**Colleges and Student Services Committee**

2019-20

Meeting date: Wednesday Sept 25

Location: Champlain College Learning Living Commons, 201

# Agenda

1. Chair’s Welcome
2. Approval of agenda
3. Introduction of members
4. CASSC Orientation (Melanie Buddle)
   1. Terms of reference overview; mandate
   2. Motions – introducing/voting
   3. Communications – notice of motion
   4. Reports from Subcommittees: when to send and how to report
5. Minutes: when and who receives CASSC minutes; posting of minutes (Lesley Hulcoop)
6. AVP Students Update (Nona Robinson)
7. Issue-based discussion and committees
8. Round Table Updates
9. Future meeting dates: October 30, November 27, January 8, January 29, February 26, March 11, March 25
10. Other business
11. Adjournment

In attendance**:** Melanie Buddle (Chair), Nona Robinson (AVP Students), Lesley Hulcoop (Secretary), Natalie Goodlet (OSA), Rachel Smylie (TCSA), Stewart Engelberg (Wellness), Mark Murdoch (Foodservices), Jessica Evans (TI), Sandra Kemet-N’Guessan (TGSA), and Johanna Hart (Campus Programs)

**Regrets**: Christina Steinecke (OC), and Garae Goodman

**Absent:** Jessica Frappier (TUNA), Gytha Chapman (LEC), Adriana Long (CC), Jaime Waite (TC), and Ashish Tharoor (TISA).

**1.** Chair’s Remarks **–** Melanie Buddle

**2.** Approval of Agenda

Motioned by Sandra Kemet-N’Guessan. Seconded by Jessica Evans. All in Favor.

**3**. Introduction of members

**4.** CASSC Orientation **–** Melanie Buddle

CASSC is an advisory committee to the Associate Vice President of Students (Nona Robinson). At CASSC we look at issues related to student services; we also hear updates from CASSC subcommittees.

1. **Terms of reference overview; mandate**

* The mandate is to review requests for increases to ancillary fees as per the Ancillary Fee Protocol. There will be training provided about the budget process in an upcoming CASSC meeting and Nona Robinson will talk about the Ancillary Fee Protocol, which can be found on the CASSC website.
* There is a lot of documentation on the [CASSC](https://www.trentu.ca/currentstudents/policies-decision-making/colleges-and-student-services-committee) website:

1. **Motions; introducing and voting**

* We will conduct meetings following Robert’s rules.
* There is a notice of motion template posted on the CASSC website: This template is useful to take back to your groups in order to summarize what was discussed and the reasoning for voting on an issue.

1. **Communications; notice of motion**

* ***Key to communication is making sure that student representatives are passing on information to their executives and constituents.***
* For any budget vote there is a ‘notice of motion’ and the vote will take place at the next meeting. This allows time for members to discuss the upcoming vote at their respective cabinets and group meetings. ***It is very important that you attend a meeting where a vote is to take place. If you are unable to make the meeting you need to send a delegate to vote for you so that quorum is reached.***
* Meetings are open to the Trent community, but it is nice to let us know a head of time so that we can make sure we have enough seats.

1. **Reports from Subcommittees: when to send and how to report**

Not every Chair of the subcommittees are on CASSC. A subcommittee can send a report, send notes to be read at CASSC, or attend CASSC to bring their information to CASSC. Some of the subcommittees have their minutes posted on their respective website (e.g. Foodservices) or on the CASSC website.

# Minutes: when and who receives CASSC minutes; posting of minutes

* Presidents and Vice Presidents are included on the CASSC email distribution.
* Draft meeting minutes that are distributed by email are not for general distribution, as they have not yet been approved at the following CASSC meeting.
* If you did not attend the meeting, you cannot vote to approve the minutes. You should abstain from the vote. The minutes will go up on CASSC website when approved.

1. AVP Students Update **–** Nona Robinson

**Student Choice Initiative**

* The 2019 Compulsory Fee Protocol has been developed. Three ancillary fees didn’t end up being compulsory anymore, as mandated by the Provincial government under the Student Choice Initiative (the Ceilie Pub, Orientation and Student Accessibility Services).
* Peterborough and Durham CASSC folks worked very hard on a tight timeline to update the Ancillary Fee Protocol. Now CASSC should develop a brief document for non-compulsory ancillary fees so there are some procedures in place for fee increases for those fees that students can now opt-out of.
* For the opt-out period that took place over two weeks in August, we had opt-out rates that ranged from 13 – 37 percent. However, unlike other institutions in Ontario, our enrollment has gone up about 30%, so even if you had a high opt-out rate, your association or group would probably be in the same or better shape then 4 or 5 years ago. Have been meeting with the Levy Council to discuss the impact of their fees now being non-compulsory and ways to help mitigate the impact.
* Orientation lost a quite a bit of money with the opt-out, so that means we need to consider looking at different options for funding such as separating the academic programming from the social programming.

