
MEETING MINUTES

Board of Directors Meeting

Date: 2025.09.24

Location: Hybrid (TEAMS/2A-310-2)

Time: 6:30PM-8:30PM

| | |
|---------------------------|---|
| Meeting called by: | BOD |
| Type of Meeting | Board Meeting |
| Call to order | |
| Attendees | CSI BOD, Alex Oestreicher, Rajveer Singh, Shubham Savalia, Hayden Park Douglas Stewart, Gopu Kiran Surendran, Kirsh Mistry, Kimberly Brown, Diana Mutoni, Brandi-Rae Tibishkogijig, Bisman Kaur, Szymon Pelczar, Monil Jethva, Del Pereira, Janie Renwick, Sheena Witzel, Monica Suljovic |
| Proxy | |
| Regrets | |
| Adjournment | |

AGENDA TOPICS

ITEM: CALL TO ORDER

PROCEDURAL

Presenter: Monil Jethva

Meeting called to order at 6 :33 PM

ITEM: LAND ACKNOWLEDGEMENT

PROCEDURAL

Presenter: Hayden Stewart

We wish to acknowledge the lands where we live, learn, work & organize hold the ancestral connections and stories of Indigenous peoples. As we all know, colonization has orchestrated the displacement of Indigenous peoples from their ancestral lands which has hindered their ability to be in good relations with the land. Indigenous peoples are actively maintaining and strengthening their relationships with the land, which are grounded in respect, reciprocity, and resiliency.

The land our Brantford, Kitchener, Waterloo, and Cambridge campuses are located on represents the unceded territory of the Neutral, Haudenosaunee (Ho-deh-no-show-nee) and Anishinaabe (Ah-nish-nah-bay)

peoples. This land was promised to the Haudenosaunee (Ho-deh-no-show-nee) people of Six Nations, which includes six miles on each side of the Grand River, known as the Haldimand Tract. We also wish to acknowledge and recognize that the lands our Stratford, Ingersoll, Guelph & our future campus in Milton are located on represent the ancestral and treaty lands of the Anishinaabe (Ah-nish-nah-bay) peoples.

Our acknowledgement of the land is our declaration of our collective responsibility to this place and its peoples' histories, rights, and presence. We extend our respect, friendship & solidarity to all Indigenous peoples for their past, present & future contributions to this land and our community, and in their past, present and future struggles.

TIME TO ADJOURN

PROCEDURAL

Presenter: Chair- Monil Jethva

Time to adjourn will be 8:30PM

APPROVAL OF AGENDA

DECISION

Presenter: Chair- Monil Jethva

Attachment: Board Meeting Agenda – [BOD Meeting Agenda 2025.09.24.docx](#)

- Alex suggested some amendments to the current agenda items:
 - add a decrease enrollment update.
 - Add bylaw updates as decision items.
 - remove the annual report discussion and move to the next round table meeting.

Motion to amend the agenda to remove the annual report discussion item, add decreased enrollment response and add bylaw updates as decision items to the agenda.

Forward: Bisman Kaur
Second: Krish Mistry
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

Motion to approve the agenda for Sept 24, 2025, as amended

Forward: Kimberly Brown
Second: Krish Mistry
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

ITEM: APPROVAL OF MINUTES

DECISION

Presenter: Chair- Monil Jethva

Attachment: Board Meeting Minutes -[Board Meeting Minutes 2025.08.27.docx](#)

Motion to approve the meeting minutes from August 27, 2025, as presented

Forward: Gopu Surendran

Second: Bisman Kaur

Abstain: None

Opposed: None

In Favor: All

Motion: Carried

- Up next on the agenda is a presentation from Del Pereira from Studentcare, but he was running late.
- **Alex suggests if the mover and seconder agree, a friendly amendment can be made to move to the “decision items” portion of the agenda.**
- Kim and others indicate they are okay with this.

