Trent Colleges and Student Services Committee (CASSC)

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Approved by the Colleges and Student Services Committee
DATE April 5, 2023

I. OVERVIEW

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 (Academic, Administration or External Relations and Advancement).

a) Mandate:

- To deliberate on matters relating to services provided to students including those that are funded, partially or fully, by an ancillary fee.
- To provide consultation to committees, task forces, and campus service providers about the student experience.
- To review requests for ancillary fee increases and make recommendations to the Trent University Board of Governors as per the process detailed in the Ancillary Fee Protocol.
- Any business that has educational policy implications will be reported to the Senate Executive by the Associate Vice President, Students.

Process & Scope:

- CASSC meets regularly from the months of September to April (and only as needed in summer term).
- Unless regrets (or a replacement) are sent in advance, designates that miss 2 meetings will lose their ability to represent their association or organization for that year. The association or organization in question must appoint another designate
- Each student ancillary fee requires an associated CASSC Subcommittee.
- Minutes of meetings will be distributed to committee members and posted on the Student Affairs website.
- Formal votes at CASSC meetings and Subcommittee meetings shall be made using Robert's Rules of Order (newly revised).
- Quorum will be set at 50% plus one voting member.
- Quorum for the approval of the compulsory ancillary fees must comprise of a majority of student representatives.

Composition:

- 1 College Principal to act as chair (non-voting)
- Associate Vice President of Students (non-voting)
- Secretary (non-voting)
- 1 student executive member from each of the Trent University College Cabinets, or designate
- 1 student executive member from: Trent Central Student Association (TCSA), and Trent Graduate Students' Association (TGSA), or designate
- 1 Trent International Student Association (TISA) representative
- 1 Trent University Native Association (TUNA) representative
- 2 CASSC subcommittee chairs, or designates
- 1 OPSEU frontline student service staff member
- Trent International Associate Vice President, or designate

Consultants and Guests:

CASSC meetings are open to the public. Non-designated student leaders are welcome to attend for information. Non-designated subcommittee chairs, and staff are encouraged to attend as non-voting members.

CASSC may choose to engage stakeholders as consultants to the Committee, such as the following:

- AVP, Finance
- President, Trent Durham Student Association (TDSA)
- Representative from the Centre for Human Rights, Equity & Accessibility
- Registrar
- Director, Student Affairs (Durham)
- Director, First Peoples House of Learning

Amendments:

- These Terms of Reference may be updated from time to time by the Secretary to reflect changes in positions/organizational titles, Subcommittee composition, dates, or typographical errors.
- At least once every three years, CASSC will strike a Terms of Reference Committee to review the CASSC Terms of Reference and the Ancillary Fee Protocol. This committee shall be made up of CASSC members and must be at least 50% students. The Committee will make recommendations to CASSC regarding changes, which shall be received at one meeting as a notice of motion and voted at the following meeting. Terms of Reference changes may be approved by a simple majority of voting members.
- Terms of Reference for each CASSC Subcommittee may be determined by the Subcommittee, and changes are to be reported to CASSC and the Secretary. Subcommittees' membership must have a majority of students as voting members.

II. CASSC Standing Subcommittees

Each student ancillary fee requires an associated CASSC Subcommittee with student representation for consultation. In accordance with provincial legislation, any modifications to a compulsory ancillary fee must involve students. Subcommittees must meet at least once prior to proposing any modifications to a compulsory ancillary fee.

Subcommittees are responsible for developing the recommendations for modification to associated ancillary fees, and for presenting the recommendations to CASSC (either for information or approval) as outlined in the Ancillary Fee Protocol. CASSC Standing Subcommittees may also perform advisory or other ongoing functions that may require regular meetings.

Active CASSC Subcommittees will normally provide progress reports to CASSC each semester. Subcommittee membership will normally be determined and reported to CASSC by fall reading break.

Subcommittees for ancillary-funded services that are not planning to request an increase in fees in a given year may choose not to meet regularly but should notify CASSC of their membership and provide updates to CASSC as applicable (recommended: at least once in an academic year).

Standing Subcommittee Terms of Reference must be approved by the Subcommittee membership and reported to the CASSC Secretary.

