**Colleges and Student Services Committee**

2022-23

Meeting date: Wednesday Sept 21

Location: Zoom

# 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. Committee to review CASSC terms of reference
   6. Motion: To add “or designate” after “Associate Vice President of Students” in the CASSC terms of reference.
5. New Ancillary fees from Spring 2022 TCSA referendum (Campus Safety, Trent Nature Areas, and International Scholarship Fund).
6. Student Affairs Senior Director Update (Lawrence Lam)
7. Issue-based committees (Melanie Buddle)
8. Other Business
9. Adjournment

In attendance**:** Melanie Buddle (Chair), Lawrence Lam (Senior Student Affairs Director), Lesley Hulcoop (Secretary), Deondre Thompson (EC), Fiona McKenna (TUNA), Shay Surujnarain (TCSA), Krista Kartick (Traill), Mark Murdoch (Foodservices), William Kim (TGSA), Johanna Hart (Student Affairs), Miguel Capilla (TI), Melissa Martin (Campus Safety), Evan Bates (Wellness), Maia Sitzer (OC) and Angela Chrysler (GC)

**Absent:** Champlain College and TISA

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

[Land acknowledgement](https://www.trentu.ca/fphl/): “We respectfully acknowledge that we are on the treaty and traditional territory of the Michi Saagiig Anishinaabeg.  We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations.  May we honour those teachings.”

**2.** Approval of Agenda

Motioned by Mark Murdoch. Seconded by Shay Surujnarain. All in Favor.

**3**. Introduction of members

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

You will find the terms of reference, the mandate, minutes, and documents on the [CASSC website](https://www.trentu.ca/currentstudents/policies-decision-making/colleges-and-student-services-committee).

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

* The mandate is to deliberate on matters relating to student services and to review requests for increases to ancillary fees as per the Ancillary Fee Protocol. Ancillary fees are non-tuition related student fees.
* There will be training provided about the budget process in an upcoming CASSC meeting and we will talk about the Ancillary Fee Protocol, which is on the [CASSC website](https://www.trentu.ca/currentstudents/policies-decision-making/colleges-and-student-services-committee).
* The important thing to remember is that the approval for increasing fees is a student vote. The Chairs will sometimes present budgets even if we don’t vote as they are not increasing their budgets above that which is allowed under the Ancillary Fee Protocol. This is so you know how your fees are being spent.

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](https://www.trentu.ca/currentstudents/policies-decision-making/colleges-and-student-services-committee): 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.*** You can send a student member from your group (i.e. a student who has paid your groups’ ancillary fee) as a subcommittee representative if you do not have an interested member from your Executive.
* 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 who will be attending. Sometimes we invite people to attend for information.
* For roundtable updates, tell us what is upcoming – not what has already happened.

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

Not every Chair of the subcommittees are on CASSC. A subcommittee can email 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. [Food Services](https://www.trentu.ca/foodservices/your-foodservice-advisory-committee)) or on the [CASSC website](https://www.trentu.ca/currentstudents/cassc-committee-and-subcommittee-documents-and-minutes).

1. **Committee to review CASSC terms of reference.**

Every three years the CASSC terms of reference is to be reviewed. Please email Lesley Hulcoop (lhulcoop@trentu.ca) if you would like to sit on the review committee.

1. **Motion:** To add “**or designate**” after “**Associate Vice President of Students”** in the CASSC terms of reference.

Motioned by Krista Kartick. Seconded by Melissa Martin. All in Favor**.**

1. **New Ancillary fees from spring 2022 TCSA referendum (Campus Safety,Trent Nature Areas, and International Scholarship Fund).**

* Need to determine if these groupswill be annual committees or task committees that are to meet at the discretion of either the task committee’s chair or CASSC.
* Need to set how many times a year these committees will meet.
* Need to establish what the Terms of Reference and composition will be for each group.

1. **Student Affairs Senior Director Update** (Lawrence Lam)

* Your voice is very important.
* Homecoming is in a week and a half (October 1 and 2) and then it is Thanksgiving.
* September 30 is the National Day for Truth and Reconciliation to acknowledge the intergenerational impact of residential schools, while honouring the process of reconciliation. It is intended to be a day for education and reflection. Window signs have been created and you can pick one up at your College Office or the Office of Student Affairs. You can find the itinerary and resources here: <https://www.trentu.ca/truthandreconciliationday>
* The Levy Council has been working on a ‘Memorandum of Understanding’ that outlines policy relating to operations and budgets. Will be sharing the policy at CASSC at an upcoming meeting.

# 7. Issue-based 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.
* Issue-based committees are not mandatory and issues can still be brought up in CASSC meetings for further examination and discussion.
* Last year we didn’t have one as everything was about COVID. A topic that might be of interest this year could involve an audit of student space.
* If you are interested in striking a committee, email Mel, [melaniebuddle@trentu.ca](mailto:melaniebuddle@trentu.ca), Lawrence, [lawrencelam@trentu.ca](mailto:lawrencelam@trentu.ca) or Lesley, [lhulcoop@trentu.ca](mailto:lhulcoop@trentu.ca).

