



Minutes - Regular Meeting

January 29th, 2025 – 5:00 pm

President's Boardroom – C312
100 College Drive
North Bay ON P1B 8K9

Meeting Attendance

Present

Jacob Baisley – Chair, Faculty
Gavin Park – Vice Chair, Faculty
Melissa Whalen – Recorder, Admin
Sarah Moore – Admin
Michael Johns – Admin
Aamil Mohammed Ferhath – Support
Connor Andrews – Support
Christopher Donaldson – Faculty
Sruti Panicker – CSC VP of Student Life
Colleen Piekarski – Faculty
Vimal Savsani – Faculty
Dig Paul Singh - Guest

Regrets

Lucie Mutch – Faculty
Ivjot Singh, VP of Operations
Jacob Ricci – Faculty
Robert Hardwick – Faculty

- 1.0 Call to Order** – at 5:02 pm by Jacob
- 2.0 Approval of the Agenda** - Gavin/Aamil
MOTION CARRIED
- 3.0 Approval of the Previous** – Michael/Gavin
November Minutes approved after revision – Add date to minutes before adding to the Website

December Minutes – No approval needed as quorum was not met

4.0 Update on Previous Action Items

- Jacob contacted the Sustainability department to bring forward our discussion about garbage and recycling. They have advised that it is on their radar and will be rolling out new ideas, such as desktop garbage cans.

5.0 Setting Meeting Cadence

- Meeting Schedules: Jacob will alternate days to ensure everyone can attend a meeting and will be using Outlook calendar availability within the next few weeks.
- Recommendations: We reviewed how recommendations are brought forward from the Council for new members.

6.0 Report on Standing List of Issues

6.1 CSC Activity Report (Student Representative)

- CSC will launch a digital magazine. There will be a form to submit any kind of creative writing, art, and anything that celebrates student achievements both in and outside of the College. This initiative is for students, by students, and the CSC is open to ideas and suggestions.
- There are nine active student clubs, and twenty micro-events planned over the next few months. Information tables will be set up on each campus for students to access event details.
- A 50/50 fundraising event for the student food bank will be held on Friday, January 31. CSC received a VIP donation to the student food bank. Students can apply to use the food bank by accessing forms on the CSC website. CSC is currently reviewing their application process to help reduce barriers.

6.2 Health & Safety Update

- There is an ongoing project to improve the management of health and safety inspections.
- Upcoming fire drills will take place within the next few weeks. A lockdown drill has not been scheduled yet, but notice will be provided in advance when it is.
- There were concerns brought forward about triple parking and vehicles being boxed in at the main back parking lot of the Commerce Court Campus during the winter months. The committee explored the idea of installing medians to create more structured parking and help alleviate the concerns. The addition of the staff parking lot has helped with parking available. The committee also discussed dome parking and the walkway between the Commerce Court back door and the Dome. There is no

obvious pathway to the Dome, and it might benefit from more clearly marked signage for both parking and the walkway.

- Discussed the potential of a pathway reminder to students that the back path from residence to campus is not campus property and is not maintained.

GAVIN ACTION ITEM – Bring items forward to the Health & Safety Committee

6.3 Sustainability/Technology/Strategic Direction

- Further discussion highlighted notable improvements in recycling at the Commerce Court Campus.
- CSC plans to host an event or set up a table to educate about recycling.
- If there are areas where a multi-recycle unit might be beneficial, please reach out to the Sustainability department.

6.4 Supporting Students

- Discussions continued around students being enrolled in subsequent courses without passing prerequisites, with the biggest gap occurring in December/January. We considered the potential negative impacts on the student experience, as students are often informed after they have received a schedule or attended classes. There is an additional impact on international students as it relates to the requirements for a full-time course load.
- Discussion about the probational completion letter process which is sent to students a month before graduation. Students can download it on MyCreds, but it is not an official document which has created confusion among students. There are opportunities for potential improvement around the process or education of the document and its use as there can be negative implications for the student if it is used as an official document.
- The council identified a potential opportunity to educate new faculty on international requirements and delivery methods as the IRCC requires that 50% of classes must be in person. The program coordinator meeting at the beginning of each semester could be an effective platform to highlight the importance of adhering to the delivery plan.
- The council discussed the idea of an audit on iLearn shells around the 7-week mark to check/verify if the delivery method matches the delivery plan.
- We confirmed the Snow Day Taxi Program in which the College will cover taxi fares for students with children to send their children to school when buses are cancelled, allowing students to still attend classes. Registration is available through Student Experience and Success. Currently, this program is only available to students in North Bay.
- The discussion continued regarding students in residence and nearby areas arriving late for classes at the Commerce Court Campus due to bus overcrowding. With buses

being full and the next ones arriving 45 minutes late, a recommendation had been made to introduce shuttles during peak class times.

JACOB ACTION ITEM – Follow up with Admissions and Registrar’s Office and ACE

6.5 Supporting Employees

- No new items brought forward

6.6 Operating Manual Review

The manual has been reviewed, and the group is working on a plan to move forward

7.0 New Business

- Call out for Part-Time or Full-Time Support Staff members to join the committee

8.0 Adjournment at 7:09 p.m. by Jacob

Next Meeting: February 19, 2025 – Commerce Court Campus