**Colleges and Student Services Committee**

2020-21

Meeting date: Wednesday December 2

Location: Zoom

# Agenda

1. Chair’s Welcome (Melanie Buddle)
2. Approval of agenda
3. Approval of October 21st meeting minutes
4. Budget Training (Nona Robinson)
5. University Budget (Cheryl Turk, AVP Finance)
6. AVP Students Update (Nona Robinson)
7. Round Table Updates
8. Other business
9. Adjournment

In attendance**:** Melanie Buddle (Chair), Nona Robinson (AVP Students), Lesley Hulcoop (Secretary), Jubel Jose (TISA), Carter Tongs (CC), Johanna Hart (Campus Programs), Wendy Walker (TCSA), Max Setka (GC), Moriah Hillyer (TUNA), Stewart Engelberg (Wellness), Nina Schmitz (TGSA), and Jessica Evans (TI).

**Regrets:** Mark Murdoch (Foodservices) and Nick Owens (OC)

**Absent:** Sarah Daviau (LEC)

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

There is some very sad news about student Brett LeBlanc passing. There is a book of condolences in the Gzowski College Office. You can write in the book or you can email a note to be included. If you would like to give a card to the family, you can drop it off at the College Office and we will mail it to the family.

**2.** Approval of Agenda

Motioned by Nina Schmitz. Seconded by Carter Tongs. All in Favor.

**3**. **Approval of October 21st meeting minutes**

Approval of minutes with the added note that “out of province services are only for the flu clinic”.

Motioned by Max Setka. Seconded by Jubel Jose. 2 abstentions, motion passed.

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

***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:***

* Ancillary services budgets in particular have been significantly affected by the pandemic – notably housing, food services and athletics.
* Funding increases will likely be limited or non-existent with respect to tuition and government transfers, but expenses continue to rise. In regular years Trent has been able to offset this with enrolment increases, which present their own challenges, but enrollment is difficult to predict during the pandemic.
* Special purpose government grants tend to be provided on a year-by-year basis. Cuts or elimination of grants would most affect student affairs (OPAIP), counselling and accessibility services, and First Peoples House of Learning. Cuts to OHIP would affect Health Services.
* The government’s Student Choice Initiative (fee opt-outs) is still a possibility, as the government has stated its desire to appeal the court decision striking it down. If it is reinstated 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 preliminary 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
* Finance and Property Committee and Board approval by end of March 2021

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

***2020/2021 Update***

* The Board-approved budget relied heavily on both domestic and international enrolment growth to achieve a balanced budget
* In summer 2020, anticipated significant decline in enrolment that would result in significant loss of net tuition revenue as a result of the continuation of the pandemic
* Based on final summer and fall enrolment, with conservative estimates for winter, projecting overall enrolment will be at or slightly higher than budget, BUT:
  + New intake is forecast to be less than budget; this may have implications for future years as a smaller cohort flows through the upper years of study
  + International enrolment is a challenge due to travel and study permit restrictions; anticipating a shortfall from budget, which will result in some net lost tuition revenue
* Substantial new investments to address COVID-related items includes costs related to moving to online and remote learning and improving IT infrastructure, expenses to maintain mandatory health and safety protocols, and student and faculty supports
* Ancillary Services revenue impairment in excess of reserves is substantial
* A number of mitigation strategies implemented. Includes one-time deferral of new investments, one-time in-year budget reductions and savings due to less activity on campus
* Currently projecting an operating deficit of between $4.1 million and $8.2 million

***2021/2022 to 2022/2023 Planning***

* With continuation of pandemic, will continue to be uncertainty.
* Multi-year planning will be key; therefore, preparing 3-year plans. Recovery of lost new intake and international enrolment will take 2-3 years. Ancillary services will need time to regain financial sustainability and rebuild critical reserves for capital and infrastructure renewal
* Enrolment projections conservative. Plan to recover lost domestic UG intake over two admission cycles. Target to grow international UG enrolment to 15% of total enrolment by F2024
* Government grants are fixed. Under the strategic management agreement (SMA3), increased grant funding is no longer based on increased enrollment but on performance metrics – 6 aligned with skills and job outcomes and 4 related to economic and community impacts. Assumes no change in special purpose grants, although not yet announced; typically approved on a year-by-year basis.
* Domestic tuition rates assumed frozen in absence of MCU announcement. Tuition fee framework for eligible (primarily domestic) students expires at end of 2020/2021; rates were reduced by 10% in 2019/2020 and frozen at those levels for 2020/2021. International tuition fees not regulated; currently Trent has second lowest international UG tuition rates in the province
* No changes to scholarship program or TSA requirements contemplated at this time
* Other Expenses:
  + Salaries escalated in accordance with collective agreements and in alignment with Bill 124 which legislated a three-year period restricting salary increases to 1%
  + Benefits expected to increase per discussions with benefits provider
  + Utilities expected to be consistent with prior years.
  + Ancillary services will take time to recover as on-campus activity slowly increases
  + CPI at October 2020 very low at 0.7%; if requesting a fee increase over CPI or 3%, whichever is less, will require a vote by student leaders

6. AVP Students Update **–** Nona Robinson

***Student Engagement Survey***

* Had a phenomenal response rate and got excellent data on remote and online courses.
* Stephanie Muehlethaler, with help from Otonabee College Office staff, coded over 7,000 comments from an open-ended question.
* Got the academic findings out to the Board of Governors, Senate, Deans, Centre for Teaching and Learning, and Trent Online.
* Workload (e.g., the increase in the number of small assignments) and time management with the shift to online courses is a major concern with students.
* Faculty are taking student input very seriously. Faculty very much miss the interactions with students and other faculty. Suggestions include using breakout rooms and scheduling group work into class time.
* With the second wave of the pandemic we will not be having many in-person classes. Vaccinations are promising, but how long are they going to take to roll out?

