**Colleges and Student Services Committee**

2019-20

Meeting date: Wednesday November 27, 2019

Location: Champlain G4

**Agenda**

1. Chair’s Welcome (Melanie Buddle)

2. Approval of agenda

3. Approval of October 30th meeting minutes

4. Budget Training (Nona Robinson)

5. AVP Students Update

6. Round Table Updates

7. Other business

8. Adjournment

In attendance: Melanie Buddle (Chair), Nona Robinson (AVP Students), Lesley Hulcoop (Secretary), Natalie Goodlet (OSA), Rachel Smylie (TCSA), Mark Murdoch (Foodservices), Jessica Evans (TI), Johanna Hart (Campus Programs), Jaime Waite (TC), Ryan McNeil-Smith (OC), Gytha Chapman (LEC), Sandra Kemet-N’Guessan (TGSA), Lauryn Seguin (GC), Caleb Button (CC) and Ropafadzo Mungwari (TISA).

Regrets: Stewart Engelberg (Wellness)

Absent: Jessica Frappier (TUNA)

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

This is the last CASSC meeting before the holiday.We are selling beeswax candles in the College offices. They are a fundraiser for the Trent student Refugee Endowment fund (all profits will go to the fund!).

**2.** Approval of Agenda

Motioned by Mark Murdoch. Seconded by Johanna Hart. All in Favor.

**3**. **Approval of October 30th meeting minutes**

Motioned by Gytha Chapman. Seconded by Johanna Hart. All in Favor

**4. Budget Training** (Nona Robinson)

\* see the budget-training document following the minutes.

**5. AVP Students Update**

**Student Choice Initiative**

* The opt-out period for ancillary and levy fees was to open on Friday November 22. However on Thursday November 21st the Ontario Government lost in the Ontario Divisional court, (i.e. the decision overruled the Student Choice Initiative)
* Trent is freezing the opt-out period until further notice.
* The Ontario government could decide to accept the ruling, to appeal the court decision, or pass a legislative bill for the Student Choice Initiative. If the government seeks a “stay”, then we will have to continue with the opt-out. Trent will monitor the legal proceedings as they develop and ensure that its practices are in keeping with legal decisions and Ministry directions.

**Library TOPCAT**

* As of December 12th, the library will no longer be using TOPCAT.
* They will now be using a new library search tool called OMNI, which is more similar to Google Scholar.

**Freedom of Speech Report**

* Trent had no incidents that caused a free speech complaint as well as no complaints or concerns in regard to the Free Speech Policy

**Mental Health Initiative**

* Kate MacIsaac is still looking for feedback. Please email her at kmacisaac@trentu.ca if you have feedback. The report should be out in the New Year.

**Equity and Inclusion Subcommittee**

* The Presidential Advisory Council on Human Rights, Equity and Accessibility (PACHREA) currently meets 3 or 4 times a year but is more of an administrative group.
* Considering amending the CASSC terms of reference to add an Equity and Inclusion Subcommittee as a more student driven subcommittee and as a way to engage students. Please discuss this with your groups.

 🡪Do you think it’s a good idea?

 🡪What would this subcommittee be doing?

 🡪Membership?

* Could provide a bridge between administration, students and faculty
* Could look into having an anonymous reporting system with an option to include contact information.

**6**. **Round Table Updates**

**TCSA**

* Upcoming de-stress events
* Wednesday December 4th exam care packages are available at TCSA office
* Frost week planning and updates coming soon

**Trent International**

* Had a successful Multi-faith event with Spiritual Affairs and LEC
* Annual open house on Thursday December 5th from 10-4
* Winter clothing drive in TI office
* \*TGSA is looking to receive emails from Trent International, and connect with Traill for a student email list

**OC**

* Also holding a winter clothing drive
* East vs West sales have begun
* Extra money in budget is going back into the student events
* Going to be holding more movie nights and just recently purchased a popcorn machine
* Winterpaloza is currently in the works
* Now have OC iron-on patches for sale

**TGSA**

* Having a pub night with Durham on December 5.
* Holding an end of semester trivia night alongside Traill on December 12th

**GC**

* Fee taken off of Trent cash for students that signed up but did not attend events
* Preparing for winter college weekend

**Food Services**

* Possibility of replacing Thai Express due to container waste
* Student group will be touring other universities to get some ideas of what they want in dining halls
* Trent at Durham is looking for a new Food Services operation.

**LEC**

* Escape rooms added to Halloween events were very successful and are looking to adding more escape rooms in the future. Raised $412 for the Peterborough food bank
* Changing student formal dinner to a cocktail night for all ages
* Going back to their roots in trying to become more active with social issues. For example including Sustainability programming within our events and collaborating with groups like OPIRG.

**TISA**

* New regional group: Trent Arabic Student Association (TASA)
* Working on winter orientation
* Holding a winter orientation dinner on January 12th
* Cultural outreach dates are still to be determined
* Looking into possibly providing buses for domestic students looking to attend cultural outreach on March 14

**Traill**

* Had a successful Bob Ross paint night
* Walk-in Academic Advising being held from 9-12, cookies and tea are also available at this time
* Holding trivia night alongside TGSA
* Welcomed two new cabinet students both in first year

**Spiritual Affairs**

* Two meetings have been held so far
* Chef Christopher and Mark Murdoch attending to discuss foods that are related to different faith based groups.
* Held Drumlin forest meditation walks
* Changes to student portal for co-curricular record

**CC**

* Currently planning for the milk run in conjunction with frost week and Bontemps
* Focusing on constitution

**Colleges**

* Peterborough Petes tickets for “Trent Night at the Petes” on January 9th are being sold in the college, TISA, TI, and TCSA offices for $10 starting December 2nd
* Ceilie pub time being held before the game. Also looking at having a bus from campus to the game.

