
MEETING MINUTES

Board of Directors Meeting
2021.11.15
Virtual Zoom
6:01PM – 8:52PM

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| Meeting called by: | BOD |
| Type of Meeting | Board Meeting |
| Call to order | 6:01 PM |
| Attendees | Sana Banu, Kyle Magalhaes, Janie Renwick, Sheena Witzel, Amelia Baty, Paul Banks, Parneet Dhaliwal, Rupinder Kaur, Nelson Chukwuma, Shawna Powell, Pranav Gandhi, Cisco Watson, Jacinda Reitsma, Barbara Kelly |
| Proxy | |
| Regrets | Richard Mitchell |
| Adjournment | 9:00 PM |

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 6:01 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 9:00 PM

APPROVAL OF AGENDA

DECISION

Presenter: Paul Banks, Chair
Attachment: Board Meeting Agenda – 2021.11.15

Motion to approve the agenda 2021.11.15

Forward: Shawna Powell
Second: Harley Potter
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Paul Banks, Chair
Attachment: Board Meeting Minutes 2021.10.04

Motion to approve the minutes 2021.10.04

Forward: Nelson Chukwuma
Second: Harley Potter
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF EMERGENCY BOARD MEETING MINUTES

DECISION

Presenter: Paul Banks, Chair
Attachment: Emergency Board Meeting Minutes 2021.11.01

Motion to approve the emergency board meeting minutes 2021.11.01

Forward: Nelson Chukwuma
Second: Harley Potter
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

COLLEGE UPDATE

UPDATE

Presenter: Jacinda Reitsma, Vice President, Finance and Corporate Services
Barbara Kelly, Vice President, Academic/Student Affairs and Human Resources

- Barbara – looking forward to welcoming students in January in a more fully open model
- Started messaging students in August about return to campus in January
- Moving 1/3 of program hours to remote learning which provides some flexibility
- Each program will look different depending on needs
- Jacinda – students have asked about how much of their program will be online in order to make decisions around housing
- Based on class schedules, some students may choose to commute
- Following Covid guidelines, opened 100 more residence spots, there is a wait list
- Encouraging Homestay options, which connect students with our community who may be able to provide place to stay
- Supports will be expanded so students can reach out with concerns
- Appreciate CSI's support in this initiative
- Sana – the board will consider additional questions to send to the college around housing concerns

STUDENT HOUSING CONCERNS

DISCUSSION

Presenter: Nelson Chukwuma

- The housing market in Waterloo Region is difficult for students and it will be difficult for students to find short-term housing quickly
- Could final semester students have an online model for their programs to avoid finding temporary housing?
- Shawna – A lot of International students are not in Canada yet and six weeks from returning. It will be difficult for them to find housing. Offering online learning would help
- Rupinder – Could CSI help with a Ride Share option? Setting up a page to offer rides?
- Sana – 8500 International students will be coming in January (not all final semester students)

- There is a concern from the college that some students requesting online learning are looking to get around the vaccine mandate
- Great Canadian (who we recently signed a contract with) has some connection programs from other areas. We could post the schedules for students
- Sheena – The operations team can report back with details on how to support this
- Kyle – How do students get reliable information about their on campus schedule?
- What is the vetting program for Homestay? How many spaces? If students have issues, what are their rights?
- Sana – Homestay is the entity that facilitates the program (they vet students and providers and match them)
- Rupinder – Grouping on campus classes on one or two days in student's timetables could help for commuting students
- Sana – Student Affairs advised there are advocating for grouping classes together for each program and releasing timetables earlier (prior to exams)
- Kyle – Finding a ride or an Air bnb is expensive especially if classes could be online
- Harley – having final year students continue online could help to free housing spaces for other students
- Sheena – Is there data that supports what students want (eg. in person classes, fully online, what is their housing situation). This is beneficial when presenting to the college
- Sana – The current student survey includes housing questions
- Sana – The college has stated they provided re-opening information to students four months in advance and that Conestoga is not an online school
- Presenting possible solutions to these concerns is helpful