# 7. Round table Updates

**GC –** Recently appointed a junior cabinet ambassador.

**Champlain –** Holiday events include decorating the great hall and providing craft kits. Students need to pre-register for time slots. We are finding that smaller events work well. We are having a bonfire and running online games. Starting to work on our winter College weekend. Will not be running broomball this year but will be carnival themed.

**TCSA –** Students will not pay for transit again this term. Clubs and groups will be able to participate in programming for Frost Week and Instagram live. Frost week is open for all students. We’re also bringing back a drag bingo virtual event.

**TGSA -** The “Experiencing Racialization at Trent Panel Discussion went really well. We are discussing continuing this event. Tonight we will be appointing a new VP Finance.

**TISA –** We have appointed our first year representative and secretary.

**Trent International**

Programming

* Just wrapped up the Life Under the Maple Tree transition series – that touches on topics such as pathways to permanent residency.
* Global Ambassador Program still up and running and starting to connect with international students starting the winter term
* Our pilot program, the Trent Language Buddies Program, that supports ESL students with conversational skills – is going well so far and we will wrap up for the winter term in the coming weeks.

Wellness

* Can book appointments with our Wellness Assistant LeChelle Saunders through the Student Experience Portal

Quarantine

* Trent International is required by the Government of Canada to track all Trent students that are entering Canada to quarantine. Students are required to read and understand Canadian quarantine regulations, restrictions, and options for quarantine outlined in the Trent Safe Arrival Protocol.
* Students are required to submit a quarantine plan to the Trent University Quarantine Plan Registry.  The plan they submit in the registry can be downloaded as a PDF and can be presented to the Canadian Border Service Officer
* Once Trent International has approved the plan, students are required to submit their plan to the ArriveCAN app for the Government of Canada 48 prior to departure.
* Trent International is required to check-in with each quarantining student once a day to ensure their wellness, see if they need any additional support, and ensure compliance.
* Many arriving students having challenges at connecting airports prior to arrival in Canada even with supporting documentation from Trent University supporting their arrival and with approved quarantine plans.
* Check-ins occur 7 days a week and will continue through winter closure

Moving Forward

* December focus is on pre-arrival orientation for international students and preparing for January orientation and a large influx of students entering quarantine
* Also, a focus on online programming for students in housing over winter closure and for students in quarantine

**Student Affairs –** Engagement has been good with the IMPACT leadership program. [“On Track”](https://www.trentu.ca/currentstudents/academics/peer-support/track) is a series of wellness workshops starting on January 20th. The [Rebound](https://www.trentu.ca/currentstudents/academics/peer-support/rebound)  peer support program has had a busy term and planning for a virtual [Winter Orientation](https://www.trentu.ca/currentstudents/new-trent/orientation/winter-orientation) is underway. On January 27th [Spiritual Affairs](https://www.trentu.ca/currentstudents/student-support/spiritual-affairs) is co-hosting with the TCSA a virtual panel event on: Challenging Islamophobia: Muslim Women Speak. There will also be a series of virtual workshops on Exploring Spirituality (for students who have an interest in exploring a personal approach to spirituality). You can register for workshops on the [Spiritual Affairs webpage](https://www.trentu.ca/currentstudents/student-support/spiritual-affairs). Joining the [Multi-faith network](https://www.trentu.ca/currentstudents/student-support/spiritual-affairs/multi-faith-network) is Farheen Khan, the co-founder and Imama of the first Women's Mosque of Canada and is one of the Founding Directors of the Azeeza for Women.

**Wellness**

Health Services – At the flu clinic close to 700 students were inoculated. Planning to be able to do COVID testing in January. Students with more serious symptoms will have to go to the hospital for testing.

Counselling is booking into January now. We have a new therapist named Erinn Bickle. We hope to have new BIPOC therapist join the team in January.

Accessibility Services is restarting our student note-taking program for January.

Centre for Academic Testing remains closed.

**Colleges –** We are all doing our holiday programming and events. Please check the College webpages.

**Athletics –**

* The Athletics Centre has been open to Trent students since September 1. Phase one of our reopening also opened the Alan Marshall Pool to existing contracted groups (Trent Swim Club, Kawartha Trent Synchro Club and Special Olympics Swim Club Peterborough).
* Trent Athletics has focused on both remote delivery programs (e.g. on-line fitness classes) as well as safe in-person campus recreation programs (e.g. guided nature walks) this year due to the pandemic.
* There is a phased re-opening with Trent Staff and Faculty being able to restart their Athletics Centre memberships on October 19th. Trent students, and staff and faculty with memberships will need to register in advance for their workouts. Registration is available at [www.trentu.ca/athletics](http://www.trentu.ca/athletics).
* Although there was no varsity league play, Trent Athletics working with each Head Coach was able to establish safe return to train protocols for each varsity team.

**8. Other business –** No other business

**9. Adjournment**

Motioned by Carter Tongs