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## MEETING MINUTES

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Board of Directors Meeting  
2021.10.04  
Virtual Zoom  
6:03PM – 7:45PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	6:03 PM
Attendees	Sana Banu, Kyle Magalhaes, Janie Renwick, Sheena Witzel, Amelia Baty, Paul Banks, Parneet Dhaliwal, Rupinder Kaur, Nelson Chukwuma, Shawna Powell, Pranav Gandhi, Richard Mitchell, Justin McLaughlin, John Tibbits, Jacinda Reitsma
Proxy	
Regrets	
Adjournment	7:45 PM

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## AGENDA TOPICS

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### CALL TO ORDER

PROCEDURAL

Meeting called to order at 6:03 PM

### LAND ACKNOWLEDGEMENT

PROCEDURAL

Presenter: Paul Banks, Chair

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

### TIME TO ADJOURN

PROCEDURAL

Presenter: Paul Banks, Chair

Time to adjourn will be 7:30 PM

## APPROVAL OF AGENDA

## DECISION

Presenter: Paul Banks, Chair  
Attachment: Board Meeting Agenda – 2021.10.04

Board Monitoring to be added prior to adjournment.

### Motion to approve the agenda 2021.10.04 with amendments

Forward: Richard Mitchell  
Second: Rupinder Kaur  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## APPROVAL OF MINUTES

## DECISION

Presenter: Paul Banks, Chair  
Attachment: Board Meeting Minutes 2021.09.20

Pita Pit contract term to be reflected as three (3) years rather than five (5) years.

### Motion to approve the minutes 2021.09.20

Forward: Shawna Powell  
Second: Richard Mitchell  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## COLLEGE UPDATE

## UPDATE

Presenter: John Tibbits, Conestoga College President  
Jacinda Reitsma, Vice President, Finance and Corporate Services

- Conestoga College's mandatory vaccination policy will be fully enacted in January 2022
- Any employee, student or visitor to campus will require proof of full vaccination at that time. The Mobile Safety App can be used to upload proof of vaccination
- In order to fully open the campus, vaccination will be required
- Sheena - What does full re-opening look like ie. Hybrid programs, small capacity, etc.

- John Tibbits – there will be hybrid programming, however at this time it is anticipated that 2/3 of each program will be on campus
  - The college is looking at additional space for classes
- Rupinder - Will students have a choice of hybrid model
  - John Tibbits – student's needs and desires will be considered in re-opening planning
- Shawna - When will a decision be made about hybrid model? Some students do not have housing close to the college lined up for winter semester.
  - John Tibbits – Scheduling won't be known until November
- Sana - Is the college doing advocacy to Public Health to accept Russian and Chinese vaccines?
  - Jacinda Reitsma – the college acknowledges that issues and is working with international students to sort it out. The app keeps and updated list of accepted vaccines.
- Rupinder - Will there be social distancing and masks required in winter semester on campus?
  - John Tibbits – at this time it is anticipated there will be regular classroom sizes with no physical distancing or masks required
- Pranav - If a student has a hybrid model program, will lectures be recorded or live?
  - John Tibbits – the preference is for recorded lectures, however those details have yet to be determined
- The college will provide further information on specific details as it becomes available
- Reuter Campus is expected to open in September 2022
- Updates on Milton Campus and renovations at Doon campus will be provided at the next meeting

## KITCHEN RENOVATION/FOOD SERVICES

## UPDATE

Presenter: Sheena Witzel

- A contract was accepted from the RFP which came in around budget at \$839,000 plus HST
- The kitchen renovation project will be completed in early March 2022
- A more thorough update will be provided in the strat plan report at the end of the term
- The Food Truck will have an inspection shortly, however there is information to gather about winterizing it

## CSSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President  
Attachment: CSSI 2020-2021 Budget to Actuals 2021.09.30

- There are no items of significance to report

## CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President  
Attachment: CSI Budget to Actuals 2021.09.30

- The finance department prepared a report which is in Sharepoint that is a summary. The board feels this summary is helpful going forward
- There is extra revenue in the budget due to higher than anticipated student enrollment which will be accounted for in a budget revision

## SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, Vice President  
Attachment: Inquiry Report 2021.09.30  
Service Counts 2021.09.30  
September 2021 Service Count Summary

- Kyle has prepared a condensed summary which can be found in Sharepoint
- The foodbank numbers, for the first time, are not a record
- Attendance at events was high
- Online daily traffic is also high
- CSI passed 10,000 Instagram followers last month, with high engagement
- With the App just coming back online we have 6,910 users

## CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Sana attended the plenary on September 22 where audited financials and board update was provided
- Upcoming Superconference that includes Advocacy week and AGM will take place in November. This will probably be a virtual conference
- Directors who wish to attend should let Sana know

## PRESIDENT/VICE PRESIDENT UPDATES

## UPDATE

Presenter: Sana Banu, President  
Kyle Magalhaes, Vice President

- President
- AGM preparations continues with GetQuorum having sent AGM package to students
- Currently 150 proxies have been received and 753 RSVPs received
- Participated in the community walk on the National Day for Truth and Reconciliation with CSI staff
- Received feedback from Be-Dah-Bin Gamik to include in response letter to the college
- Indigenous Circle has been approved. The Operations team will discuss recruitment for this
- Over 2000 students participated in Frosh Kit pick-up
- Attended Board of Governors and college meetings
- VP
- Participated in the community walk on the National Day for Truth and Reconciliation with CSI staff
- Attended AVP, Executive and Operations meetings
- Service counts, finance updates and emails
- Moderating the Student Housing Town Hall
- Working on Advocacy project with AVP

## BOARD MONITORING

## IN-CAMERA

### Motion to enter In-Camera at 7:01pm

Forward: Richard Mitchell  
Second: Parneet Dhaliwal  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

### Motion to exit In-Camera at 7:41pm

Forward: Nelson Chukwuma  
Second: Harley Potter  
Abstain: None  
Opposed: None

# BOARD OF DIRECTORS /// MEETINGS

CONESTOGA  
STUDENTS INC

In Favor: All  
Motion: Carried

## Action Items Resulting from In-Camera session

- ACTION:** Amelia to schedule monthly Round Table meetings of the board in advance of the Call for Agenda
- ACTION:** Amelia invite Board Secretary to the Chair/President Agenda preparation meetings
- ACTION:** Policy Committee to discuss Alumni Director position

## ADJOURNMENT

## PROCEDURAL

Presenter: Paul Banks, Chair

## Motion to adjourn at 7:45 PM

Forward: Richard Mitchell  
Second: Shawna Powell  
Abstain: None  
Opposed: None  
Approve: All  
Motion: Carried



16<sup>th</sup> November 2021

President

Date

Parneet Dhaliwal

16<sup>th</sup> November, 2021

Secretary

Date