ITEM: BYLAW AMENDMENTS

DECISION

Presenter: Alex Ostreicher

Attachment: [Redline - Bylaw No.3 - 2024 Executive copy and Bylaw No.3 - 2024 Executive copy - Revised by MJ\[7\] copy.pdf](#)

- **Process:**
 - AGM is approaching
 - Bylaws must be approved by the Board first, then by Members at AGM.
 - Legal counsel reviewed changes to ensure compliance and relevance.
- **Key Changes (Section 4.1 & related clauses):**
 - Added Associate Vice President as an officer.
 - Adjusted Executive Director role placement.
 - Updates reflect structural change made 2 years ago:
 - Vice President became a full-time role.

- Introduced part-time Associate VP role.
- **Vice President Role Adjustments:**
 - Removed requirement to return as a full-time student (no longer applicable since role is full-time staff).
 - Changed term definition to full-time, 1-year maximum.
 - Updated language from “part-time” → “full-time.”
- **Associate Vice President Role:**
 - Defined as a part-time student position.
 - Moved to Section 4.5 for clarity.
- **Executive Director & Associate Executive Director:**
 - Voting rights removed in executive selection (President, VP, Associate VP).
 - Reflects prior board decision.
- **Vacancies & Succession Planning:**
 - Clearer language on handling vacancies during a term.
 - If no candidates for President/VP/Associate VP:
 - Board can form an ad hoc committee to hire/appoint a representative.
 - Mirrors past practice when roles were unfilled.
- **Overall:**
 - Updates align with past board motions, legal advice, and recent structural changes.
 - Janie indicates that these were the changes the previous board wanted to make for this year’s AGM
 - Bisman indicates a grammatical error in the AVP position
 - VP will be elected for one year, should indicate AVP will be elected for one year.
 - Janie & Alex indicate they can get that amended.

Motion to add "associate vice president" in bylaw 4.4 F

Forward: Gopu Surendran
Second: Kimberly Brown
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

Motion to approve the bylaw amendments as amended

Forward: Kimberly Brown
Second: Diana Mutoni

Abstain: None
Opposed: None
In Favor: All
Motion: Carried

DECREASED ENROLMENT RESPONSE

DECISION

Presenter: Sheena Witzel

Attachment: [Student Enrolment Update BOD Meeting 1.pdf](#)
[Student Enrolment Update Part 2 1.pdf](#)

- Sheena starts by explaining that this information is not new, however she feels that it's important for the minutes and transparency to do a quick recap.
- She provides a powerpoint on CSI's current situation due to low enrolment, and how CSI is planning to address this throughout the current fiscal year.
- Due to shifting policy and government changes, we are in an uncertain climate. The international student landscape has shifted dramatically. The permit cap Ontario provincial cap on international study permits is reshaping college enrollment.
- Conestoga does have a heavy reliance on international enrollment, and it has made us especially vulnerable. Leading to some further, deeper impacts.
- Funding is directly tied to those enrollment figures of both in revenue and service demand and we are in a place where we are preparing for significantly lower student numbers than originally budgeted for.
- Conversations are had on a biweekly basis with the college and up until August, we were continuing to get the same budgeted enrollment number projection.
- CSI was only notified in late August that we were going to see a reduction.
- Important to note that it wasn't due to poor planning on our end, all information and contact up until middle of August was a confirmation of the projection that we were using.

Strategic alignment focus:

- Minimize impact on students and staff.
- Preserve essential services that support student experience.
- Maintain organizational stability while addressing financial realities.

Balanced financial approach:

- Reduce costs modestly within current fiscal budget.
- Use a responsible portion of reserves to avoid disruptions.

- Target \$300K–\$400K internal cost reductions.
- Use \$400K–\$500K from reserves to bridge the shortfall.

Reserves usage:

- Stability Fund (set aside by Board) available for enrollment fluctuations.
- Use only ~8% of \$6M reserves → considered responsible.
- Ensures services continue without harmful cuts.

Cost reductions:

- Quick internal adjustments possible without major impacts.
- Reductions tied proportionately to decreased student enrollment (20,500 → 17,000).
- No closures or elimination of services; just scaling programming dollars.

