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## MEETING MINUTES

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Board of Directors Meeting  
2020.10.20  
Virtual Zoom  
4:05PM – 7:11PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	4:05 PM
Attendees	Sana Banu, Paul Banks, Tamara Cooper, Pranav Gandhi, Mehar Hundal, Kyle Magalhaes, Gijo Mathew, Sivani Pappu, Prabhjot Singh, Vaidehi Thakkar, Sheena Witzel, Janie Renwick, Amelia Baty
Proxy	
Regrets	
Adjournment	7:11 PM

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## AGENDA TOPICS

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### CALL TO ORDER

PROCEDURAL

Meeting called to order at 4:05 PM

### LAND ACKNOWLEDGEMENT

PROCEDURAL

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

In today's meeting we will be looking at approving an Indigenous director position on the board as a step towards truth and reconciliation by having that voice at our table

### TIME TO ADJOURN

PROCEDURAL

Presenter: Sana Banu, President

Time to adjourn will be 7:00 PM

### APPROVAL OF AGENDA

DECISION

Presenter: Sana Banu, President  
Attachment: Board Meeting Agenda – 2020.10.20

## Motion to approve the agenda

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

## APPROVAL OF MINUTES

## DECISION

Presenter: Sana Banu, President  
Attachment: Board Meeting Minutes 2020.09.29

## Motion to approve the minutes from the month of September

Forward: Vaidehi Thakkar  
Second: Pranav Gandhi  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## INDIGENOUS DIRECTOR POSITION

## DECISION

Presenter: Kyle Magalhaes, VPI  
Attachment: 4.3.1.0 Aboriginal Student Director Position

- Goal is to have a position that ensures aboriginal students are represented on the CSI board and have a vote
- With this position we want to ensure we do not deter other board members from being able to speak for indigenous students or deter the student in this position from speaking for other students
- The document outlines a typical director position with some changes in points 3.2, 4.1.5, 5.1.5, 5.2
- If approved, add this into elections policy to determine how this position is elected (possibly left to aboriginal services office)
- Vision to add standing positions to other equity seeking groups

## Motion to approve the Aboriginal Student Director position to the CSI board beginning 2021

Forward: Paul Banks  
Second: Prabhjot Singh  
Abstain: None

Opposed: None  
In Favour: All  
Motion: Carried

## CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, VPI  
Attachment: CSI Budget to Actuals 2020.09.30

- Money received from the college will show in the next financials
- Most expenses are wages. CSI qualified for 75% wage subsidy this month, however with student fees being calculated into next month's financials we may not continue to qualify

## CSSI FINANCIALS

UPDATE

Presenter: Mehar Hundal, VPE  
Attachment: CSSI 2020-2021 Budget to Actuals 2020.09.30

- Continue to qualify for wage subsidy
- Able to waive the wellness software fees
- About \$2000 in revenue for Venue and Pita Pit inventory sales
- Discussed that CSSI has not been profitable in the past. Most start-ups take 4-5 years to break even. If not for the pandemic we had expected to at least break even this year
- **ACTION:** Mehar to confirm Venue, Pita Pit sales number

## SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, VPI  
Attachment: Inquiry Report September 2020.10.14  
Service Counts September 2020

- Foodbank usage is up
- Overall online traffic is up
- Website shows significant more visitors in 2017 than other years because at that time we were integrated on all physical computers on campus with our site being the landing page upon login

## CASA UPDATE

## UPDATE

Presenter: Sana Banu, President

- Advocacy conference will be online for a month
- “Mind the Gap” campaign is being developed
- Discussion around funding for trades – does the government pay the college to teach for free or do employers?
- **ACTION:** Janie to ask the college about how the trades funding program works and report to board

## EXECUTIVE UPDATE

## UPDATE

Presenter: Sana Banu, President  
Janie Renwick, Executive Director  
Sheena Witzel, Associate Executive Director

- College declined funding of our work study program. Discussed with them how to move forward and asked where their work study funds will be spent
- They do not have a fall plan, are looking into winter. We will continue to press them on this issue
- CSI will move forward as the board committed to \$500,000 for 250 jobs
- Currently filled 128 positions and can increase
- Would like to bring Catherine Raso back as Governance facilitator for refocusing
- **ACTION:** Amelia to find availability for Catherine Raso

## QUALITY OF EDUCATION CONCERNS

## UPDATE

Presenter: Paul Banks  
Attachment: Quality of Education Concerns – Paul Banks 2020.10

- Conestoga is basically acting as an online school but students have not been given direction as to what is the minimum standards they may expect (eg. will all classes be recorded, will student receive previous tests for review before next test)
- The college has not committed to the online process because they feel it is short term. They should outline specifically what an online school provides
- There should be uniform administration of programs throughout all disciplines and have accountability that all students get consistency with their program delivery
- Need to know what the college is doing proactively for possible future scenarios

- Students fear repercussions and only feel comfortable expressing concerns anonymously
- These concerns should be added to the Quality of Education document and be followed up with survey(s) to ensure the college is addressing concerns
- KPI (Key Performance Indicator) surveys are usually done in second semester, not sure if they are being done this year
- **ACTION:** Janie to find out if KPIs are being done this year
- **ACTION:** Mehar to add to the quality of education document and send to the board for approval prior to forwarding to the college

## COVID READINESS PLAN

UPDATE

Presenter: Pranav Gandhi

- Conestoga is not currently on the list
- We have a lot of campuses so the reports need to be approved by the health unit in the location of each campus. The college has proactively send the plan to each of these health unit and are waiting to hear back
- There does not seem to be a reason as to which institutions are being approved first

## INCIDENTAL REPORTS

UPDATE

Attachments: Incidental Reports

- These have been uploaded to Sharepoint

## BOARD MONITORING

IN-CAMERA

Motion to enter In-Camera at 5:51pm

Forward: Tamara Cooper  
Second: Prabhjot Singh  
Opposed: None  
Abstain: None  
In Favour: All  
Motion: Carried

## Motion to exit In-Camera at 7:10pm

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

## ADJOURNMENT

## PROCEDURAL

Presenter: Sana Banu, President

## Motion to adjourn at 7:11 PM

Forward: Tamara Cooper  
Second: Sivani Pappu  
Abstain: None  
Opposed: None  
Approve: All  
Motion: Carried



25<sup>th</sup> November 2020

President, Chair

Date



27<sup>th</sup> November 2020

President, Secretary

Date