Standing Sub-committees include:

- Athletics Advisory Subcommittee
- Colleges Subcommittee
- Student Housing Advisory Subcommittee
- Food Services Advisory Subcommittee
- Orientation Subcommittee
- Student Wellness Advisory Subcommittee
- Convocation Subcommittee
- Campus Card Subcommittee
- Trent Nature Trails Subcommittee
- Campus Safety Advisory Subcommittee
- International Student Scholarship Subcommittee
- Sexual Violence Prevention Response (Consent at Trent) Subcommittee
- Career Peers
- International Orientation and Transition Subcommittee

III. CASSC Ad-Hoc Subcommittees

CASSC Ad-Hoc Subcommittees exist to perform special or advisory functions and shall be discharged upon completion of these functions and the presentation of their reports to CASSC.

Any campus service providers that wish to consult on a matter that may impact students, or the student experience, are invited to request an ad-hoc Subcommittee within CASSC. Requests can be

made in writing with a proposed Terms of Reference to the CASSC Chair or AVP Students, at the first fall meeting of CASSC. Ad-hoc Subcommittees meet as-needed within the mandate of examining issues or services that require additional consultation.

Ad-hoc Subcommittees may include students, staff and faculty as voting members, as well as identify resource people who can assist with the Subcommittee's mandate. Ad-hoc Subcommittees typically meet for a defined term to examine issues, provide informational updates, and/or make recommendations.

Ad-Hoc Subcommittees may be called from campus service providers/departments such as:

- Careers & Experiential Learning
- Student Charter of Rights & Responsibilities
- Spiritual Affairs
- Co-Curricular Record
- First Peoples House of Learning

IV. Appendix A: Subcommittee Terms of Reference

a) ATHLETICS ADVISORY SUBCOMMITTEE

Terms of Reference:
Updated October 20, 2025

This committee serves to enhance the total student experience by providing sport, recreation, and wellness opportunities for all students and ensuring students' prosperity through effective communication between the Athletics & Recreation Department, the Trent student body, and Trent staff/faculty.

The Athletics Advisory Subcommittee serves as a conduit to share information, receive input from the student body on needs of students, and promote growth and education through student participation. The goal is to ensure that there is an investment in an active lifestyle for students of all abilities by focusing on the Athlete Development Model and to instill a culture in which students can succeed on and off the field, matching Trent's excellent academic reputation.

Responsibilities:

- To meet a minimum of four times per year to review the strategic and operational plans for athlete development.
- To provide input, advice, and ideas to support a high level of participation by students of all abilities.
- To assess students' needs, best practices, market trends and make recommendations for program enhancements.
- To advocate, promote and support the athlete development program within the Trent student body.
- Review the annual operating budget, share budget with respective constituents and provide feedback and/or vote on any student fee increases, as appropriate within the scope of the Ancillary Fee Protocol.

Composition:

- Director, Athletics & Recreation or designate, to act as chair (non-voting)
- Assistant Director, Sport & Active Living (Department, Athletics & Recreation)
- High Performance Varsity Sport Coordinator (Department, Athletics & Recreation)
- Sport & Aquatics Coordinator (Department, Athletics & Recreation)
- Campus Recreation & Varsity Home Game Coordinator (Department, Athletics & Recreation)
- One (1) student representative each from Peter Gzowski, Otonabee, Lady Eaton, Catharine Parr Traill and Champlain Colleges (5) or designate
- One (1) student representative each from Trent Central Student Association and Graduate Students Association
- One (1) intramural representative
- One (1) varsity student-athlete representative
- One (1) faculty representative
- One (1) College Head representative
- One (1) staff representative from the Office of Student Affairs
- One (1) Residence Life Coordinator
- One (1) Trent University Native Association student representative
- One (1) Trent International Student Association student representative

b) COLLEGES SUBCOMMITTEE

Terms of Reference:
Updated April 2025

- To advise the Vice President Communications & Enrolment and the Office of Student Affairs on topics of importance to the Colleges individually and collectively.
- To review College budgets and fees annually and make recommendations to CASSC on fee changes.
- To review and make recommendations for college programming and planning as required.