HR & staff compensation:

- Policies account for cost-of-living and performance-based increases.
- Indexed to national guidelines.

Motion proposed:

- Approve a balanced strategy for 2025–2026.
- Includes internal cost reductions (\$300K–\$400K) and use of up to \$500K from Stability Fund.
- Goal: minimize disruption to staffing/student services while ensuring fiscal responsibility.

Communication:

- Staff informed of deficit and adjusted enrollment.
- Managers currently working on internal cost reductions.

Questions

- Gopu asks:
 - Will essential services (welcome centre, library, tech support, disability services) be protected?
 - Sheena/Alex: Yes, CSI-funded services remain open. Non-CSI services (library, disability services, security, etc.) are college-funded

and we do not think those are currently impacted but cannot confirm this.

- Gopu follows up his question with wanting to know if there are plans for salary increases for staff?
 - Sheena: Yes, compensation policies include cost-of-living and performance-based increases.

Motion to approve the implementation of a balanced financial strategy for fiscal year 2025–2026, which includes:

- An internal cost reduction target in the range of \$300,000 to \$400,000 CAN, and
- Authorization to use up to a maximum of \$500,000 from the CSI Stability Fund to offset the remaining projected budget shortfall.

This approach is intended to minimize disruption to staffing and student services while ensuring responsible financial stewardship during this period of enrolment-related uncertainty.

Forward: Gopu Surendran
Second: Kimberly Brown
Abstain: None
Opposed: None
In Favor: All

ITEM: STUDENTCARE CONTRACT EXTENSION

DISCUSSION

Presenter: Del Pereira

Attachment: [CSI Partnership Continuation Proposal- March 2025 - v4 - FINAL.pdf](#)
[CSI APPENDIX E - Addendum March 2025.pdf](#)

Del presented a slide show and outlined the following points:

Background

- Started as a student-led startup; now manage \$300M+ in premiums.

- Strong values alignment with CSI; partnership since 2015.

Major Milestones

- **2015:** Flagship plan launched.
- **2016:** Expanded coverage, lowered costs, created reserves.
- **2018:** Introduced coverage equity (domestic = international).
- **COVID:** Supported massive growth in international students.
- **Ongoing:** Expanded mental health & virtual healthcare, all with fee stability.

Key Achievements

- Coverage equity: first college in Canada to fully integrate.
- Improved drug, dental, and general health benefits.
- Sustainable financial model with strong reserves.

Future Direction

- Expand beyond healthcare → broader student wellness ecosystem.
- 2026: Student Impact Fund (student-led, funded by industry).
- Public affairs & lobbying to protect student interests.
- New on-campus CSI office and stronger tech/data systems.
- In-house claim processing for accountability & cost control.
- \$450K reimbursement back to CSI in 2025.
- 2027 Alumni project → new revenue stream.

Closing

- Commitment to integrity, trust, and cost stability (<5% growth).
- Organization growing (300 staff) but keeping close connection to CSI.

Questions

Bisman:

What if something happens during the 6 weeks at the start of the term that students do not have coverage.

Del indicates that this is just the “waiting” period. Once Alumo receives the list of students who have been billed, their coverage can be used, and any claims and payments will be backdated.

ITEM: BILL 33

UPDATE

Presenter: VP- Rajveer Singh

Attachment: [BILL 33 - Briefing Note.docx](#)

Updates since July 31 board meeting:

- Public announcement of correlation between OSV Casa and CSA (previously internal).
- Town Hall held today, led by Peggy Sadler (NDP MPP, Shadow Minister for Colleges & Universities).
- Coalition formally launched on Sept. 22.

Coalition activities & plans:

- Public letter-writing campaign (organizations + students).
- Press conference Oct. 1 to align with letter campaign and student engagement.
- Planned consultations with ministers (letters, town halls, etc.).

Bill 33 advocacy:

- CSI and OSV reps attended Bill 33 download session.
- Coalition planning:
 - Social media campaign.
 - Advocacy prep & meetings with opposition critics.
 - Meeting with Minister Nolan Quinn.
 - Push for Bill 33 to Standing Committee on Social Policy.
 - Goal: remove Section 21.1 of Bill 33.

