CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Friday, May 2, 2025 at 4:00 p.m.
Held via Zoom videoconference

MINUTES

Present:	B. Kaur	-	Chair, Vice President, Morningside Campus
	A. Almushattat	-	Vice President, Morningside Campus
	A. H. Shoura	-	Vice President, Progress Campus
	A. Siddiqua	-	Vice President, Ashtonbee Campus
	H. Singh	-	Vice President, Downsview Centre Campus
	L. Routhier	-	Vice President, Story Arts Centre
	D. Ip Yam	-	Dean of Students, Centennial College
	A. Ladouceur	-	Indigenous Student Representative
	S. Merasty	-	Indigenous Student Representative
	A. Adams	-	Board Governance Advisor
Staff:	P. Pawar	-	CCSAI CEO
By Invitation:	Sue Robertson	-	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, B. Kaur called the meeting to order at 4:04 p.m. and presided as Chair.

2. LAND ACKNOWLEDGEMENT

B. Kaur read out the land acknowledgment statement.

3. APPROVAL OF AGENDA

The agenda was approved with the following amendment:

- *Appointment of Ad Hoc Investigations Committee Members* – Other Business

On Motion by A. Almushattat and seconded by H. Singh it was:
RESOLVED THAT the agenda of May 2, 2024 be duly approved as amended. Motion carried (5-0-0).

4. CONFLICT OF INTEREST

No conflicts of interest were declared.

5. GOVERNANCE WORK PLAN

A. Adams presented an overview of the governance work plan that spans over the next six months. The overview included phases, tasks, deliverables and timelines to inform the Board about the governance training and work ahead. ***Action**: A. Adams to email the governance work plan to the Board after the meeting.*

On Motion by L. Routhier and seconded by A. Almushattat it was:
RESOLVED THAT the CCSAI Board of Directors approve the governance work plan as presented. Motion carried (5-0-0).

6. POLICIES FOR APPROVAL

6.1 Investigations Ad-Hoc Committee Terms of Reference

(a) *Purpose* – The Investigations Ad-Hoc Committee is a temporary committee of the Board of Directors to oversee and support internal and external workplace investigations involving CCSAI staff, Board members, or operations. The committee does not undertake investigations or act as a disciplinary body. The committee is responsible for oversight, confidentiality and procedural fairness throughout the investigative process and ensuring accountability and due process in compliance with CCSAI's policies and legal requirements.

(a…) The committee automatically dissolves upon completion of an investigation report to the Board of Directors.

On Motion by A. Almushattat and seconded by L. Routhier it was,
RESOLVED THAT the CCSAI Board of Directors approve the Investigations Ad-Hoc Committee Terms of Reference as presented. Motion carried (5-0-0).

6.2 **Policy 2.32 Advocacy Portfolios and External Advocacy Organization Evaluation**

(a) *Purpose* – The purpose of the policy is to establish a framework for assigning advocacy portfolios to CCSAI Vice Presidents/Representatives and outlines the process for evaluating external advocacy organizations in which the CCSAI holds membership. The policy was approved in February 2025.

(b) *Policy Amendment* – A. Adams reviewed the amendment under the assignment of portfolios. The policy currently states that portfolios must be assigned by the first meeting of the Board. In order to provide some flexibility in this regard, the policy is amended to allow the President to determine the process and criteria for appointment as they deem necessary.

On Motion by L. Routhier and seconded by A. Almushattat it was,
RESOLVED THAT the CCSAI Board of Directors approve the amended Policy 2.32 Advocacy Portfolios and External Advocacy Organization Evaluation as presented. Motion carried (5-0-0).

7. <u>ELECTION OF INTERIM PRESIDENT</u>

(a) *Election Process* – A. Adams presented an overview of the election process, noting that any voting member of the Board may nominate a Board member or themselves. The nominee must accept the nomination and affirm that they are eligible to serve in the position. When all the nominees are identified, the rubric will be sent to those not nominated. The rubric is for rating each person's presentation and is to remain confidential unless the Chair asks for it to be submitted. In the event of a tie, another vote will be conducted. It was noted that ratings and deliberations need to focus on the individual's presentation and that other factors are not relevant for this purpose. Votes will be submitted confidentially to A. Adams.

(b) *Motion to Open Nominations* – The floor was opened for nominations.

On Motion by H. Singh and seconded by A. Almushattat it was,
RESOLVED THAT the CCSAI nominations for the election of an interim President be opened. Motion carried (5-0-0).

(c) *Nominations* – The following individuals nominated themselves, accepted and affirmed their eligibility to serve in the position:

- L. Routhier, Vice President, Story Arts Centre
- A. H. Shourav, Vice President, Progress Campus

(d) *Nominee Presentations* – The nominees were placed in a waiting room and A. Adams explained the rubrics scoring. Each nominee was given 5 minutes to present to the Board and respond to queries.

(e) *Voting Process* – All voting Board members were requested to send an email to A. Adams, with a copy to the Chair to conduct the confidential voting process.

(f) *Election Of Interim President* – The following motion was noted:

On Motion by H. Singh and seconded by A. Almushattat it was,
RESOLVED THAT by majority vote, A. H. Shourav, Vice President Progress Campus, is duly elected to the role of Interim President until a permanent President can be appointed as per policy 8.11. Motion carried (4-0-1).

8. **OTHER BUSINESS**

(a) *Appointment of Ad Hoc Investigations Committee Members* – A. Adams noted that the floor will be opened for nominations to appoint three Board members to the Ad Hoc Investigations Committee. The Board agreed by consensus that nominations will be received by a virtual raised hands and the first three individuals to raise their hand will be considered.

(i) Motion to Open Nominations – The floor was opened for nominations.

On Motion by A. Almushattat and seconded by H. Singh it was,
RESOLVED THAT the CCSAI nominations for membership on the Ad Hoc Investigations Committee be opened. Motion carried (5-0-0).

(ii) Results – The first three Board members to raise their virtual hand were confirmed as the members for the Ad Hoc Investigations Committee and each accepted:

- A. Almushattat, Vice President, Morningside Campus
- A. H. Shourav, Vice President, Progress Campus
- L. Routhier, Vice President, Story Arts Centre

(b) *Post Meeting Evaluation* – A. Adams will distribute the post meeting evaluation form and Board members were encouraged to complete it.

9. IN-CAMERA DISCUSSION

The recording secretary was asked to document motions passed during the in-camera session and provide a separate file to the Chair only.

9.1 **Begin In-camera Session** – The following motion was noted:

On Motion by L. Routhier and seconded by H. Singh it was,
RESOLVED THAT the Board shall enter into an in-camera session at 6:19 p.m. Motion carried (5-0-0).

9.2 **Close In-Camera Session** – The following motion was noted:

On Motion by L. Routhier and seconded by A. Almushattat it was,
RESOLVED THAT the Board shall close the in-camera session at 8:04 p.m. Motion carried (5-0-0).

The in-camera session concluded and the meeting resumed at 8:05 p.m.

10. DATE OF NEXT MEETING

The next Full Board meeting will be held on a ***date to be determined***.

11. ADJOURNMENT

There being no further business to discuss, the meeting was concluded at 8:08 p.m. on Motion duly made and seconded.

Signed by:
Baljit Kaur
B39BF905F8A94DE...

Chair – B. Kaur

Signed by:
B20E2108BDBE4C2...

Board Secretary – A. Almushattat

Signed by:
Logan Routhier
EAEB089BEB2B43F...

President – L. Routhier

Signed by:
P Pawar
EE4C3DC3119C4C7...

CEO – P. Pawar