PITA PIT AGREEMENT

DECISION

Presenter: Matthew Joseph, Lawyer/Avocat, Arbique & Ahde
Attachment: Franchise Agreement and Related Agreements for CSI

- There were some changes to the agreement which are of note
 1. Non-competition provision provides more flexibility for CSI now
 2. CSI now has exclusive rights to Pita Pit on campus

3. Removal of the Franchisee granting a lease to Pita Pit in order to ensure there is nothing in the agreement touching on the relationship between CSI and Conestoga College
4. Narrowed down the provisions around general security to ensure that Pita Pit only has collateral over assets within Pita Pit and not all of CSI

- This is a three year agreement with a renewal for five years

Motion to accept the agreement as presented

Forward: Rupinder Kaur
Second: Shawna Powell
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

STUDENT ACCESS TO MENTAL HEALTH

DISCUSSION

Presenter: Shawna Powell

- A returning student, in the summer semester was refused access to a councillor through the college as she didn't have class in the summer
- College policy says that all students with a valid One Card have access
 - ACTION: Shawna to redirect the student to Sana for follow up

INCLUSION IN INDIGENOUS MEETINGS

DISCUSSION

Presenter: Shawna Powell

- Shawna has been invited to attend Aboriginal Department meetings with other college departments as a CSI representative and would like approval from this board to do so
- Sana – If this involves operational commitments it may be difficult for Shawna, however our AVP of Indigenous Students would be an appropriate representative
- Sheena – Should this be included in Indigenous circle meetings?
 - ACTION: Shawna to connect with Myeengun for greater understanding of what this involves

CSSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: CSSI 2020-2021 Budget to Actuals 2021.10.31

- There are no items of significance to report

CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: CSI Budget to Actuals 2021.10.31

- 42% more students in spring semester and 21% more in fall semester than anticipated
- Opt-in rate was higher than anticipated at 58%
- Academic support is over budget due to Education Fund requests
- Looking to review guidelines on acceptance of Education Fund request

SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: Inquiry Report 2021.10.31
Service Counts 2021.10.31
Zendesk Report 2021.10.31
October Service Summary

- The foodbank numbers are up significantly
- Overall social media traffic is up

POLICY COMMITTEE UPDATE

UPDATE

Presenter: Kyle Magalhaes, Vice President

- Reviewed Code of Conduct with no significant changes
- Important for the board to read policies ahead of meetings
- The board calendar has a schedule showing which policies to review

COMPLIANCE REPORT

UPDATE

Presenter: Sana Banu, President

- EL #2c Compensation and Benefits
- The compliance report was reviewed and Sana reports compliance

PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Sana Banu, President
Kyle Magalhaes, Vice President

- President
- Incidental Report is in Sharepoint
- Truth and Reconciliation – there has been movement on the part of the college with the creation of an Advisor to the President position
- Sana will inform the board of the details of the report and funding amounts when received
- Attended various meetings, fees discussion, retreat planning and Indigenous teaching
- Will be attending college council next week
- VP
- Incidental report will be uploaded to Sharepoint following this meeting
- Student appeals initiative starting this Thursday. Working with the Advocacy Department to clean up the appeals process to provide more equality
- Various meetings, review of agreements, Indigenous teaching and discussions on Truth and Reconciliation

BOARD MONITORING

IN-CAMERA

Motion to enter In-Camera at 7:43pm

Forward: Rupinder Kaur
Second: Harley Potter
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

Motion to exit In-Camera at 8:51pm

BOARD OF DIRECTORS /// MEETINGS

CONESTOGA
STUDENTS INC

Forward: Harley Potter
Second: Rupinder Kaur
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

ADJOURNMENT

PROCEDURAL

Presenter: Paul Banks, Chair

Motion to adjourn at 8:52 PM

Forward: Harley Potter
Second: Nelson Chukwuma
Abstain: None
Opposed: None
Approve: All
Motion: Carried



President

7th December 2021

Date

Parneet Dhaliwal

Secretary

8th December 2021

Date