Messaging shift:

- From “student union autonomy” → to tangible student/community impacts.
- Focus on regulatory development, student education, and transparency.

Key emphasis:

- Bill 33 seen as flawed in multiple areas.
- Coalition committed to advocacy, outreach, and protecting student interests.

ITEM: STRIKE UPDATE

UPDATE

Presenter: Alex Ostreicher

Attachment: [Briefing Note - OPSEU Strike.docx.url](#)

Strike Update:

- Since Sept. 17, OSV + CSA prepared a joint letter regarding the support staff strike.
- OSV will sign on behalf of all members (not individual signatories).
- Letter expected to be finalized and sent by end of the week.
- No student inquiries about the strike have been received through any official channels (email, advocacy inbox, social media, front desk).
- Kickoff Fest ran smoothly.
- No major disruptions anticipated for upcoming events/operations.

Questions/Discussion:

- **Gopu asks:**
 - Students concerned about long walk from campus to bus stop, especially during rainy season.
- **Response (Alex, Sheena):**
 - Transit buses cannot cross picket lines due to union rules and liability. This is legally prohibited under their collective agreement.
- **Brandi brings forward some student concerns she has received:**
 - Long wait times at entrances (only one car let in at a time).
 - Heavy traffic congestion → delays, lateness for class, risk of road rage.
 - Safety risks exiting campus (poor visibility past picket lines → near accidents).
 - Some students want to switch to online classes.
 - Growing frustration; students less supportive of picketers over time.
- **Response (Alex, Janie, Sheena):**
 - Strike disruptions are intentional by OPSEU to create pressure.
 - Communications with OPSEU ongoing; encouraging patience is part of strategy.
 - College negotiating again this Friday.
 - Security stationed at entrances to mitigate safety risks.
 - Faculty are expected to be understanding if students are late.
 - Board could consider amplifying students' concerns if appropriate, but not take sides.
 - Janie confirmed student concerns will be raised with the college.
- **Gopu (follow-up):**
 - Advises last strike was 3 weeks, will anything be done to ensure this does not go any longer than 3 weeks.

- **Response (Janie & Sheena):**
 - No set timeline; could last weeks or months.
 - Last support staff strike lasted 19 days.
 - Longest faculty strike lasted 5 weeks (government eventually intervened).
 - No maximum limit; depends on negotiations.

ITEM: POLICY COMMITTEE REPORT

UPDATE

Presenter: Shubham Savaliya

Attachment: [Policy Committee September Report - Shubham.docx](#)

- Met Aug 2 and Sep 3
- Gopu has been selected as the secretary
- Reviewed 4.1 -4.7
- Currently working on a review of 4.3
- Any outcomes will be brought to the Board of Directors Meetings.

ITEM: CSI & CSSI FINANCIAL REPORT

UPDATE

Presenter: AVP- Shubham Savaliya

Attachment: [Finance.Budget to Actuals.2025.08.31.xlsx](#)

- Financial overview of August budget to actuals was provided.
- All report findings were normal.

CSSI Report

- Financial overview of August budget to actuals was provided.
- No questions regarding the report that was given by Shubham.

ITEM: INQUIRY REPORT & SERVICE COUNTS

UPDATE

Presenter: Shubham Savaliya

Attachment: [H. August 2025 Inquiry Report.pdf](#)

- 1,900 students had questions for CSI
- Majority of questions came from Doon Campus.

Presenter: Shubham Savaliya

Attachment: [Service Counts 2025 \(Jan-Dec\).xlsx](#)

- The data provided in this report was very similar to what was provided in the inquiry report.

ITEM: ELECTIONS FOR PERFORMANCE REVIEW COMMITTEE DECISION

Presenter: Monil Jethva

Attachment: [Performance Evaluation Committee.docx](#)

Purpose:

- Oversees performance evaluations of the President, Vice President, and Associate VP.
- Reviews occur in October and again in February (before executive selection process).

