**Colleges and Student Services Committee**

2021-22

Meeting date: Wednesday Sept 29

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. 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. Other business
10. Adjournment

In attendance**:** Melanie Buddle (Chair), Nona Robinson (AVP Students), Lesley Hulcoop (Secretary), Fiona McKenna (EC), Cameron Ewing (Traill), Wendy Walker (TCSA), Mark Murdoch (Foodservices), Sebastian Johnston-Lindsay (TGSA), Johanna Hart (Campus Programs), Jubel Jose (TISA), and Julia VanDerhorst (GC).

**Regrets:** Jessica Evans (TI) and Stewart Engelberg (Wellness)

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

Greetings! For the roundtable updates we focus on events and things that are upcoming and not things that have already happened. Try to have events put on the Trent Calendar, the Student Experience Portal and in the College newsletters.

**2.** Approval of Agenda

Motioned by Wendy Walker. Seconded by Cameron Ewing. 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. Subcommittee members **do not** need to be member of your executive, but can be a general member of your group. 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. 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](https://www.trentu.ca/currentstudents/policies-decision-making/colleges-and-student-services-committee).
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.***
* 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.
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.

1. **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
* Orientation had an online events, in-person events, and hybrid events.

# 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.
* The biggest issue this year is COVID, but there are a lot of committees about this already
* Issue-based committees are not mandatory and issues can still be brought up in CASSC meetings for further examination and discussion.
* Looking at having a subcommittee for CASSC which is equity based. A committee could be set up to develop the terms of reference for this committee.

# 8. Round table Updates

**Food Services**

* Tomorrow is the first Food Services Advisory Subcommittee. Working groups will start in October.
* Still figuring out traffic on campus. For example, fewer people went home on the first weekend.
* We are using a mobile food ordering app called Boost, in the dining rooms, Subway and Starbucks.
* There is a new food facility at Trent Durham.
* The Card Office will mail student cards to students.
* The Spoon is open but you have to order ahead of time.

**Colleges**

* Recent reduction in numbers for events. The province has just reduced outdoor gatherings to 25 people and indoor to 10 people
* 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.

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

**Lady Eaton -** Are in the middle of Cabinet elections. Planning the Fall College Weekend and the annual Haunted Drumlin on October 16. Working on making it virtual.

**GC -** Elections are in progress. Working with Champlain on a drive-in movie and planning is underway for the fall College weekend.

**Champlain -** Elections are underway and there is a lot of engagement. Friday we are holding “paint in the Quad”. We are working on our fall College weekend. Planning on working with Gzowski College to have a drive-in move.

**TUNA –** We have a survey out to ask membership what they need. We have nice blankets that are a gift for doing the survey. We are also working on our elections and planning online events. Hoping to eventually hold our POWWOW.

**TCSA –** [Clubs and groups calendar](https://trentcentral.ca/clubs-groups-events) is on the TCSA website. If you have an event to add fill out the form on the web page. We have also sent out a survey about transit.

**TISA –** Elections are underway.

**Student Affairs –** Please spread the word about the [Rebound peer support program](https://www.trentu.ca/currentstudents/academics/peer-support/rebound). The [Student Experience Portal](https://ccr.trentu.ca/home.htm) has a very different look and feel. It now has a catalogue that can be searched for co-curricular activities etc. A lot of interest in the [IMPACT leadership program](https://www.trentu.ca/currentstudents/work-lead/training/impact-leadership-program) this year. The [Spiritual Affairs](https://www.trentu.ca/currentstudents/student-support/spiritual-affairs) Multi-faith Network is holding meetings through zoom. The Multi-faith room is not open because it is a small space. If you hear of any students finding it difficult, please have them contact johannahart@trentu.ca. In conjunction with the Human Rights Office, a [Black Student Peer Support Group](https://www.trentu.ca/currentstudents/academics/peer-support/black-student-support) has been launched.

**Otonabee –** We tried out our BBQ but cancelled yesterday due to new Provincial restrictions on gatherings. Our elections are underway. “Cooking with Cabinet” is a new virtual program where students can follow along and learn to cook.

**Trent International –** The Trent International Office is open for 10 am – 2 pm. There is also a virtual desk from 10 am – 4 pm for student who can’t come on campus. We been providing a lot of front-line support and answering questions. The Trent International bursary application is now open. International students have to have robust quarantine plans. Many thanks to Housing Services and Foodservices for helping with this. Please refer international students to Paul Longhurst for immigration and Visa issues and to Academic Advising for academic issues.

**TGSA –** Engagement in online events has been successful. Working on a “Life After Trent” event with the Trent Alumni Association. Working with Craig Brunetti, the Dean of Graduate Studies to establish an anti-racism/minority fund. Planning on holding an anti-racism symposium in November. Also working on a code of conduct around communications between Supervisors and Graduate Students that will provide more ethical guidelines. Working with CUPE to develop guidelines for Teaching Assistants that are more equity based and anti-racist.

**Wellness**

Health Services

* Hybrid model with most patients being triaged and supported through telehealth. Records have been all electronic for several years.
* One new doctor - Kaylin Woods from Parry Sound; specific interests in LBTQ health
* New Psychiatrists – Dr. Robert King from North Bay.
* Staffing challenges with strict rules on who can work when and where and a number of staff have been off with cold-related symptoms and awaiting COVID testing results.
* During the Spring/Summer we reduced some of our services to essential interventions however we have returned to our regular provision of service with the exception of wart treatments using liquid nitrogen.
* Wait time are not an issue at this time.
* Financially we will likely run a deficit this year and tap into our reserve which currently stands at $284,000.00

Counselling

* Operating from a Teletherapy model – prompted a move to electronic medical records; currently 90% paperless.
* Administrative Assistant and Crisis Coordinator on campus five days a week who can see a student in person if required.
* One private space available for students who do not have reliable internet connection or a private space in their home to have confidential discussions with their therapist.
* Gender Journeys (CMHA) weekly support group being offered remotely. I can forward the poster for various newsletters to support. Students can self-refer.
* Survivors of Sexual Abuse (KSAC) art therapy group will be offered in January (10 Week run). Referrals are done through counselling.
* CBT workshops currently being revised for online format
* Counsellors are extremely busy as they have been required to take on additional administrative duties to register students and book appointments.

Accessibility Services

* Operating remotely with in office administrative support – all records have gone fully electronic.
* Have been offering remote workshops highlighting learning strategies for on line courses and assessments.

CAT

* The Centre for Academic Testing closed in late March and remains closed.
* Some in-class assessments have been planned and we are currently reviewing our role in supporting students with disabilities who have exam accommodations and need to come to Trent to write an in class exam

Sexual Violence Prevention Education

* Consent at Trent education was revised as an online module through Blackboard; 825 students registered with an estimation that 40% have completed the module.
* All other supports are provided remotely
* KSAC providing direct support for individual therapy/support remotely
* Robyn Ocean continues to provide system navigation support for victims of sexual violence.

Peer Support

* Providing remote support to connect with a peer helper.

**9. Future meeting dates -** October 21, December 2, January 20, February 24, March 10, March 24

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

**11. Adjournment**

Motioned by Mark Murdoch