**Free Speech Policy**

The Ontario government asked for an annual report on Trent’s mandated “Free Speech Policy”. We had to list how many events we had last year. We had hundreds of events and none of them were cancelled due to freedom of speech issues.

**Sexual Violence**

* A committee has been set up to review our Sexual Violence policy. There is a need to update a few things including formal procedures.
* Working with the Kawartha Sexual Assault Centre (KWIC) on an approach to take with sexual violence prevention education for the downtown bars and pubs.

**Upcoming Federal Election**

* The TCSA has been doing work with holding polling stations on campus.
* Housing is providing verification for students living on campus to vote here.

**Housing**

* Has been working on a strategy for expanding housing. There are two consultant, one to consult on financing and the other to consult on building planning. They are working in conjunction with the Trent Lands Plan and community consultation.
* Students will be involved in the consultation.

# 7. Issue-based discussion and committees

* Issue-based committees are student run. They focus on improving student support and other student concerns. One to three can run per year. Ideas in the past have been anti-oppression, student life skills resources, accessibility, and outreach for off campus students. Any ideas are welcome to be brought forward.
* Ask your cabinets and groups for ideas to bring back to CASSC.
* Would be good to have students involved who are not also sitting on CASSC
* Issue-based committees are not mandatory and issues can still be brought up in CASSC meetings for further examination and discussion.

# 8. Round table Updates

**Food Services**

* Tomorrow is the Food Services Advisory Subcommittee
* Just got Fair Trade Re-certification today.
* Dining halls have greatly reduced container waste through use of eco trays or china. Also 15% of coffee sales are to people using travel mugs (industry uptake is only 2%). Will be looking at how to further reduce container waste. Thai Express is responsible for 80% of Trent’s container contamination.
* Will be looking for student input on Dining room redevelopment (Gzowski dining room completed last year).
* The Bata Bean café is now open. There are no disposable cups. Must bring your own or purchase a reusable travel mug. Durham is also moving towards no disposables

**TCSA**

* Focusing this year on: Mental health and Federal elections (advance polls on October 5th & 6th)
* Expanding winter orientation this year (e.g. a Trent Peterborough Petes game). More like an orientation week with something happening every day

**TGSA**

* Orientation went well and this year gave out tote bags.
* Plan on holding monthly panel discussion for teaching assistants.
* Promoting TGSA social media on campus to better reach out to students

**Trent International**

* There was great attendance this year at Orientation with over 300 international students
* Global Table will be happening weekly. There will be food, as well as advising on immigration, academics and wellness.
* There will be a Winter Clothing Drive happening the end of October. Please bring any donations to the TI office.

**Wellness**

* Health Services is extremely busy. There is a three-week wait on non-urgent appointments. Currently short one physician. The nurse practitioner is really helping with demand.
* Counselling services is continuing walk-in for first appointment and the Step-Care program. Based on our survey there has been a good response to the Step-Care program. Will be making a few improvements this year.
* The Assistive Animal Policy is up for review. Getting lots of responses.
* Online registration process for student accessibility is helping with workflow and privacy. Students can still meet face to face.
* Kate MacIsaac is working on the Mental Health Strategy. Should be getting a draft out shortly.

**Student affairs**

* Student Affairs has relocated to CC 110 just past the bookstore. Please stop in and visit us.
* Orientation was very successful.
* The Rebound Peer Support Program is currently at capacity
* Spiritual Affairs had a film screening of “Devout and Out”.
* The Impact Leadership program is open for applications online at trentu.ca/impact

**Colleges:**

* At Head of the Trent (HOTT) every College will be hosting activities for those who don’t want to go to the Beer Tent as well as open houses for Alumni.
* Gzowski College sent buses of students to the Curve Lake POWWOW. Next year we will provide some outreach for International Students to attend.

**9. Future meeting dates -** October 30, November 27, January 8, January 29, February 26, March 11, and March 25

**10. Other business –** No other business

**11. Adjournment**

Motioned by Rachel Smylie