

MEETING MINUTES

Board of Directors Meeting
2020.05.27
Virtual (Zoom)
5:00PM – 8:10PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	5:04 PM
Attendees	Sana Banu, Paul Banks, Tamara Cooper, Pranav Gandhi, Mehar Hundal, Kyle Magalhaes, Gijo Mathew, Sivani Pappu, Prabhjot Singh, Vaidehi Thakkar, Janie Renwick, Sheena Witzel, Amelia Baty Guests: Jacinda Reitsma, Trish Weigel-Green
Proxy	
Regrets	
Adjournment	8:11 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 5:04 PM

LAND ACKNOWLEDGEMENT

PROCEDURAL

We would like to acknowledge that we are on the lands of the Neutral, Anishinaabe and Haudenosaunee peoples.

ATTENDANCE

PROCEDURAL

Presenter: Tamara Cooper

TIME TO ADJOURN

PROCEDURAL

Presenter: Sana Banu

Time to adjourn will be 8:10 PM.

APPROVAL OF AGENDA

DECISION

Presenter: Sana Banu,
Attachment: Board Meeting Agenda – 2020.05.27

Amendments:

1. Pandemic Plan will be an Update rather than Decision

Motion to approve the agenda with amendments

Forward: Vaidehi Thakkar
Second: Paul Banks
Abstain: None
In Favour: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Sana Banu
Attachment: Board Meeting Minutes – 2020.04.28

Amendments:

1. Spelling of “Academic” on page 4 was incorrect;
2. Remove “back” in first bullet point under CSI Fees 2020-2021 Academic Year;
3. Spelling of “Advocacy” on page 1 was incorrect.

Motion to approve the minutes from the month of April with amendments

Forward: Paul Banks
Second: Vaidehi Thakkar
Abstain: None
In Favour: All
Motion: Carried

CSI FINANCIAL UPDATE

UPDATE

Presenter: Sana Banu
Attachment: CSI Budget to Actuals 2020.04.30
CSI Health Plan Budget to Actuals 2020.04.20
Account Balances 2020.05.25

- Not many transactions over the past two months due to Covid19;
- Administration expense is shown as an accounted amount but not a budgeted amount in each category;

- This administration expense covers salaries, insurance, internet, phones, etc. and was documented in this way due to the Student Choice Initiative last year. This year's budget will reflect these expenses in a simpler way;
- Introduction of how to read the budget would be helpful for the Board;
- The income statement 2020.04.01 - 2020.04.30 indicates a shortfall of \$827,000. This presumably occurred because this is a one-month snapshot. It reflects one large annual payment made in the month but only the monthly revenue received. A yearly income statement would look more accurate;
- **ACTION:** Mehar to get detailed answer about April income statement;
- **ACTION:** Sana to send "How to Read a Budget" presentation from CASA to the BOD.

CSSI FINANCIALS

UPDATE

Presenter: Sana Banu

Attachment: CSSI Budget to Actuals 2020.04.30

- Not many transactions due to Covid19

ORGANIZATIONAL UPDATE

UPDATE

Presenter: Janie Renwick, Sheena Witzel

- Staff and executive management are working on Pandemic Plan – may need to present at a roundtable for approval;
- Service counts and inquiry trackers will be presented to board monthly
- GRT is charging fares beginning June 1; Janie will inform the Board what the term pass cost will be;
- Working on a semester pass with Guelph Transit.

BUDGET PRESENTATION

DECISION

Presenter: Sheena Witzel

Attachment: Draft 2020-2021 Budget
2020-2021 Projected Budget Pre-Pandemic

- Presented proposed budget based on projected enrollment numbers that may change, and significant reduction in programming allotment;
- CSI has qualified for government wage subsidy. This budget shows five weeks of subsidy, however we may qualify for the 18 week subsidy;
- If international students arrive on-campus next year they will be charged a pro-rated fee.

- **ACTION:** Board to discuss whether to charge the full fee, dip into reserves and provide direction before finalizing budget.
- **ACTION:** Sheena to create new budget models/scenarios.

CASA UPDATE

UPDATE

Presenter: Sana Banu

- Sana plans to sit on college advisory groups and advocacy committee;
- Athabasca University is interested in collaborative provincial advocacy with CSI and other associations;
- Board members do not have to sit on committees but can work with them.

INCIDENTAL REPORTS

UPDATE

Attachments: Incidental Reports

- Recommendations request is being made to policy committee on how to be responsible for tracking virtual hours.

BOARD MONITORING

IN-CAMERA

Motion to enter In-Camera at 7:06PM

Forward: Pranav Gandhi
Second: Gijo Mathew
Abstain: None
In Favour: All
Motion: Carried

Motion to exit In-Camera at 7:12PM

Forward: Vaidehi Thakkar
Second: Prabhjot Singh
Abstain: None
In Favour: All
Motion: Carried

COLLEGE PRESENTATION

UPDATE

Presenter: Jacinda Reitsma, VP Finance and Corporate Services

Trish Weigel-Green, Associate VP, Student Affairs

- Trish and Jacinda meet regularly with CSI President, ED, and AED regarding college issues and encourage communication, especially around student advocacy;
- Conestoga will be implementing stringent PPE and distancing guidelines when the campuses re-open;
- Not yet determined what services will be available in the fall and beyond;
- There will be a follow-up to the original bursary which will assess each student on an individual basis for emergencies;
- Could applications for Grocery Gift cards be reopened? This is possible and good for the college to know there is a continuing need;
- Can online classes be recorded and shared to accommodate student employment and childcare responsibilities? Faculty are being directed to record their classes. Students can contact the Student Rights and Responsibilities Office for assistance <https://www.conestogac.on.ca/student-rights/>
- Concerns when campuses reopen but childcare may not. Trish noted issues of concern;
- Board had questions about mental health access for students. Trish clarified - counselling is available now by phone and video consultation is being looked into;
- PPE will be provided to students and staff when the campuses reopen;
- College is working through options for students requiring placements or co-ops to ensure they graduate on time and within guidelines;
- Tuition has been frozen for all students. Looking into deadlines, refundable deposits and installment payments;
- High priority that out-of-country students have internet and device needs met.

ADJOURNMENT

PROCEDURAL

Presenter: Sana Banu

Motion to adjourn at 8:11 PM

Forward: Vaidehi Thakkar
Second: Gijo Mathew
Abstain: None
Approve: All
Motion: Carried

APPROVAL



July 8, 2020

President, Chair

Date



July 8, 2020

Secretary

Date