Composition:

- A College Principal to act as chair (non-voting)
- 1 staff/faculty member from each college office (5) (non-voting)
- 2 Faculty members, one representing Arts and one representing Sciences (2)
- 1 Housing representative
- 1 student representative each from Peter Gzowski, Otonabee, Lady Eaton, Catharine Parr Traill and Champlain Colleges (5) or designate
- 1 student representative each from TCSA, TISA, TUNA and TGSA (4)

c) STUDENT HOUSING ADVISORY SUBCOMMITTEE

Terms of Reference:
Updated March 3, 2025

Background:
The Housing Advisory Committee (HAC) is a subcommittee of the Colleges and Student Services Committee (CASSC). The HAC is an annual standing advisory committee to Student Housing.

Purpose:
The HAC is a consultative body for Student Housing. The committee will consider the student housing experience and provide recommendations for enhancement of the program. HAC is charged with formulating feedback and/or recommendations regarding off campus supports, programs and services delivered in residence, residence capital and renewal projects, and residence policies, for decisions by the housing leadership team.

The committee votes on the approval of the residence fees in alignment with the residence and dining fee memorandum of understanding between the university and student governments.

Scope
HAC is advisory in nature. This committee is designed to provide the housing leadership team with points of consideration to inform effective decision-making. The committee discusses and makes recommendations on issues that impact undergraduate, graduate, and off campus housing experiences in Peterborough and Durham.

The scope of the committee is limited to the work of Student Housing. Due to the nature of the work, this committee may also discuss issues that are related to other areas of the university (e.g., food services, security). These discussions will be documented and passed on to the respective departments for consideration. The committee will focus on broad issues impacting the larger student housing population. At the end of each meeting, housing leadership team members will stay after the conclusion of the meeting to assist with addressing issues that impact individual students (e.g., human resource related concerns, maintenance concerns).

Process
The committee will:
- Consider safety, diversity, equity, inclusion, sustainability, and a positive student experience with respect to all practices of Student Housing.
- Make clear, concise, and actionable recommendations to the housing leadership team.
- Produce an agenda and minutes of each meeting and post the minutes on the Student Housing website.

Membership:
Committee members are intended to represent a cross-section of students. Assigned by the Office of Student Affairs, representatives are appointed for one year term (academic year).

The HAC is co-chaired by the Director, Housing Facilities & Operations and the Director, Residence Life & Education.

The HAC has the following representatives or designates:

Representing	Position
Residence Students	• College Cabinet representatives (5)
Residence & Off Campus Students	• TCSA Representative (1) • TGSA Representative (1) • TDSA Representative (1)
Colleges	• College Principal (1)
Housing Leadership Team (non-voting)	• Senior Director, Student Housing (1) • Director, Housing Facilities & Operations (1) • Director, Residence Life & Education (1) • Assistant Director (2)

Decision Making:
The HAC is a consultative body and makes recommendations to the housing leadership team. The housing leadership team is responsible for making operational decisions related to the residence experience, considering the feedback and recommendations from HAC.

Robert's Rules of Order is applied as necessary for major changes impacting the student experience and for room fee approvals subject to the university's memorandum of understanding with the student unions regarding residence and dining fees.

Meeting Frequency:
Meetings will be scheduled for 60 minutes for a maximum of 4 times per year between November to March. Generally, meetings are closed to encourage open discussion. Invited guests will be considered as agreed upon within the group.

Reporting:
As a subcommittee of CASSC, the HAC will report on the progress of the committee as requested by the Chair of CASSC.

d) FOOD SERVICE ADVISORY SUBCOMMITTEE

Terms of Reference – Confirmed October 8, 2026

Membership:
Executive Director, Food, Conferences and Campus Payment Services (Chair)
A designate of: TCSA, TDSA, TGSA, TUFA
Student Representative from each College Cabinet (5 total)
Student Representative from Durham GTA College Residence Council
Student Representative from Trent International
Trent Market Garden
Trent Vegetable Garden
Trent International Staff member
First People House of Learning representative
Sustainability Committee representative
Trent Director of Student Housing or Designate
Trent Director of Conference Services
Chartwells General Manager
Chartwells CUPE staff member
Ceilie Pub Manager
Seasoned Spoon Manager
Starbucks Manager
A College Principal
A staff representative from Durham GTA

Meetings:
Monthly during the fall and winter semesters, summer as required. Meetings are open to the entire community. Minutes will be posted online.

