created to map out employees impacted by the re-organization, identifying risks, operational concerns and financial risk areas. A formal recommendation will be provided. Additional time is required to assess the impact of employment trends and the college's decision to suspend multiple programs. Further details on succession planning will be tabled until more information becomes available.
 - (c) *Financial Viability of the Organization* – Work is ongoing to develop multiple budget scenarios for Board review before finalizing the budget in March 2025, ahead of approval at the Annual General Meeting (AGM) in April 2025. A key consideration is moderating the impact of declining enrolment on the organization's financial position. Despite these challenges, sound financial planning over the years has resulted in adequate reserves and cash flow to address potential shortfalls. Additionally, a fee forecasting analysis is in progress.
 - (d) *Procurement Policy* – The Policy is currently under development, and a draft is expected to be presented to the Board at the March 2025 Board meeting.
 - (e) *Internal Advocacy* – Board members raised concerns regarding internal advocacy initiatives. To effectively address these issues, Board members were advised to provide written direction and clarity on expectations related to mental health resources, ISA (International Student Advisors) availability, and educational resources beyond the semester.
10. **PRESIDENT'S REPORT** – A. Adams presented:
- (a) *United Nations Economic and Social Council Summit* – A. Adams will be attending the United Nations Economic and Social Council Summit on February 5, 2025, in New York. The forum will focus on Sustainable Development Goals (SDGs), particularly good health and well-being, gender equality and partnerships for the goals. A. Adams will specifically focus on partnerships for the goals, exploring ways to mobilize student leaders, student unions and advocacy groups to advance the 2030 Agenda.

- (b) *Upcoming Elections* – Regarding the upcoming elections, nominations are now open, and students are encouraged to engage with potential candidates who demonstrate strong leadership qualities and would be valuable members of CCSAI.
- (c) *Strategic Plan* – The Strategic Plan is currently in progress, with the expectation that it will be finalized and approved in the near future.

11. **IN-CAMERA DISCUSSION**

- (a) *Begin In-camera Session* – The following motion was noted:

On Motion by K. Singh and seconded by B. Kaur it was,
RESOLVED THAT the Board would enter into an in-camera session at 9:09 p.m. Motion carried (6-0-0).

12. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Monday, February 24, 2025 at 4:30 p.m. to be held virtually at the Student Centre Board Room, Progress Campus, 941 Progress Avenue, Toronto, Ontario.

13. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 9:12 p.m. on Motion duly made and seconded.

President – A. Adams

Executive Director/CEO – P. Kirlik