Background:

- Previously, two separate committees existed (President review & VP review).
- With AVP role added, process now streamlined into one committee.
- Ensures consistency and reduces overlap.
- Policy Committee will update governance language to reflect new structure.

Commitment:

- ~3 hours total across review period.

Next Step:

- Floor opened for nominations (self-nomination or by another director with confirmation).
- Kimberly and Diana both showed interest.

Motion to approve the consolidation of the President Performance Evaluation Committee and the Vice President Performance Evaluation Committee into a single “Executive Performance Evaluation Committee” responsible for evaluating the President, Vice President, and Associate Vice President.

Forward: Gopu Surendran

Second: Kimberly Brown
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

Motion to direct the Policy Committee to review and update the current performance evaluation policy to reflect the consolidated committee structure and to incorporate the Associate Vice President role.

Forward: Gopu Surendran
Second: Hayden Stewart
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

Motion to appoint Kimberly Brown to the 2025-2026 CSI Performance Review Committee

Forward: Hayden Stewart
Second: Diana Mutoni
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

Motion to appoint Diana Mutoni to the 2025-2026 CSI Performance Review Committee

Forward: Hayden Stewart
Second: Brandi Rae
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

ITEM: EXECUTIVE REPORTS

UPDATE

Presenter: Alex Ostreicher

Attachment: [August - Incidental Report - Alex.docx](#)

- No compliance report (September = break month). Limited events; vacation Aug 7-18.
- Submitted July reports, advocacy report; supported board/admin tasks; uploaded retreat docs.

- Coordinated board retreat logistics, created new governance sessions, and completed gap analysis for audit/goal setting.
- Provided leadership/feedback to team (Rajvir & Shubham) for professional growth.
- Advocacy: tracked Bill 33, active in CASA committees (food insecurity policy), led MP meetings, joined OSV check-in.
- Other: responded to student inquiries, produced/ reviewed reports, filmed classroom videos, supported other student unions.

Presenter: Vice President- Rajveer Singh

Attachment: [Rajveer August EXECUTIVE MONTHLY INCIDENTAL REPORT.docx](#)

- Visited Doon and Waterloo campuses; supported board newsletter.
- Attended Board retreat and executive meetings; coordinated sessions and documents.
- Participated in coalition, governance, and advocacy meetings with OSV, CSI, CASA, MPs, and MPPs.
- Represented CSI on multiple committees: Advocacy, OSV Board (Chair), CASA CPAC, EDIC, and National Advocacy.

Presenter: Associate Vice President- Shubham Savaliya

Attachment: [August Shubham's Incidental Report.docx](#)

- Visited Doon and Waterloo campuses.
- Attended weekly executive meetings with Rajveer and Alex.
- Created July incidental report and worked on August newsletter.
- Developed surveys and icebreakers for Board August retreat; created retreat survey report.
- Attended Search Conference (Aug 8–10) and prepared conference report.
- Uploaded work to SharePoint and AVP Outlook calendar.
- Met with Cena and Jenny.
- Participated in advocacy committee meeting and read related materials.
- Attended CSI financial meeting, Board of Directors retreat, and Policy Committee meeting.
- Committee roles: AVP on CSI Board Advocacy Committee; Chair of Policy Committee.

ITEM: NEW BUISNESS

DISCUSSION

Presenter: Chair- Monil Jethva

- No new buisness to discuss

ITEM: BOARD MONITORING IN CAMERA

PROCEDURAL

Presenter: Chair - Monil Jethva

Motion to enter In Camera at 8:42 PM

Forward: Gopu Surendran
Second: Krish Mistry
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

Motion to exit In Camera at 9:00 PM

Forward: Brandi Rae
Second: Kimberly Brown
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

ITEM: ADJOURNMENT

PROCEDURAL

Presenter: Chair- Monil Jethva

Motion to adjourn at PM 9:01 PM

Forward: Brandi Rae
Second: Krish Mistry
Abstain: None
Opposed: None
In Favor: All
Motion: Carried



President

Date

Brandi Rae Tushko

Secretary

November 5, 2025

Date