Mandate:
- To provide feedback and recommendations regarding the Trent Food Services operations
- To identify specific food needs of individuals and the community, and to ensure they are being met
- To review financial, sustainability, wellness, education and community outreach key performance indicators
- To review dining plan structures and cost for the following year
- To determine short-term and long-term food service goals and advise on planning and future directions
- To communicate with the broader Trent community about food services issues and operations
- To identify partnerships and initiatives to educate and support the Trent and Kawartha region communities, including educating students about food issues
- To assist all campus foodservice providers in developing a top-tier food service operation that is a national model for quality and sustainability

Decision Making:
The committee is advisory in nature and will normally make decisions on a consensus basis. Typically, the only item that will be voted on will be the approval of the annual budget for Trent University Food Services and the related fees for Dining Plans for the following year. Only the representative from each of the College Cabinets and a student elected or appointed to represent residents from the Durham GTA Campus will participate in this vote. If there is a tie, the representative from the TCSA will cast the deciding vote.

Sub Committees:
Sub committees and working groups, both regular and ad hoc may be established to address specific matters, for example:

- Operations and Marketing
- Sustainability and Fair Trade
- Budget
- Catering
- All-You-Care-To-Eat - add
- Ad hoc and Special Working Groups

Role of Sub Committees
Operations and Marketing

The role of this sub-committee is to identify the operational elements of the foodservice program that can be changed or corrected in very short time frames to create an immediate impact for customers, with a specific focus on residents. For example, the committee may recommend improvements to signage as an immediate item. The renovation of a foodservice facility would not be considered by this sub-committee

Sustainability and Fair Trade

The role of this group is to plan and execute small and targeted activities, in the two week to one month time frame, that create immediate changes in sustainable behavior, with a goal of establishing longer term habits in on-campus consumers.

Budget

The committee will advise the Executive Director, Food, Conferences and Campus Payment Services in the development of the annual operating budget for the University department. This budget is limited to Trent Foodservice and does not consider the budget of Chartwells or other on-campus foodservice providers. The group will make a recommendation to the Food Services Advisory Committee regarding the budget and related dining plan fess for Trent University Foodservice for the next fiscal year (May – April). The recommendation to FSAC, if approved, is forwarded to CASSC for information and then the Board of Governors for final approval.

Catering

The Catering Working Group is a subcommittee of the Food Services Advisory Committee that meets to discuss items that are unique to the users of catering services.

All-You-Care-To-Eat Working Group

Working with campus stakeholders, the working group will explore how to best execute the transition to AYCTE ding for the fall of 2028.

Ad hoc and Special Working Group

Ad hoc and special working groups may be established from time to time.

e) ORIENTATION SUBCOMMITTEE

Terms of Reference – Updated November 18, 2026

- To review orientation practices at Trent University in order to ensure quality and accountability.
- To seek programs and ideas that will broaden the reach of Trent's orientation programs to better meet the needs of all students, including but not limited to Indigenous, International, mature, part-time, commuting, and other non-residential students.
- To engage in consultation about and advise CASSC on major changes to orientation activities.
- To review input and once approved, recommend the orientation budget to CASSC for formal approval through the Ancillary Fee Protocol.
- To provide guidance and recommended approach toward pan-collegiate hiring of Orientation Facilitators.
- To serve as a clearinghouse for all agencies involved in orientation programming, including but not limited to the Registrar's Office (RO), the Colleges, the Trent International Department, and Student Housing.
- To make recommendations and plan for subsequent orientation programs, taking into account the interests of student services, academic departments, student groups, and administration.

