**Colleges and Student Services Committee**

2023-24

Meeting date: Wednesday January 17

Location: Zoom and A.J.M. Smith Meeting Room

# Agenda

1. Chair’s Welcome
2. Approval of Agenda
3. Approval of November 29th minutes
4. Bata Library (Emily Tufts, University Librarian)
5. University Budget (Cheryl Turk, AVP Finance)
6. Food Services, Ceilie and Card Office budgets (Mark Murdoch, ED of Food, Conferences and Campus Payment Services)
7. AVP Students Updates
8. Other Business
9. Adjournment

In attendance**:** Melanie Buddle (Chair), Lawrence Lam (AVP Students), Lesley Hulcoop (Secretary), Dante Pio (EC), Katie Lariviere (TUNA), Mark Murdoch (Foodservices), Emma Kaszecki (TGSA), Johanna Hart (Student Affairs), Jen Coulter (Student Housing), Miguel Capilla Bagatella (TI), Annalise Smart (OC), Noah Edwards (EC) and Emily Johnston (GC)

**Absent:** FPHL, Traill Cabinet, Champlain Cabinet, TCSA and TISA

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

**2.** Approval of Agenda

Motioned by Dante Pio. Seconded by Mark Murdoch. All in Favor.

**3**. Approval of September 27th minutes

Motioned by Emma Kaszecki. Seconded by Jen Coulter. 7 in Favor, 3 Abstentions

**4.** Bata Library (Emily Tufts, University Librarian)

Overview of Student Supports

* Library Spaces include: bookable group & individual spaces, bookable event spaces (requests for bookings are on the [Library Webpage](https://www.trentu.ca/library/)), drop-in social & collaborative spaces, BYOD workstations & public access computers, data visualization lab, Odette Critical Making Studio, and quiet & silent study spaces
* Library Services include: research help (in-person and online and drop-in and by appointment.), data help (access, analyze, and visualize), networked resource sharing & document delivery, course readings in Blackboard, and workshops & class visits
* Library Resources: Omni Search (seamless access to print & online resources), research guides, online subscriptions, databases, journals, streaming videos, datasets, software, equipment & technology.
* Outreach & Promotion Efforts such as: board game events, holiday card making, de-stress zone & wellness collection, Zine making workshop, Indigenous Art exhibition & artist lecture, tours & orientation events.
* Seeking Student Input & Feedback about what they need from their Library. You’ll find the contact information and social media accounts on the webpage. The library employs 25 students. It was suggested that they may want to train some of these student to be Library ambassadors/peer supporters. Please email Emily at [library@trentu.ca](mailto:library@trentu.ca) if you have any questions or further feedback.

1. **University Budget** (Cheryl Turk, AVP Finance)

* Currently working from a Board approved balanced budget.
* Projecting about a 2% increase in terms of enrolment. Domestic enrollment appears to be falling short but this isn’t final until February 1. We’ve had growth in our international enrollment, especially in Graduate Programs and Post Graduate certificates. Trent has been slowly and strategically growing our international student enrollment to about 20% of our total enrollment. Changes in enrollment can impact our budget, as well as the geo-political climate (e.g. capping the number of international students.
* Some of the fiscal environment factors include inflation, increasing compensation (70% of our budget is salaries and benefits), increasing utilities costs, supply chain issues and deferred maintenance (repair and renovation costs). We are still under a domestic tuition freeze and the operating envelope is shrinking every year by about 10%. Must look at balancing enrollment growth with student support for both domestic and international students.
* In November, templates were sent out to budget developers for PVP’s (President and Vice-Presidents) consideration in February, and the Board of Governors (BOG) approval by March, before the University’s fiscal year end of March 31.
* The University develops a three-year budget plan that accounts for enrollment growth.
* Ministry funding is dependent on “Performance Based Metrics”. These identified metrics (such as how many graduates are employed) have been incorporated into the University’s Strategic Mandate Agreement. We can lose funding if these metrics are not met.
* The [Blue Ribbon Panel](https://www.ontario.ca/page/ensuring-financial-sustainability-ontarios-postsecondary-sector) was created by the Ontario government to look into the financial sustainability for the postsecondary sector. They recommended that core operating grants should be increased by 10%.
* Questions by Emma Kaszecki about University debt-load and the potential rent for the new Colleges. Response was that our debt burden is low and that there is no deal yet with a developer for the new College.

1. **Food Services, Ceilie and Card Office budgets** (Mark Murdoch, ED of Food, Conferences and Campus Payment Services)

**The Ceilie**

The Ceilie levy will increase 3% from $6.33 to $6.53.This is in line with the Ancillary Fee Protocol so no vote is required. It loses money, but the University absorbs the loss as it is seen to be important to have a pub/restaurant on campus.

**Trentu Card Office**

The TrentU Card Fee will increase 3%, from $10 to $10.30. ‘Skip the dishes’ vouchers have been very popular and have helped to generate a bit of a reserve.

