**Colleges and Student Services Committee**

2023-24

Meeting date: Wednesday Sept 27

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

# Agenda

1. Chair’s Welcome
2. Approval of Agenda
3. Introductions
4. CASSC Orientation
5. AVP Students Updates
6. Round Table Updates
7. Other Business
8. Adjournment

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

**Absent:** Champlain College, Traill College and TISA

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

Discussion about land acknowledgements and how we can move beyond land acknowledgements. For more information and resources please see the First Peoples House of Learning: <https://www.trentu.ca/fphl/cultural-support/student-employee-resources>

**2.** Approval of Agenda

Motioned by Mark Murdoch. Seconded by Emma Kaszecki. All in Favor.

**3**. Introductions

**4.** CASSC Orientation

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).

The Colleges and Student Services Committee (CASSC) is a standing advisory committee to the Associate Vice President of Students. CASSC recommendations are forwarded by the AVP of Student to the appropriate Vice President.

Mandate:

1. Deliberate on matters relating to services provided to students
2. Provide consultation about the student experience
3. Review ancillary fee increases as per the Ancillary Fee Protocol
4. Any business that has educational policy implications

**CASSC Membership**

Student Representation:

* 1 student executive member from each of the College Cabinets
* 1 member from the TCSA
* 1 member from the TGSA
* 1 member from TISA
* 1 member from TUNA

Non-Student Representation:

* 1 College Principal (Chair, non-voting)
* AVP, Students (Non-voting)
* Secretary (Non-voting)
* 2 CASSC Subcommittee chairs
* 1 frontline student service staff
* AVP, International (or designate)

**CASSC Subcommittees**

1. Standing Subcommittees – oversee or are related to an ancillary fee (non-tuition related fee).
   1. Athletics
   2. Colleges
   3. Student Housing
   4. Food Service
   5. Orientation
   6. Student Wellness
   7. Convocation
   8. Campus Card
   9. Trent Nature Trails
   10. Campus Safety
   11. International Scholarship Fund
2. Ad-hoc Subcommittees – do not have an ancillary fee associated with their operation. Do not meet annually but are struck for a purpose. For example, the Student Charter of Rights and Responsibilities meets every three years to review its’ policy. The following are being held this year.
   1. Spiritual Affairs
   2. Co-Curricular Record Review
   3. Student Charter Review
   4. Ancillary Fee Protocol Review

Please email Lesley Hulcoop (lhulcoop@trentu.ca) if you would like to sit on any of these subcommittees.

**Ancillary Fee Protocol**

*“An ancillary fee protocol is a formal agreement between the institution’s administration and student governing body representatives which set out the means by which students will be involved in decisions to introduce a new or modify an existing compulsory ancillary fee.”* [Tuition Fee Framework and Ancillary Fee Guidelines](https://www.tcu.gov.on.ca/pepg/mtcu-university-tuition-framework-guidelines-mar2019-en.pdf) (MCU, 2019)

* The Ministry of Colleges and Universities define what fees that are compulsory (e.g. Athletics, Wellness, etc.). All compulsory ancillary fees will be reviewed by CASSC for either approval or for information. Non-compulsory fees are fees such as Food and Student Housing.
* Automatic fee increases up to the level of CPI or 3%, whichever is lesser, will be permitted without a referendum or approval of CASSC
* [TrentU Non-Tuition Compulsory Fee Protocol](https://www.google.com/search?q=Trent+ancillary+fee+protocol&rlz=1C5CHFA_enCA816CA816&oq=Trent+ancillary+fee+protocol&aqs=chrome..69i57j33i160.7121j0j7&sourceid=chrome&ie=UTF-8) (2019). The Ancillary Fee Protocol needs to be reviewed. Please email Lesley Hulcoop (lhulcoop@trentu.ca) if you would like to sit on the review subcommittee.
* 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.

**Motions & Voting**

* We will conduct meetings following Robert’s Rules of Order.
* 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.
* ***Key to communication is making sure that student subcommittee 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 a member from your Executive who is able to attend.
* It is very important that students 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.

**2023-2024**

* September 7 - CASSC subcommittee Chairs meeting
* September 27 – introductory meeting and departmental service updates
* November 1 – topic/issue discussion
* November 29 – budget training meeting and topic/issue discussion
* January 17 – University budget presentation and start of subcommittee budget presentations.
* February 14 – Subcommittee Budget Presentations
* February 28 – Subcommittee Budget Presentations & University Retention Committee.
* March 13 – Subcommittee Budget Presentations
* March 27 – All other business and wrap up meeting.

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

* Head of the Trent (HOTT) is this weekend. Student groups and the administration have been promoting a lot of safety messages as well messages about being a good neighbor. Have moved away from the “homecoming” focus and more on the “regatta”. The beer garden is half the size, and the all-ages area has expanded so that people can hear the band. Busing has changed so that it stops at the bus terminal and not in the downtown neighbourhoods. The TCSA has created party safety kits and is participating in a community clean-up event.
* September 30th is the National Day for Truth and Reconciliation to acknowledge the intergenerational impact of residential schools, while honouring the process of reconciliation. This is the same day as HOTT, so it will be held on Friday September 29th at the Durham campus and on Monday October 1st on the Peterborough campus. 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> or via the QR code on the window signs.
* Dr. Rona Jualla van Oudenhoven has been hired as the Director of Equity, [Diversity & Inclusion](https://www.trentu.ca/news/story/37167). She will come to speak at CASSC.

# RoundTable Updates

Send updates to Lesley Hulcoop prior to CASSC meetings. For roundtable updates, tell us what is upcoming – not what has already happened.

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)).

**Student Housing (Jen Coulter)**

The Student Housing survey has closed. It looks at challenges related to campus housing in Peterborough and Durham as well as digital supports.

**Food Services (Mark Murdoch)**

* Food Services has completed a survey and 4 focus groups.
* A 10-year agreement with Chartwells comes to an end in April 2024. A request for proposals (RFP) is open and November 15 is the deadline for tenders.

**Lady Eaton Cabinet (Noah Edwards)**

Seeing much more student engagement across campus. There will be a Blood Services Drive at the Trent Gym in October.

**Orientation (Ryan Palaro)**

A big thank you to all who helped with Orientation. We saw great student engagement and increased participation.

# Other Business

# No other business

**8. Adjournment**

Motion to adjourn by Emma Kaszecki