# Other Business

# 2022-23 CASSC meeting dates:

# September 21, 2022

* October 12, 2022
* November 9, 2022
* December 7, 2022
* January 18, 2023
* February 15, 2023
* March 8, 2023
* March 22, 2023

**Roundtable Updates:**

**Food Services**

* Tim Hortons is open. BOOST, which is a mobile ordering app that allows you to pre-order and pre-pay for your food purchases on campus is operational.
* Trent is the first school where students can use their card (using Trent cash) to order from ‘Skip the Dishes’.
* Bata Bean has launched a new coffee called “White Buffalo. This is Canada’s only Smudge Certified coffee
* On October 6 Food Services is hosting a ‘pay what you can’ harvest lunch with profits going to the TCSA emergency grocery fund.

**Colleges**

* Have orange shirts in the College Office (the TCSA is coordinating this and they have T-shirts).
* In-person reception is open in the College Offices
* Academic Skills is taking virtual appointment and drop-ins. You can book appointment through the Student Experience Portal
* Instagram live has been a good way to engage students. Try to have events put on the Trent Calendar, the Student Experience Portal and in the College newsletters.

**Traill –** Plan on working with other groups at Traill on events (e.g. College Office)

**Lady Eaton –** Will be holding a College scarf ceremony.This weekend is the fall carnival. Events include, ax-throwing, crafts, tree trekking, etc.

**GC -** Planning their Fall College weekend (There will be visits to see the Alpacas).

**TUNA –** as of this morning has 4 more sign-ups for executive, just did the Indigenous market and we have some lulu lemon style tuna bags if you would like one. Making our Powwow committee soon. Planning to run a beading workshop with Indigenous students and to work with FPHL on other projects.

**TCSA –** Pivoted out of Orientation, and now going full swing into meetings. Working on talking with Transit as there are buses being cancelled. Struck a special committee to address this. Let Michael Khan, the Provost know so that Professors will be aware that students might be late for classes. Reaching out to cabinets to work on collaborating on projects. Reach out to Shay if you would like to get involved.

**Student Affairs**

* [Rebound peer support program](https://www.trentu.ca/currentstudents/academics/peer-support/rebound) provides students with connections to resources, services and supports on campus to help them in their transition; it is a home for any first or second year student wanting to start University off on the right foot.
* The [IMPACT leadership program](https://www.trentu.ca/currentstudents/work-lead/training/impact-leadership-program) is an innovative and exciting leadership program for students.
* Trent University [Spiritual Affairs](https://www.trentu.ca/currentstudents/student-support/spiritual-affairs) and the Multi-faith Network provides support to students from all faith traditions, as well as students who are considering questions of meaning, purpose and identity.
* In conjunction with the Human Rights Office, the [Black Student Peer Support Group](https://www.trentu.ca/currentstudents/academics/peer-support/black-student-support) aims provide a safe space for current Trent Black students to come together.
* When a Trent sanctioned club, group or student association is hosting a sanctioned event, the Primary Event Organizer must complete a [Student Event Risk Assessment Form](https://www.trentu.ca/currentstudents/work-lead/event-planning-risk-assessment) and submit it to the Office of Student Affairs at least 10 business days prior to the event.
* The [Peer Support program](https://www.trentu.ca/currentstudents/student-support/peer-support-program) creates a warm and welcoming space for all Trent students to receive support from their peers. – 3rd floor in the Student Centre – students can drop in.
* Settlers Taking Action and Responsibility at Trent (START), Email for more information: [settlerstakingresponsibility@gmail.com](mailto:settlerstakingresponsibility@gmail.com)
* “[You Belong Here](https://www.trentu.ca/currentstudents/youbelonghere)” is a partnership with Colleges (advising and academic skills) and Student Affairs for students who are looking for new community connections and supports for their academics and wellbeing.

**Otonabee –** Oct 15 Trent Mudder. Fall College weekend happened the beginning of November.

**Trent International –** We are having a winter clothing drive. Please bring donations to the Trent International Office on the third floor of Champlain College.

**TGSA –Filing executive and commitees.** Currently working on fun events and some for mental health and advocacy support. Also looking at the financial burdens for graduate students (e.g. bursary)

**Traill:** trip to McLean’s Berry Farm for their pumpkinfest.

**Wellness**

* It has been a busy September. Health services is still a masked space.
* Counselling is busy, but please check back as we are always posting new appointments.
* Please contact Evan Bates, [evanbates@trentu.ca](mailto:evanbates@trentu.ca) if you have any questions..

**Campus Safety**

* The [Trent University First response team (TUEFRT)](https://www.trentu.ca/tuefrt/) is up and running. Try-outs and training is coming up.
* Walkhome is looking for volunteers. Walkhomeis a service that provides students, faculty and staff members a safe alternative to walking alone at night.
* Please contact Melissa Martin, [melissamartin@trentu.ca](mailto:melissamartin@trentu.ca) if you would like to be involved.

**9. Adjournment**

Motioned by Johanna Hart and Miguel Capilla