Composition:

- AVP Students to act as chair (non-voting) or designate
- Orientation Coordinator (non-voting)
- 1 Student Living and Learning Team Member
- 1 student representative each from Peter Gzowski, Otonabee, Lady Eaton, Champlain and Catharine Parr Traill Colleges (5) or designate
- 1 student representative from TCSA
- 1 First People's House of Learning representative
- 1 TISA representative
- 1 Trent International Staff member
- 1 College Principal
- 1 Academic Advisor
- 1 Faculty representative
- 1 Wellness Centre representative
- 1 Student Accessibility Services representative
- 1 Trent University Native Association Student Representative
- 1 Academic Skill Instructor
- 1 Sustainability Office Staff member

Consultants:

- Anyone who has input for Orientation activities is invited to CASSC Orientation Subcommittee meetings to act as a consultant and has no voting power.

f) STUDENT WELLNESS SUBCOMMITTEE

Terms of Reference – Updated August 2025

- To educate the Trent community about the facilities and scope of Student Accessibility Services Office (SAS), Health Services, and Counseling Services.
- To identify student wellness and accessibility issues and provide timely educational materials on those issues.
- To promote awareness of physical and mental health as well as accessibility and disability support in the Trent community.
- To review input and once approved, recommend the budget to CASSC for formal approval through the Ancillary Fee Protocol.

Composition:

- Director, Wellness Center or designate to act as chair (non-voting)
- Health Services Staff Member

- 1 Faculty representative
- 1 Residence Life Coordinator
- 1 student representative each from Peter Gzowski, Otonabee, Lady Eaton, Traill and Champlain Colleges (5) or designate
- 1 student representative from TCSA or designate
- 1 student representative from TGSA or designate
- 1 TISA representative
- 1 Accessibility Services student representative (either a student staff or a student who accesses SAS)
- 1 College Principal

Invited Guests:

- Active Minds representative
- Consent at Trent representative
- TUNA representative, or FPHL staff member
- Peer Health Educator

g) CONVOCATION SUBCOMMITTEE

Terms of Reference – Updated February 2026

- To report to CASSC as needed on matters regarding convocation
- To review input and once approved, recommend the convocation budget to CASSC for formal approval through the Ancillary Fee protocol
- To make recommendations to CASSC regarding changes to the convocation ancillary fee
- To convene at least twice in the academic year, with one meeting in the Fall term and one in the Winter term, unless the Chair or CASSC decide otherwise.

Composition:

- Manager, Convocation (or designate) to act as chair
- 1 student representative each from the five undergraduate colleges (Gzowski College, Lady Eaton College, Otonabee College, Traill College and Champlain College)
- 1 student representative from the TGSA (Trent Graduate Student Association)
- 1 student representative from the TCSA (Trent Central Students' Association)
- 1 student representative from TISA (Trent International Student's Association)
- 1 staff or faculty representative

Consultants to the Committee:

- Alumni Representative(s)
- Representatives from the Office of the Registrar
- Representative from TUNA (Trent University Native Association)

h) CAMPUS CARD SUBCOMMITTEE

Terms of Reference: Confirmed October 22, 2024

- To review the campus card budget and make recommendations to CASSC on appropriate card fees.
- This committee meets each year, usually in the Fall term to better align with distribution of budget packages

Composition:

- Manager of Campus Payment to act as chair (non-voting)
- Campus Card Office representative
- Operations Manager, TCSA

- 1 student representative each from Peter Gzowski, Otonabee, Lady Eaton, Traill and Champlain Colleges (5) or designate
- 1 student representative each from TCSA, TGSA, and TDSA (3)

i) TRENT NATURE AREAS SUBCOMMITTEE

Terms of Reference – Updated November 2025

Background

The Nature Areas Stewardship Advisory Committee (NASAC) is a subcommittee of the Colleges and Student Services Committee (CASSC). The NASAC has been a long-standing committee made up of students, faculty and staff that have advised University administrative committees on the ongoing stewardship of the eleven (11) Nature Areas since 1977.

Purpose

The NASAC is a consultative body that provides advice to the Administration via the Land Stewardship Coordinator on the management of the University Nature Areas to ensure their protection and appropriate use. The NASAC provides a forum to bring forward student, faculty/staff and community member concerns and desires for the Nature Areas. The committee formulates feedback and/or recommendations regarding appropriate University and public use of the Nature Areas, matters concerning the Nature Areas having educational policy implications, and communication with the broader Trent Community.

The Committee votes on the approval of the annual operating budgets in alignment with the non-compulsory fee protocol.

The Committee does not speak on behalf of the University on emerging issues or directly undertake projects outside of the leadership and direction of University staff.

