

**December 1, 2025 – 5:00 pm**  
**GinCor Boardroom – Commerce Court**  
**60 Commerce Cres, North Bay ON P1A 0B4**

**Members Present:** Jacob Baisley (Chair, Faculty), George Burton (Ex-Officio), Sarah Moore (Admin), Connor Andrews (Support Staff), Rebecca Morin (Support Staff), Vimal Savsani (Faculty)

**Members Absent:** Gavin Park (Vice Chair, Faculty), Michael Johns (Admin), Ziyaad Rajabalee (Support Staff), Ksenia Gvozdikova (Support Staff), Dig Paul Singh (Support Staff), Colleen Piekarski (Faculty), Sruti Panicker (Student), Reece Sommerfeld (Student), Madison Sutherland (Student)

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#### **1.0 Call to Order**

The meeting was called to order at 5:05pm by Jacob Baisley. Quorum was not met, so no motions could be passed.

#### **2.0 Approval of the Agenda**

Quorum not met – will be voted on in January.

#### **3.0 Approval of the Previous Minutes**

Quorum not met – will be voted on in January.

#### **4.0 Update on Previous Action Items**

Jacob B provided an update on his assigned action items. The following were completed:

- Members have been invited to their MS Team.
- The website was updated with the new membership information, meeting date, and previously approved minutes.

- Several administrators responded to the request for members. Some could not join due to scheduling conflicts, but one possible new member will be attending a meeting in the new year. No new faculty volunteers have been identified, but a call was put out at their most recent union meeting.

The following action items are still in progress:

- No new technologies have been adopted to prevent internet access by students in computer labs, but CAELL is exploring some possibilities.
- Health and Safety updates are paused as there were no reps present at this meeting.
- The operating manual draft is nearly ready to present and should be distributed before the end of the year.

Jacob B will follow up on the internet disconnection possibilities and operating manual draft.

#### **ACTION ITEM – JACOB B**

### **5.0 Report on Standing List of Issues**

#### **5.1 CSC Activity Report (Student representative)**

No student representatives were present, but members engaged in discussion of the ongoing initiatives led by staff working with CSC. Members discussed the existing initiatives as well as future plans.

#### **5.2 Health and Safety Update**

No health and safety reps were present.

#### **5.3 Sustainability / Technology / Strategic Direction**

No specific concerns were brought forward, but members discussed the benefits of connecting with the incoming College President to discuss our mandate and establish a shared understanding of the College's new strategic direction.

#### **5.4 Supporting Students**

Members raised the concern that students who require licenses to software owned by the college face limited lab time for completing their out-of-class activities.

In particular, engineering students have a difficult time engaging with SolidWorks as the Commerce Court campus does not afford lab access to students on weekends.

Members discussed the possibility of moving toward a student-licensing solution, rather than a lab license. Alternative solutions included making the software available in labs at College Drive or the computers at the library where students may access them on weekends.

Jacob will reach out to ITS about the possibilities mentioned above.

**ACTION ITEM – JACOB B**

## **5.5 Supporting Employees**

Members once again raised the idea of reviving the College's Wellness Week initiative in some capacity. Discussion took place around strategies to engage colleagues without overspending or overestimating engagement levels.

Before any formal planning takes place, members agreed that it would be best to approach ODTM for guidance.

Rebecca will begin reaching out to some departments to gauge interest.

**ACTION ITEM - REBECCA**

## **5.6 Operating Manual Review**

Jacob provided a short high-level preview of the newly drafted operating manual to the members in attendance.

## **6.0 New Business**

Members engaged in a discussion surrounding the struggles academic staff are experiencing regarding student assessments and generative artificial intelligence tool misuse. Some concerns and mitigation techniques were discussed, along with mention of available professional development through CAELL.

## 7.0 Adjournment

Jacob ended the meeting at 5:58pm. No motion to adjourn as quorum was not met.

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Minutes submitted by: **Jacob Baisley**

Approved by Council on: January 22, 2026 