

## MEETING MINUTES

Board of Directors Meeting

2022.04.13

Virtual Zoom

7:37PM – 9:26PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	7:37 PM
Attendees	Sana Banu, Kyle Magalhaes, Janie Renwick, Sheena Witzel, Paul Banks, Parneet Dhaliwal, Rupinder Kaur, Nelson Chukwuma, Harsh Singh, Harley Potter, Pranav Gandhi, Shawna Powell, Justin McLaughlin, Anusha Mukesh, Fatir Raza, Vaibhavi Patel, Arjun Sharma, Shaun Bajracharya, Raagha Vignesh, Kartik Pahwa, Jacinda Reitsma, Laura Dobson,
Proxy	
Regrets	
Adjournment	9:26 PM

## AGENDA TOPICS

### CALL TO ORDER

### PROCEDURAL

Meeting called to order at 7:37 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 10:00 PM

# BOARD OF DIRECTORS /// MEETINGS

CONESTOGA  
STUDENTS INC

## APPROVAL OF MINUTES

## DECISION

Presenter: Paul Banks, Chair  
Attachment: Board Meeting Minutes 2022.03.23

### Motion to approve the minutes 2021.03.23

Forward: Nelson Chukwuma  
Second: Harsh Singh  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## APPROVAL OF AGENDA

## DECISION

Presenter: Paul Banks, Chair  
Attachment: Board Meeting Agenda – 2022.04.13

Sana requested to add discussion item of moving surplus into reserves following the budget approval.

### Motion to approve the agenda with amendments 2022.04.13

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

## TECH FEE PRESENTATION

## UPDATE

Presenter: Laura Dobson, Chief Information Officer  
Jacinda Reitsma, VP Finance and Corporate Services  
Attachment: CSI Tech Fee Presentation 2022

Jacinda

- Annually the Tech Fee is charged but use of it has changed
- Over the past 3 years there has been an effort to reduce this fee while recognizing that enhanced technology is important

Laura

- Tech Fee presentation highlighted:
  - Trends

- Strategic initiatives
- Ongoing strategic partnerships
- Last year's accomplishments
- Modernizing enterprise platforms (student information system) and choosing a new vendor to provide better experience for students
- Implementing data and analytics
- Expansion of Help Desk and additional supports in each campus
- Additional advanced hardware supports for advanced learning requirements
- Sana – students have provided some feedback about a lack of charging points for personal equipment. Does this fall under the Tech Fee?
- Jacinda – the college is looking at this in classrooms but it would be good to extend to all areas.
- Harley – are there plans for additional electric car charging stations on all campuses?
- Jacinda – Facilities is focusing on sustainability issues. Will take this question to them as feedback
- Nelson – Elaborate on modernizing the student learning management system integration
- Laura – synching between the SIS and Student Learning Management needs modernization to ensure it stays up to date in real time with information Want to ensure data is reliable and timely.

## PRESIDENT'S COMPENSATION

## DECISION

Presenter: Nelson Chukwuma, Chair of Policy Committee  
Kyle Hillis, Sr. Manager, Human Resources

- Recommendation to adjust the president's salary as follows
  - 1<sup>st</sup> Year \$66,870.
  - 2<sup>nd</sup> Year \$71,458.
  - 3<sup>rd</sup> Year \$76,046.
  - 4<sup>th</sup> Year \$80,635.
- Recommend the current president receive retroactive 2<sup>nd</sup> year pay to January of 2022 as per other full-time salaries
- Recommend current president receive 3<sup>rd</sup> year salary as of May 1, 2022

**Motion to approve the President's Compensation policy as presented**

Forward: Pranav Gandhi  
Second: Harley Potter  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## DIRECTOR'S HONORARIUM CHANGES

## DECISION

Presenter: Nelson Chukwuma, Chair of Policy Committee  
Kyle Hillis, Sr. Manager, Human Resources

- Recommendation to align this honorarium with other volunteer positions as CSI to increase to \$500/month, subject to annual review

### Motion to approve the Director's Honorarium strategy as presented

Forward: Rupinder Kaur  
Second: Harsh Singh  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## STRATEGIC PLAN APPROVAL

## DECISION

Presenter: Sana Banu, President  
Attachment: Board Inputs – CSICSSI Strategic Plan Revised April 22

- Allocation of resources was discussed at the round table and the board decided if each End would be increased, decreased or maintained. Based on that decision, Sana presented the updated document
- Nelson – Ends 3 had a decision to maintain but it appears the same amount is being invested
- Sana – the number has been adjusted proportionately
- Kyle – there was to be a decrease for End 2 but the number more than doubled
- Sheena – the fee had been cut in half but is now back to its regular amount. Also there is a proportionate increase reflective of enrollment numbers
- Sana – adding a percentage rather than number may help avoid confusion.

