**COLLEGES AND STUDENT SERVICES COMMITTEE**

2017-2018

Meeting date: March 14 2018

Champlain College Morton Reading Room 303

**Agenda**

1. Chair’s Remarks – Lindsay Morris
2. Approval of Agenda
3. Approval of February 28th meeting minutes
4. Pubs Budget – Lori Johnston
5. Housing Services Budget – Jen Coulter
6. Food Services Budget – Mark Murdoch
7. Colleges Budget – Stephanie Muehlethaler
8. Subcommittee and Round Table Updates
9. Other Business
10. Adjournment

**In attendance:** Melanie Sedge (Chair), Nona Robinson (AVP Students), Lesley Hulcoop (Secretary), Stephanie Muehlethaler (Colleges), Ryan Sova (GC), Brandon Remmelgas (TCSA), Rachel Mcleod (LEC), Abby Rodriquez (TC), Sean Carlin (CC), and Paul Longhurst (Trent International).

**Regrets:** Johanna Hart (Student Affairs) & Stephany Cen Feng (TISA)

**1. Chair’s Remarks – Lindsay Morris**

Welcome, this is the second last CASSC of the academic year, March 28th is the final one.

**2. Approval of Agenda**

Motion moved by Brandon Remmelgas, seconded by Sean Carlin. All in favour. Motion carried.

3. **Approval of February 28th meeting minutes**

Motion moved by Paul Longhurst, seconded by Stephanie Muehlethaler. 1 abstention. Motion carried.

**4. Pubs Budget – Lori Johnston**

* Not asking for any increase, we have a refundable levy set at an annual CPI increase.
* Projecting a higher loss because of the student wage increase. The University covers the loss.
* Food sales have been steadily increasing since students are now able to use their card for food at the Ceilie
* Need to make it more clear to students that this is ancillary fee. The pubs fee was a refundable levy when it was run by students, but since the University started operating it is listed as an ancillary fee in CASSC. Any fee increases are done through the CASSC process.
* **Approval of Pubs Budget as presented for information purposes.** Moved by Sean Carlin, seconded by Rachel McLeod. 5 in favour. Motion passed.

**5. Housing Services Budget – Jen Coulter**

* Since this is a non-compulsory fee it is presented to CASSC for information.
* Budget has been presented to the Housing Advisory Committee and the College Residence Council.
* Increase bed capacity in alignment with current and anticipated enrolment growth.
* Additional beds at 1633 Water St. “Building B”
* Increase number of residence life dons and add additional Service Centre positions.
* Address deferred maintenance & aesthetic renewal plans.
* Enhance student learning, experience, satisfaction & services through increased staffing, additional living learning communities (e.g. Swansea Arts-Law), campus wide initiatives, and service centers.
* Aligned residence fees to be proportional when comparing single rooms to double, to triple fees. There will be a 3% budget increase to cover laundry, increased wages, and facilities improvements.
* When comparted to other Universities, Trent’s fees are in the middle of the pack.
* Top priority is housing first year students and we still have our first year guarantee.
* Housing services helps students find off-campus housing through providing: the Places4students website, in residence programming for moving out of residence, and conversations with parents to talk through what it will be like helping students navigate this phase.
* **Approval of Housing Services Budget as presented for information.** Moved by Abby Rodriquez, seconded by Brandon Remmelgas. All in favour. Motion passed.