**7. No Other business**

**8. Adjournment**

Motioned by Rachel Smylie. Seconded by Gytha Chapman.

**CASSC: About Budgets 2019**

***Types of budget:***

* Operating budget – funded from the University’s annual budget, largely consisting of provincial funding and tuition fees, along with some additional revenues (e.g. overhead from ancillaries, donations).
* Student fee budget – funded through student ancillary fees
* Grant budget – funded through targeted provincial grants

***How student services are paid for:***

* **Student Affairs**: Operating budget, transfers from housing, food, and orientation, OPAIP grant (first generation), orientation fee
* **Careers**: Operating budget, career event revenue, Career-Ready Ontario government grants
* **Wellness**: Operating (especially counselling), OHIP (health) & AFSD (accessibility) grants, mental health grants, student fees
* **Athletics**: Student fees, community memberships
* **Housing and food**: non-compulsory student charges; conferences includes Ceilie with pub fee
* **Colleges**: Student fees; operating covers ¾ of the cost of academic advising and academic skills
* **First Peoples House of Learning**: Ontario Indigenous student success grant, some operating
* **Convocation**: student fees
* **Durham campus**: Mix of operating and student affairs ancillary fee, some transfers from Peterborough

***Some concerns this year:***

* Funding increases will likely be limited or non-existent with respect to tuition and government transfers, but expenses continue to rise. To some extent this is offset by enrolment increases, but operating budgets may need to be frozen or reduced.
* Government grants may not be renewed, or may be reduced. This would most affect student affairs (OPAIP), counselling and accessibility services, and First Peoples House of Learning. Cuts to OHIP will affect Health Services.
* The Student Choice Initiative is up in the air. If it continues then it will affect the Orientation budget (as well as student life more broadly as student associations and levy groups are affected).

***Process for ancillary fee budgets:***

* Director reviews previous year, develops plans for upcoming year, determines priorities, drafts preliminary budget
* Budget is taken to the appropriate committee for review and feedback from student leaders
* Any revisions are made prior to CASSC
* CASSC reviews final budget. If a fee increase (above CPI or 3%, whichever is less) is requested, student leaders vote on the increase.
* Budgets are forwarded to the Board of Governors for approval

***Process for developing operating budgets:***

* AVP Finance and VP Finance and Administration determine budget planning timelines
* Director/AVP provided with their base budget (mostly salaries)
* Director/AVP may make a budget case for an increase to address identified needs
* Presentation to President/Vice Presidents group at Trent, decision on any increases or new initiatives
* Presented to CASSC for information or approval if fee increase above cost of living

**Sample budget – Student Affairs**



**Fee increase approval process**

1. Student government representatives on CASSC will be responsible for the review and approval of Non-Tuition Related Compulsory Ancillary Fees and to review the Non-Compulsory Ancillary Fees\* each year.

**Timetable**

1. Student representatives shall receive training on the budget process by December 1 each year.
2. CASSC will receive presentations of all proposed budgets from each of the Directors or Managers of the Department.
3. CASSC representatives will be required to take the proposed budgets to their constituents and report questions or requests for changes to the appropriate Director or Manager at the next meeting of CASSC. Agreement on a compulsory fee increase shall be indicated in writing and signed by supporting student government members of CASSC by April 1.
4. Compulsory Ancillary Fees in existence at the time of amendments to this protocol shall be considered Base Ancillary fees and are non-negotiable.
5. Budgets presented to CASSC: All ancillary budgets will be reviewed by CASSC for either approval (Compulsory) or information (non-compulsory).

Automatic fee increases up to the level of the Canadian Consumer Price Index (CPI), or 3%, whichever is lesser, will be permitted without a referendum or approval of CASSC. The CPI will be the most recent available at the time of budgeting.

Requests for compulsory fee increases which go above the calculated CPI increase must be referred to CASSC for approval. CASSC may approve an annual budget increase up to 20%; beyond this threshold the fee increase will go to referendum.

1. Housing and Dining Plan fees are covered by the Non-Compulsory Ancillary Fee Protocol will be reviewed and approved by the Residence Council, and then Housing Services Advisory Committee and Foodservices Advisory committee respectively, and presented to CASSC for information.

5. Ancillary budgets not requesting more than an increase as outlined in number 3 above will be required to present a budget directly to CASSC for information purposes only, prior to April 1.

1. Student services budgets that are not based on ancillary fees are presented for information to CASSC prior to April 1 each year. This includes the AVP Students, Office of Student Transitions and Careers, Conference Services, Counselling Services, and Accessibility Services.
2. No new ancillary fees may be added, without review under this protocol and the subsequent approval of the Board of Governors.
3. Formal approval of the ancillary fees by the Colleges and Student Services Committee’s requires a simple majority of the student leaders specified on page 1 of this Protocol (or their official designates). In the event that an eligible student government chooses not to participate in this step of the process, the written support of that student government will not be required for approval by the Colleges and Student Services Committee; however, the recommended level of fees will apply to the students represented by the non-participating student government.
4. The recommendations for the fees are submitted by the Director of Financial Services to the Finance and Property Committee of the Board of Governors. The Finance and Property Committee reviews the recommendations and determines if the recommendations are to be taken to the Board of Governors for approval.
5. On approval of the fees by the Board of Governors, the fees will be communicated to all prospective students by the most effective means possible.

\* Note that the Student Choice Initiative would mandate the development of a non-compulsory policy beyond housing/meal plan increases.