Membership

The NASAC is comprised of the following representatives or designates:

- Campus Planner (Chair)
- Land Stewardship Coordinator
- Manager, Facilities Services
- Sustainability Coordinator
- Senior Manager Community and External Relations
- First Peoples House of Learning representative
- 3 faculty (at least two from Department of Biology, School of the Environment, Chanie Wenjack School of Indigenous Studies)
- 1 elected staff member
- 1 student representative from the TCSA
- 1 student representative from the TGSA
- 1 student representative from each of the Trent Peterborough Colleges (Peter Gzowski, Otonabee, Lady Eaton, Champlain, Traill)
- Associate Vice President, Facilities Management *ex-officio*

Administrative support staff from Facilities Management serve as Secretary to the Nature Areas Committee.

Decision-Making
The NASAC is a consultative body and makes recommendations to the Land Stewardship Coordinator and will make decisions on a consensus basis. The Land Stewardship Coordinator is responsible for ensuring that advice provided by the Committee aligns with the direction of the Trent Lands and Nature Areas Plan, Ggwepnandizamin, and the individual Nature Area Management Plans, and will lead or coordinate the implementation of recommendations.

Typically, the only item that requires a formal vote will be the approval of the operating budget for the NASAC account. Only representatives from the TCSA, TGSA and each of the College Cabinets will participate in this vote. Robert's Rules of Order is only applied for approval of the budget, subject to the university's non-tuition non-compulsory ancillary fee protocol.

Meetings
Meetings will be scheduled for a maximum of once per month from October to March of each year. Generally, meetings are closed. Guests will be invited on an as needed basis and will be determined by the Committee or the Chair.

Subcommittees and Working Groups
Sub committees and working groups, both regular and ad hoc may be established to address specific matters. No such committees or groups exist at this time.

j) CAMPUS SAFETY ADVISORY SUBCOMMITEE

Terms of Reference – Updated October 2025

- To advise the Office of Student Affairs on topics of importance regarding Campus Safety
- To educate the Trent community about the support services offered by Campus Safety.
- To review the Campus Safety budget and make recommendations to CASSC on fee changes.
- To make recommendations on how to engage and consult University stakeholders when planning events on campus that involve Campus Safety support services.
- To make suggestions on how to maintain and promote a safe and healthy environment in which to work and study.
- To consult and collaborate with TUEFRT and the Trent University Department of Campus Safety to provide an effective, professional, and high quality standard of first aid care to medical and mental health emergencies and non-emergencies.

Meetings:
Will meet 2 times during fall and winter semesters.

Composition:

- Manager, Campus Safety Support Services (or designate) to act as chair
- 1 student representative each from the five undergraduate colleges (Gzowski College, Lady Eaton College, Otonabee College, Traill College and Champlain College)
- 1 student representative from TISA (Trent International Student Association)
- 1 student representative from TUNA (Trent University Native Association)
- 1 Rez Life Coordinator
- 1 student representative from the TCSA (Trent Central Students' Association)
- 1 Accessibility Services Rep
- 1 First People's House of Learning representative
- 1 Department of Campus representative
- 1 Trent University Emergency First Response Team representative
- 1 Trent Walk Home representative

k) INTERNATIONAL STUDENT SCHOLARSHIP SUBCOMMITTEE

Overview:
This ancillary fee provides financial support to Trent University's undergraduate international students under the direction of Trent International.

80% of the fee is allocated into an expendable account and will be distributed to qualifying international students. 20% of the fee is allocated to an endowed account to accrue value. The interest earned from the endowed amount will be allocated to the expendable account in May each year and be distributed to qualifying international students annually during the academic year after May.

Terms of Reference:

- This committee will meet annually in February to review the allocation of the International Scholarship Ancillary fee by Trent International. Student representatives are invited to provide comments and suggestions to the administrators.
- Trent International will provide an overview of the fee's budget, the current value of the endowment, and share how the fee was distributed. No student names will be given to protect and respect the privacy and confidentiality of the recipients.
- This committee will make recommendations to CASSC on fee increases, when deemed appropriate.

