



## Minutes - Regular Meeting

December 9<sup>th</sup>, 2024 – 5:00 pm

Room Y235  
55 Aviation Ave  
North Bay ON P1B 8G2

---

### Meeting Attendance

#### Present

Jacob Baisley – Chair, Faculty  
Melissa Whalen – Recorder, Admin  
Sarah Moore – Admin  
Michael Johns – Admin  
Aamil Mohammed Ferhath – Support  
Connor Andrews - Support

#### Regrets

Christopher Donaldson – Faculty  
Lucie Mutch – Faculty  
Jolene Carter – CSC President  
Ivjt Singh, VP of Operations  
Sruti Panicker – CSC VP of Student Life  
Jacob Ricci – Faculty  
Gavin Park – Vice Chair, Faculty  
Colleen Piekarski – Faculty  
Robert Hardwick – Faculty  
Vimal Savsani – Faculty

---

- 1.0 **Call to Order** – at 5:22 pm by Jacob
- 2.0 **Approval of the Agenda** -Quorum not met – item will be carried forward to the next meeting
- 3.0 **Approval of the Previous** - Quorum not met – item will be carried forward to the next meeting

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

- The potential of adaptive testing was discussed. Currently, there are no readily available options. However, we recommend bringing this forward for future discussion.
- Feedback was provided regarding CAN100. The committee discussed the purpose of CAN100, which is to provide important information to new students in an engaging way.
- Currently, Jacob, Chris, and Gavin are reviewing the operational manual. They are mapping a way forward and will provide an update in the new year.
- We are gathering information on the processes and systems currently in place to flag both incomplete prerequisites and incomplete graduation requirements.

**5.0 Engaging Support Staff** - We have two support staff positions available. If you are interested, please contact your union president. Additionally, we will be including our meetings in the Fresh News Friday updates to raise awareness about the committee and encourage new members and participation.

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

##### **6.1 CSC Activity Report (Student Representative)**

- CSC representatives were unable to attend – will provide an update at our next Council meeting.

##### **6.2 Health & Safety Update**

- Health & Safety representative was unable to attend - will be provided at our next Council meeting.

##### **6.3 Sustainability/Technology/Strategic Direction**

- The final draft of the survey will be ready for review and discussion at the next meeting.
- The committee discussed recycling and ways to support sustainability at the College. There was a conversation about awareness of emptying blue bins into larger recycling receptacles and proposed the idea of having a larger shared garbage bin in offices with shared spaces, available upon request, to reduce the number of garbage bags used.
- JACOB ACTION ITEM – Connect with the Sustainability department to relay our discussion.

##### **6.4 Supporting Students**

No items were brought forward.

##### **6.5 Supporting Employees**

No items were brought forward.

#### **6.6 Operating Manual Review**

- The group will be figuring out a plan and bringing it to the next meeting.

#### **7.0 New Business**

- Engaged in conversation about the inventory management process and there was interest expressed in learning more. This could be brought forward as a question at the next Town Hall Meeting.

#### **8.0 Adjournment** at 6:35 p.m. by Jacob

**Next Meeting: January XX, 2025 – College Drive Campus**