

## MEETING MINUTES

Board of Directors Meeting  
2023.10.27  
Microsoft Teams  
12:06PM – 1:55PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	12:06PM
Attendees	Nelson Chukwuma, Sheena Witzel, Janie Renwick, Amelia Baty, Jay Patel, Alex Oestreicher, Prince Mendpara, Monil Jethva, Aiswarya Raj, Harnain Singh Banga, Kassidy Rousselle, Juby Mathew
Proxy	
Regrets	
Adjournment	1:55PM

## AGENDA TOPICS

### CALL TO ORDER

PROCEDURAL

Meeting called to order at 12:06PM

### LAND ACKNOWLEDGEMENT

PROCEDURAL

Presenter: Nelson Chukwuma, President

We wish to acknowledge the lands where we live, learn, work & organize hold the ancestral connections and stories of Indigenous peoples. As we all know, colonization has orchestrated the displacement of Indigenous peoples from their ancestral lands which has hindered their ability to be in good relations with the land. Indigenous peoples are actively maintaining and strengthening their relationships with the land, which are grounded in respect, reciprocity, and resiliency.

The land our Brantford, Kitchener, Waterloo, and Cambridge campuses are located on represents the unceded territory of the Neutral, Haudenosaunee (Ho-deh-no-show-nee) and Anishinaabe (Ah-nish-nah-bay) peoples. This land was promised to the Haudenosaunee (Ho-deh-no-show-nee) people of Six Nations, which includes six miles on each side of the Grand River, known as the Haldimand Tract. We also wish to acknowledge and recognize that the lands our Stratford, Ingersoll, Guelph & our future campus in Milton are located on represent the ancestral and

treaty lands of the Anishinaabe (Ah-nish-nah-bay) peoples.

Our acknowledgement of the land is our declaration of our collective responsibility to this place and its peoples' histories, rights, and presence. We extend our respect, friendship & solidarity to all Indigenous peoples for their past, present & future contributions to this land and our community, and in their past, present and future struggles.

## TIME TO ADJOURN

## PROCEDURAL

Presenter: Sheena Witzel, Chair

Time to adjourn will be 1:30PM

## APPROVAL OF AGENDA

## DECISION

Presenter: Sheena Witzel, Chair

Attachment: Board Meeting Agenda – 2023.10.27

- Nelson – add Monitoring Report after President and VP updates
- Nelson – fees approval will be a discussion item with no motion

**Motion to approve the agenda with amendments 2023.10.27**

Forward: Prince Mendpara

Second: Sai Shubham Anmula

Abstain: None

Opposed: None

In Favor: All

Motion: Carried

## APPROVAL OF MINUTES

## DECISION

Presenter: Sheena Witzel, Chair

Attachment: Board Meeting Minutes 2023.09.29

- Change second bullet point in Transportation Cleanliness to “out”, and add “ly” to especially
- CSSI Financials should say “has not”

**Motion to approve the minutes with amendments 2023.09.29**

Forward: Harnain Singh Banga

Second: Prince Mendpara

Abstain: None

Opposed: None  
In Favor: All  
Motion: Carried

## POLICY COMMITTEE

## UPDATE

Presenter: Prince Mendpara, Policy Committee Chair

- Board Members Code of Conduct 4.6.0, 2.7 Board members will be properly prepared for board deliberation, including viewing all documents in the Board Meeting Package and completing the Board Compliance worksheet before every meeting.
- Shubham – when will this begin? Nelson – November
- Nelson – the document is currently under review and will be sent out late next week to directors. This worksheet will be filled out by directors each month prior to board meetings

### Motion to amend Policy 4.6.0, 2.7 as presented

Forward: Aiswarya Raj  
Second: Prince Mendpara  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

- Policy 4.5.0 Involvement in Advocacy Organizations
- Nelson – In the case that the most senior executive(s) (President, VP) are unable to attend a director will instead

## UPASS REFERENDUM RATIFICATION

## DECISION

Presenter: Nelson Chukwuma, President  
Attachment: 2023 Upass Referendum Report

- Directors reviewed the Referendum Report and all directors feel the Upass Referendum work was very well done and all were pleased with the voter turnout

**Motion to approve the ratification of the 2023 U-Pass Referendum in favour of implementing a U-Pass program at Conestoga College's campuses located in Waterloo**

Region and to direct CSI staff to enter into contract negotiations with Grand River Transit and the Region of Waterloo to implement the U-Pass for September 1, 2024, subject to Regional Budget approval.

Forward: Sai Shubham Anmula  
Second: Jay Patel  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## FEES 2024-2025

## DISCUSSION

Presenter: Nelson Chukwuma, Director

Attachment: Proposed Fees With Fee Descriptions 2024-2025

- CSI is in a healthy financial position and we are making no changes to existing fees
- The only addition will be the Upass fee which will be added next year to eligible campuses
- Sheena – The Health Plan is still showing current plan rates. At this time it is too early to get actual pricing; this is standard
- It is usual that fees are due to the college the first of November but the health plan cannot be added at that time. It has an exception to have time for a claims history report which is provided at a later date
- Brantford Upass fee is listed as TBD. We are in a contract for Upass which is up for renewal and don't have the proposed pricing yet.
- Janie – currently in negotiation and don't anticipate there will be an increase of more than 2-3%
- Non-Essential Food Plan Fee
- Nelson – We have created a proposal of the NourishU Meal Plan which will be an enhancement to the SNAP program
- It will be piloted at Doon 2024-2025 and will be budget friendly and nutritious
- Lunch and dinner meal specials and a 20% discount at CSI Food Services will be provided
- This is a non-mandatory fee meaning students could opt-out
- Proposed pricing is \$500 per semester (lunch plan approx. \$5, dinner approx.. \$10) and would be included in tuition. This would provide access to approximately 100 meals
- Meals will be created by CSI Food Services Team