Sub-Committee Composition:

- AVP International or designate to act as chair (non-voting)
- Trent International staff representatives:
  - **A.** Global Engagement Manager or designate
  - **B.** Operations Coordinator or designate
- 1 student representative each from Peter Gzowski, Otonabee, Lady Eaton, Traill and Champlain Colleges (5)
- 1 student representative from Trent International Student Association (TISA)

l) SEXUAL VIOLENCE PREVENTION & RESPONSE (CONSENT AT TRENT) SUBCOMMITEE

Terms of Reference – see link on main CASSC webpage

m) CAREER PEERS ADVISORY SUBCOMMITTEE

Terms of Reference – August 2026

Background:
The Careers Advisory Subcommittee is a subcommittee of the Colleges and Student Services Committee (CASSC). It serves as a consultative body focusing on Career related programming such as the student-led Career Peer program, networking events and the Career Kickstart Fund.

Purpose /Terms of Reference:

- The subcommittee is a consultative body for Careerspace Career related programming such as the Career Peer program that considers the student career mentorship experience and provides recommendations and feedback for program enhancements. It also provides feedback on other supports such as networking events and the Career Kickstart Fund which is a career related bursary available to students. The subcommittee ensures the career related supports and programming are

student centered by facilitating communication between Careerspace staff, Career Peers, and the broader Trent student body.

- This committee will make recommendations to CASSC on fee increases, when deemed appropriate.

Composition

- Director, and/or Careerspace staff to act as chair (non-voting)
- 1 Lead Careerspace Student Staff Representative
- 1 Student Staff Representative
- 1 student representative from each college or designate
- 1 student representative from TCSA or designate
- 1 student representative from TGSA or designate
- 1 student representative from TISA or designate
- 1 student representative from TUNA or designate

Invited Guests / Consultants (Non-Voting):

- Representative from First Peoples House of Learning (FPHL)
- Representative from Trent International (TI)
- Representatives from Careerspace

Meetings:

- The subcommittee shall meet at least once per academic term
- Meetings are typically closed to encourage candid student feedback

n) INTERNATIONAL STUDENT ORIENTATION AND TRANSITION SUBCOMMITEE

Background:
The International Student Orientation and Transition Fee Subcommittee is a subcommittee of CASSC. It is an annual standing advisory committee to Trent International.

Purpose:
This subcommittee is a consultative body for Trent International on issues pertaining to international student orientation and transition programming. Its purpose is to:

- Solicit stakeholder feedback and guidance on Trent International's Orientation and Transition programming
- Ensure transparency of budget allocation with contributing stakeholders
- To review input, and once approved, present annual budget to CASSC as per Trent's Ancillary Fee Protocol

Membership:
Consists of representation from all fee-paying demographics, plus two non-voting staff representatives. Voting representatives cannot have current employment funded through this fee. Quorum consists of 50% of voting membership.

- Chair - Global Engagement Manager (or appointee) (non-voting)
- Trent International representative (non-voting)
- 2 PTBO UG or CERT International student
- 2 DURH UG or CERT International student
- 1 TISA representative

Schedule:
At a minimum, Trent International will call a sub-committee membership meeting once annually (typically after the Winter financial deadline), prior to presenting the budget report to the entire CASSC. Additional meetings may be called on an ad hoc basis to address specific needs.

Scope:
The purpose of this fee is to support the success of Trent's international students by providing specialized activities and programming. This programming supports students through their transition and acculturation period via pre- and post-arrival orientation actives during their first year. While Undergraduate and Post-Graduate Certificate-level students only pay this one-time fee during their first term, this fee funds additional specialized supports for international students throughout their upper years as well. The funds may be used for the for the following applications to support international students on either campus:

- Airport shuttle services
- Technology to better deliver programming and information
- Student staffing for orientation leaders and programming assistants
- All expenses related to international student orientation and in-course programming
- Mental Heal & Wellness initiatives
- Programming during the holiday closure
- Cultural celebrations
- Cross-cultural training
- Food security initiatives
- In-course community-building activities
- Collaborative programming with on-campus partners (eg. TCSA Food Pantry, College Trips, etc) or off-campus partners (eg. Newcomer Welcome Week, with the New Canadians Centre, Community Campfire with Sir Sandford Flemming College, etc)
- Other international-student support initiatives