**6. Food Services Budget – Mark Murdoch**

* Since this is a non-compulsory fee it is presented to CASSC for information.
* Have not had a budget increase in 7 years. This year we increased the traditional dining plans by 3%.
* The Food Services Advisory Committee has approved the Dining Plan fees for 2018-19
* Priorities: keep Dining Plan fees as low as possible, have Food Services operate on a break even basis, ensure Dining Plans remain HST exempt, add an Varsity BBQ to O-week, create an electronic emergency food fund.
* The Emergency food fund will be created by having the non-refundable dining plan dollars that are left on student accounts, allocated to an emergency food fund. It will be overseen by the TCSA, and the funds will be distributed by partners (e.g. Counselling, Financial Aid Office, Security, FPHL, TI). Intended to provide an immediate and short term solution.
* Students beginning to spend considerable amount of money at Starbucks, on average $290 spent per residence student. It is a joint deal between the university and TCSA with the operating profit shared.
* More than half the students will have a close to zero balance at year end, therefore we want an increase in plans.
* **Approval of Food Services Budget as presented for information purposes.** Moved by Brandon Remmelgas, seconded by Sean Carlin. 5 in favour. Motion passed.

**7. Colleges Budget – Stephanie Muehlethaler**

Asking for increase above CPI to cover:

* Two minimum wage increases over the past year and an upcoming wage increase
* Additional student employees for Traill
* Additional programming support for Traill
* Contribution to dining hall redevelopment plan
* Support for college scarves
* Proposed College Fee $254.41  Increase of 3.9%  $7.96

Please discuss this motion with your groups and email Stephanie Muehlethaler (smuehlethaler@trentu.ca) if you have any questions regarding this motion.

**We will be voting on this motion at the final CASSC meeting on March 28th.  It is very important that you attend and that if you are unable to attend that you send a delegate to vote on your behalf.**

**🡪 Notice of Motion to approve the request of a 3.9% increase to the Colleges fee for the 2018-2019 year.**

**8. Subcommittee and Round Table Updates**

**Nona Robinson:**

* The sexual violence survey has begun and runs until the end of the month. The response rate at Trent so far is 20.2% which is ahead of other universities.
* Glenn Empey, the Director of Spiritual Affairs has decided to re-focus his ministry in the local parish setting. The part time Chaplain position has been funded by a small group of local Protestant Churches. Declining church enrolment made it difficult to fund. We’re now looking to extend an invitation to multiple faith groups in the area and the GTA for folks interested in participating to create a multi-faith initiative with gatherings, speaker series and individual/group. Will be approaching the Colleges, TCSA, TGSA, etc. to be involved as well.
* The contract with Chartwells is due for a 5-year renewal review. This review will evaluate if the food services contract should go to a RFP (request for proposal) or if we are satisfied with Chartwells’ performance and will extend their contract for another 5 years. We have established a small committee to assess if Chartwells has been meeting their goals.
* Events coming up: Trent Community Research Centre celebration on March 27th, The Three Minute Thesis on March 28th, and the Champlain Publication Celebration on the 29th.

**TCSA:** It’s ok to be [against] White[ness] event was successful. Looking to host again but with a different title. Elections are this week. Running referendum about levies calling for a collaborative group to write a levy policy. The Student Centre has stopped booking in the Atrium during the exams, and will only allow quiet events in the event space during April.

**LEC:** Nominations for cabinet are open now, spring weekend and graduation reception are next weekend.

**TC:** The Traill formal is on March 23rd

**CC:** Nominations for cabinet are open. West Bank Love is on the 15th

**Colleges:** Taylor Mallory is here for her alternative practicum from Queen’s Teacher’s College. College student positions are closing tomorrow. Working on engaging new off campus students and allowing them to choose their college. The Long Night Against Procrastination (LNAP-Recharged) is next Thursday in the Student Centre. Starting conversations about supporting incoming students having trouble with registering.

**TI:** Saturday March 17th is Cultural Outreach, and the Gala for graduating students is April 6th. In the process of hiring a new support resource counsellor for international students. On track to have 225 international students in September, the largest number ever.

**GC:** Formal is on March 23rd. Cabinet elections nominations close today.

**Life Skills:** Final handbook is being written now with the Rebound guides helping to compile information on topics. It will be ready for the final CASSC meeting.

**9. Other business**

 No other business

**8. Adjournment**

Motion to adjourn by Sean Carlin