Colleges and Student Services Committee
2026-27

Meeting date: Wednesday October 7, 2026
Location: Zoom and LEC 207

In attendance: Lawrence Lam (Chair), Aimee St. Thomas (Secretary), Robert King (Housing), Mara Graham, Julie Middleton (Wellness) Melanie Buddle (Colleges), Melissa Fernandes, Aaliyah Aboubaka (Orientation), Brendan Humphrey (Campus Card), Melissa Martin, (Campus Safety), Joanne Sokolowski (Convocation), Nathan McFadden, Dino Chomatas (Athletics), Ali Giroux (Nature Trails), Mickayla Simpson-Carty (TCSA), Jazmine Raine (TGSA), Chada Wichayasunan (GZ), Naomi-Jo Desrocher (CC) Phil Enders (LEC), Taylor Langford (OC), and Chada Wichayasunan (GZ) and Kathleen Clydesdale (Traill)

Agenda:
1. Chair's Welcome
2. Approval of Agenda
3. Introductions
4. CASSC Orientation
5. AVP Students Updates
6. Other Business
7. Adjournment

1. Chair's Welcome – Lawrence Lam
Lawrence called the meeting to order and welcomed members to the first meeting of this academic year. He delivered a Land Acknowledgement, recognizing the traditional lands on which Trent operates and reaffirmed the committee's commitment to respect and reconciliation in alignment with Trent's Mission, Vison and Values.

Looking for a volunteer to give the Land Acknowledgement for the November 4th meeting.

2. Approval of Agenda
Motioned by Mara. Seconded by Taylor. All in Favor.

3. Introductions
Committee members introduced themselves and shared their roles.

4. CASSC Orientation - Lawrence

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:

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

It was clarified that the Subcommittee Chairs, Student Service Staff and Trent International Designate do not participate in votes related to financial presentations; however, they are eligible to vote on administrative matters.

CASSC Subcommittees

1) Standing Subcommittees – oversee or are related to an ancillary fee (non-tuition related fee).
    a) Athletics
    b) Colleges
    c) Student Housing
    d) Food Service
    e) Orientation
    f) Student Wellness
    g) Convocation
    h) Campus Card
    i) Trent Nature Trails
    j) Campus Safety
    k) International Student Scholarship Fund
    l) Consent at Trent
    m) Career Peers
    n) International Orientation & Transition

2) Ad-hoc Subcommittees – do not have an ancillary fee associated with their operation. Do not meet annually but are struck for a purpose. The following are being held this year.
    a) Food insecurity
    b) Student Charter
    c) Co-curricular Record

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 (MCU, 2019)

- The Ministry of Colleges and Universities define what fees are compulsory. All compulsory ancillary fees will be reviewed by CASSC for either approval or for information.
- The approval for increasing fees above CPI but below 20% is a student vote at CASSC. Increases over 20% must go to student referendum.

Motions & Voting

Meetings will be conducted using Robert's Rules of Order, which is a set of procedures designed to help meetings run fairly, efficiently, and democratically. Key principles include:

- One item of business at a time.
- Majority rule
- Equal participation
- Courtesy and Order

Formal proposals that the group acts on are known as motions. A second is when another member indicates support for discussing the motion.

A vote in favor of a motion is recorded as approved, while a vote against a motion is recorded as opposed. A member may choose not to vote either for or against a motion; this is known as an abstention. Abstentions are recorded but not counted as votes cast when determining whether a motion passes or fails. Members may abstain due to reasons such as:

- Conflict of interest
- Insufficient information
- Absence during the discussion of the motion

The importance of student representatives communicating information back to their constituents was emphasized. If a student representative is unable to attend a CASSC or subcommittee meeting, another student member may attend as their delegate.

To review the committee Terms of Reference, past year's minutes and other documents please visit the CASSC website.

5. **AVP Students Update -** Lawrence Lam
    - Lawrence expressed appreciation to the staff and students for their flexibility, cooperation and prompt response during the recent water main break, noting that their efforts helped minimize disruption to campus operations. He highlighted the situation as a strong example of the Trent community "Standing Out by Standing Closer".
    - The Ontario Universities' Fair (OUF) was September 26-27.
    - Peterborough Campus Open House is November 6th and Durham Campus Nov 14th. If interested in volunteering, please see link here.
    - Head of the Trent (HOTT) was successful with many activities such as a family fun zone, athletic events and a Harm Reduction Fair.

6. **Other Business**
    - Trent Colleges weekend will be held October 16-18. Please visit the Events Calendar for a complete list of activities.
    - Life After Trent, a program coordinated by Trent Alumni and Careerspace offers a variety of forums and networking opportunities for students, alumni, community members and Trent faculty.
    - The Card Office has officially launched mobile cards and is currently assigning exam cards for students who continue to use physical cards.
    - Housing Services expressed their appreciation for the support and cooperation received during the recent campus closer resulting from the water main break.
    - Trent Athletics will host the 2026 OUA Women's Lacrosse Championship October 16-18th. Trent is the defending champion.
    - A Peterborough mayoral candidates' discussion will take place on October 7th at the New Canadians Centre organized in part by Trent 's Research for Social Change Lab. A free barbeque is provided.
    - For future meetings, members are asked to submit updates to Aimee in advance so they can be distributed by email prior to the meeting.

7. **Adjournment**
    Motion to adjourn by Taylor. Seconded by Robert.