### Motion to approve the Strategic Plan as presented

Forward: Harley Potter  
Second: Parneet Dhaliwal  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## BUDGET APPROVAL

## DECISION

Presenter: Sana Banu, President  
Attachment: Budget Notes (2022-2023) Annual Budget  
Budget Notes (2022-2023) Spring Budget  
2022-2023 Annual Budget (draft)  
CSSI Budget Notes (2022-2023)  
Board Approval

- There are challenges to our fiscal year not aligning with the academic year and this may be discussed with the new board
- Spring and fall budget estimates 25,000 students conservatively shows an estimated loss of \$280,000.
- Both budget notes are for spring, fall and winter
- Spring 23-24 shows a \$500,000 loss however, as fees are disbursed throughout the year and spring has the least disbursed due to lower enrollment it is misleading. The projection for the entire year shows a surplus.

### Motion to approve the Spring 2023-2024 budget as presented

Forward: Pranav Gandhi  
Second: Harsh Singh  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

### Motion to approve the CSSI 2022-2023 budget as presented

Forward: Rupinder Kaur  
Second: Parneet Dhaliwal  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

### Motion to approve the CSI 2022-2023 budget as presented

Forward: Harley Potter  
Second: Pranav Gandhi  
Abstain: None  
Opposed: None

# BOARD OF DIRECTORS /// MEETINGS

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STUDENTS INC

In Favor: All  
Motion: Carried

## SURPLUS FUNDS TO RESERVES

## DISCUSSION

Presenter: Sana Banu, President

- CSI currently has \$400,000 in excess funds from the college and are considering moving it into reserves
- Best practices are that we should have a year's worth of operating funds, CSI currently has about 6 months
- A separate account for Capital Development may be created as well
- Harley – how is the reserve invested?
- Sana – it is in a low risk GIC
- Rupinder – what would happen if the college requests this money back?
- Sana – the board would have to approve if it was taken from the reserves
- Kyle – does it make financial sense to have that much in reserves when there is little chance of needing it. Even during extenuating circumstances, it seems like too much. Makes more sense to have 6 months in reserves and the rest towards a student centre
- Sheena – Risk assessment is important and perhaps there should be a maximum percentage put towards reserves each year. Lawyers and auditor's professional opinions should be considered when the board makes this decision

## BOARD CHAIR SELECTION

## DECISION

Presenter: Paul Banks, Chair

- There is one candidate who put their name forward
- Kyle Magalhaes presented to the board who unanimously acclaimed him as Board Chair 2022-2023

## COMPLIANCE REPORT

## UPDATE

Presenter: Sana Banu, President

Attachment: Monitoring Report EL 2e Financial Planning and Budgeting

- Sana reports compliance

## CSSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President  
Attachment: CSSI Budget to Actuals 2022.03.31  
CSSI Budget to Actuals Notes 2022.03.31

- There was some income reported for a wedding event
- There are no other items of significance to report

## CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President  
Attachment: CSI Budget to Actuals 2022.03.31  
CSI Budget to Actuals Notes 2022.03.31

- Surplus of \$2.2million
- Most departments were under budget
- The new board will discuss what to do with the surplus

## CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Foundations Conference will be held in June and the new board will have the opportunity to attend

## PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Sana Banu, President  
Kyle Magalhaes, Vice President

- President
- Attended Colleges Ontario meeting about provincial advocacy with follow-up virtual meeting April 25<sup>th</sup>
- Completed board hiring process, on track to hire Indigenous Director by May 1
- Worked on budget and strategic plan
- Working on May retreat including content and logistics
- Working with Advocacy Team initiatives for provincial and municipal elections
- Attended CASA AGM, Waterloo Town and Gown

- Attended Lower Doon Land Study public consultation – hopefully they will present progress in six months
- VP
- Met with student who had an issue and working with Sana to resolve
- Meetings with Nelson to prepare for transition
- Working on policies so they are in order for the new board
- Sana – thank you to Paul Banks for being a great Chair over the last year. His commitment and leadership is appreciated

## ADJOURNMENT

## PROCEDURAL

Presenter: Paul Banks, Chair

### Motion to adjourn at 9:23 PM

Forward: Parneet Dhaliwal  
Second: Nelson Chukwuma  
Abstain: None  
Opposed: None  
Approve: All  
Motion: Carried

## RATIFY NEW DIRECTORS

## DECISION

Presenter: Paul Banks, Chair

### Motion to re-open CSI April Board of Directors meeting at 9:23 PM

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

### Motion ratify the following as Directors of Conestoga Students Inc for the year 2022-2023:

Anusha Krishnakumar	Director
Fatir Shaaf Saquib Raza	Director
Vaibhavi Patel	Director
Kartik Pahwa	Director
Arjun Sharma	Director
Prashanna Bajracharya	Director
Raaga Vignesh Mahadevan	Director

# BOARD OF DIRECTORS /// MEETINGS

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

## ADJOURNMENT

Presenter: Paul Banks, Chair

**Motion to adjourn at 9:26 PM**

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

## PROCEDURAL



President

06/06/2022

Date

Kartik Pahwa

25/05/2022

Secretary

Date