**Food Services**

* A retail price increase on a number of menu items, of about 3%, was implemented at the start of the winter term. Retail price increases are delayed and minimized as much as possible. The impetus for this increase is tied back to the rate of inflation for food and the retail price increase that was implemented last fall, about 5%. During the summer of 2023 inflation on food items was running around 9%, much higher than the general rate of inflation. When retail prices were set in the middle of the summer it was expected that food inflation would soften to closer to 6%. It was this expected inflation rate that was used to set the retail price increase for the fall. Throughout the fall term the rate of inflation on food did not decrease. Throughout September, October, and November we were monitoring food costs and came to realize that our price increase over the summer was not sufficient to cover the very high inflationary pressure. In reality, we likely should have increased prices more than the 5% we did over the summer. This recent price adjustment gets retail pricing back in line with where it needs to be. Food Services will continue to focus on ways to reduce costs, for example the recently introduced $6.49 lunches and the $5 discount cards.
* 76 sips café that was in the Athletic Centre has closed as well as the Trend at Traill College. The Trend will no longer be contracted out but will be included in the overall Food Services budget.
* While overall inflation was 3.8% last year, food inflation has increased by 9%. This was due to factors such the increased cost of shipping to increased gas prices, the weakening Canadian dollar and the loss of wheat due to the war in the Ukraine.
* Dining fees are made up of two elements; Food Services Admin Overhead and the Declining Balance portion of the dining plan. About 70% of students have some money left by the end of the term.
* Food Services is a non-compulsory fee. Budget and related fees were developed through the Budget Development Working Group and approved by the Food Service Advisory Committee.
* Traditional dining plan rates will increase by 6.6%. This is due to increased costs in overhead, and 14% increase in utilities. This still remains one of the lowest dining plans in the country. The Suite Style dining plan rates are going up 8.5%. The larger increase for the Suite Style Plan is required to maintain HST exemption, saving residents 13% HST

1. **AVP Students Update** (Lawrence Lam)

The Ancillary Fee Protocol Review Subcommittee had their first meeting, and the next meeting will be to discuss the following:

* Consistency between Durham & Peterborough process and caps.
* Eliminating the repetition in the CASSC TOR and the Protocol.
* Streamlining voting/approval process.
* Reviewing the 3% cap on increases
* Ensuring adequate representation of students in membership.
* Removing outdated language.
* Delineating between non-compulsory and compulsory protocols.

**Levy Council:** The Memorandum of Understanding between the Student Associations is still ongoing.

**VIP**: Student Staff will now have training modules posted on VIP instead of Blackboard. Check your VIP to see if there any modules that need to be completed.

**Black History Month**: Preparations are underway for Black History Month. Events and resources will be posted on MyTrent and the Trent Website.

1. **Other Business**

**Foodservices** (Mark Murdoch)

* Trent Food Services (Chartwells), will be participating in Bell Let’s Talk Day again this year, on January 24th. 100% of the proceeds from give-back items + some additional snacks within our dining halls will be donated to the Trent Wellness Department to support student mental health services on campus.
* We will also have the following activities in the dining halls on Wednesday: Lady Eaton & Otonabee dining halls: positive colouring pages & materials will be available all day and Gzowski & Champlain dining halls: Create your own essential oils bracelet from 2-4pm or while quantities last.

**Student Housing** (Jen Coulter)

The Housing Office in Blackburn Hall will be closed for renovations. The front desk is being moved to the front entrance of Blackburn Hall.

**Trent International** (Miguel Capilla Bagatella)

Cultural Outreach will take place on March 17th in Wenjack Theatre.

**Trent University Graduate Association** (Emma Kaszecki)

Our annual general meeting is coming up in February.

**Lady Eaton Cabinet** (Dante Pio)

Currently planning our Winter College Weekend, which will be from February 2nd to February 4th. This is a weekend of events organized by Lady Eaton College Cabinet that anyone regardless of their college affiliation can attend. One event that we are really excited about planning is Toad Bingo, a bingo event where the bingo chips are going to be toad candies with several prizes up for grabs.

**Campus Safety** (Melissa Martin)

TUEFRT will be having tryouts this weekend with the goal of having 10 new members. SafeTALK suicide prevention training will take place in February.

**Student Affairs** (Melissa Fernandes)

The TCSA and Spiritual Affairs and is holding a ‘Challenging Islamophobia Panel Event’ on January 25 to commemorate the day of remembrance of the Quebec City Mosque Attack.

**Colleges** (Christine Freeman-Roth)

Lady Eaton College will be holding its annual Art Auction. It has expanded to include community artists and will have online bidding.

**Otonabee College** (Annalise Smart)

The ‘East vs West’ hockey game is back and is taking place on January 26th. It hasn’t been held since 2020.

**TUNA (**Katie Lariviere)

Our Powwow will take place on March 30th in the Trent Gym.

**9. Adjournment**

Motion to adjourn by Dante Pio.