- Sheena – meal plans are not a new concept. CSI wanted to create a food program to help support our students who are facing food insecurity
- Shubham – what is the duration of the \$500? Sheena – this would not expire and students can choose which meals to participate in
- Prince – Does this provide for service through the entire week or just Monday to Friday? Sheena – we would have to extend hours and introduce weekend hours
- Jay – How was \$500 determined and what is included in lunch and dinner? Sheena – after researching meals plans costing and going with a 7-1-7 model (28 weeks on campus) it was determined that students would be on campuses about 128 days. While this doesn't provide 128 meals, \$500 was affordable to provide 100 meals
- Sheena – inclusions are to be determined by envisioning buffet style with vegetarian and meat options including a main, side and drink. The Intention is to mass produce meals for lunch and dinner sittings and buffet style would allow for the \$5 and \$10 options
- Jay – While paying fees, how will students know they are eligible for this? Sheena – we anticipate this will be like other additional fees and students could possibly buy in later Nelson – inform agents and recruiters on CSI services
- Harnain – does this need a referendum? Nelson – it is not a mandatory fee so doesn't require a referendum
- Nelson – with approval from our board, this will go to the Board of Governors for implementation next year

## AGM UPDATE

## DISCUSSION

Presenter: Nelson Chukwuma, Director

- The CSI Annual General Meeting took place on October 20, 2023. This meeting was held both virtually and in person at Doon, Cambridge, Waterloo, DTK, Guelph, Brantford and Reuter Campuses.
- CSI contracted GetQuorum (a virtual meeting and electronic voting platform) for the fourth consecutive year, to facilitate distribution of meeting documentation, collection of advance proxies, streaming of the meeting, moderating the meeting, collection and counting of votes and acting as scrutineers of the voting.
- The final overall AGM numbers are as follows:

○ Total Advance Proxies Collected	407
○ Total Attendance (in person and online)	<u>123</u>
○ TOTAL	528
- All motions put forward were passed with large majorities
- All voting took place electronically and there were no anomalies reported.
- Commencement of the meeting was later than the agenda schedule due to slow check in procedure. The meeting was completed in one hour as per the agenda.

## SERVICE COUNTS

UPDATE

Presenter: Monil Jethva, Vice President

- Directors reviewed and have no questions

## CSSI AND CSI FINANCIALS

UPDATE

Presenter: Monil Jethva, Vice President

Attachment: Monthly Finance Powerpoint 2023.09.30  
CSSI September 2023  
CSI September 2023

- Venue takeout window has started operation
- Sales are as expected
- Reuter food costs are a bit high
- Food Truck is doing slightly better
- Pita Pit is not doing as well as last year but hope for an increase in the coming months
- Catering – doing slightly better than last year
- Finance team is happy with the numbers as they are as expected and what was budgeted
- CSI financial year is Sept 1 to Aug 31 so will have more insight into where the budget stands in a couple of months
- Shubham – could the food truck be on multiple campuses? Sheena – there are licensing and permit requirements which are different in every municipality which makes this difficult but working towards this
- The balance sheet has no new developments

## PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Nelson Chukwuma, President  
Monil Jethva, Vice President

Attachment: September Incidental Report - Nelson  
September Incidental Report - Monil

- Vice President
- Brantford Delegation about transportation plan; council voted for it

- Town and Gown; proposed an environmental scan which will be passed to Laurier, Waterloo and Conestoga. A survey will be created and feedback collected
- President
- Stakeholder alignment workshop with the college and Sheena
- Engaged in discussion around what CSI space will look like at new Guelph campus
- City of Cambridge student housing task force
- CASA Advo Week will take place Nov 19-25 with Monil, Nelson and Michelle attending. May be able to bring more delegates in March to the AGM
- OSV – OSV board members only attending Nov 29-Dec 2 at Niagara College

## COMPLIANCE REPORT

IN CAMERA

Presenter: Nelson Chukwuma, President

Attachment: October 2023 Board Monitoring Report EL #3.5 Compensation

- Nelson reports compliance

## BOARD MONITORING

IN CAMERA

Presenter: Sheena Witzel, Chair

### Motion to enter In Camera at 1:43pm

Forward: Sai Shubham Anmula  
Second: Prince Mendpara  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

### Motion to exit In Camera at 1:54pm

Forward: Prince Mendpara  
Second: Sai Shubham Anmula  
Abstain: None  
Opposed: None  
In Favor: All

Motion: Carried

## ADJOURNMENT

## PROCEDURAL

Presenter: Sheena Witzel, Chair

**Motion to adjourn at 1:55 PM**

Forward: Prince Mendpara  
Second: Aiswarya Raj  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

Nelson Chukwuma

December 06, 2023

President

Date

Sai Shubham Anmula

January 16, 2024

Secretary

Date