

Trent Colleges and Student Services Committee (CASSC)

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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 Scholarship Fund 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 December 1, 2017

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

The Athletics Advisory Committee serves as a conduit to share information, receive input from the student body on needs of student-athletes, and promote growth and education through student participation. The goal is to ensure that there is an investment in an active lifestyle for student-athletes of all abilities by focusing on the Athlete Development Model and to instill a culture in which student athletes 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 student-athletes of all abilities.
- To assess student-athlete 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 or designate, to act as chair (non-voting)
- Athlete Development Coordinator (Department, Athletics & Recreation)
- Campus Recreation Coordinator (Department, Athletics & Recreation)
- 1 student representative each from Peter Gzowski, Otonabee, Lady Eaton, Catharine Parr Trill and Champlain Colleges (5) or designate
- 1 student representative each from Trent Central Student Association and Graduate Students Association.
- 1 intramural representative
- 1 varsity athlete representative
- 1 faculty representative
- 1 College Head representative
- 1 staff representative from the Office of Student Affairs
- 1 Residence Life Coordinator

COLLEGES SUBCOMMITTEE

Terms of Reference:

Updated November 24, 2016

- 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, and TGSA (2)

c) STUDENT HOUSING ADVISORY SUBCOMMITTEE

Terms of Reference:

Updated March 24, 2022

Background:

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

Purpose:

The HAC is a consultative body for Housing Services. 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, residence policies and the annual agreement, for decisions by the housing leadership team.

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

Scope

The committee:

- Discusses and makes recommendations on issues that impact undergraduate, graduate, and off campus housing experiences in Peterborough and Durham.
- Reviews and makes recommendations on the annual satisfaction survey data.

The committee does not:

- Speak on behalf of the university on emergent issues.
- Discuss human resources related concerns related to one employee.
- Address day-to-day maintenance concerns affecting one individual student's rooms.
- Process

The committee, will:

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

Membership:

Committee members are assigned by the Office of Student Affairs and Housing Services.

Chair/Vice Chair:

The HAC is chaired by the Director and vice chaired by the Assistant Directors.

Representatives:

The HAC has the following representatives **or designates**:

Representing	Position
Residence Students	<ul style="list-style-type: none"> • Residence Council President from each College/Durham (5) • College Cabinet representatives (5)
Residence & Off Campus Students	<ul style="list-style-type: none"> • TCSA President or Vice President College & University Affairs (1) • TGSA President (1) • TDSA President (1)
Housing Employees	<ul style="list-style-type: none"> • Peterborough student employee (1) • Durham student employee (1) • Housing professional team member (1)
Colleges	<ul style="list-style-type: none"> • Principal (1) <p><i>Note: this representative also sits on the student leaders meeting and shares information between that group and HAC</i></p>

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 only applied for approval of the residence fees and budget, subject to the university's non-tuition, non-compulsory ancillary fee protocol.

Working Groups:

The HAC may request a working group be formed to as needed to discuss a specific issue. Typically, working group discussions are a short series of meetings intended to achieve a specific outcome, and are contained to one academic year. Working groups shall be comprised of volunteers and draw upon members from the HAC.

Meeting Frequency:

Meetings will be scheduled for 60 minutes for a maximum of once per month from October to March of each year. 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 and/or the AVP, Students.

FOOD SERVICE ADVISORY SUBCOMMITTEE**Terms of Reference – Confirmed September 28, 2023****Membership:**

Trent Food Services Director (Chair)
TCSA designate
TGSA designate
TDSA designate
TUFA designate
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 Peoples House of Learning
Sustainability Committee representative
Trent Director of Housing or designate
Trent Director of Conference Services
Chartwells General Manager
Chartwells CUPE staff member
Ceilie Pub Manager
Seasoned Spoon Manager
The Trend Manager
Starbucks Manager

Meetings:

Monthly during the fall and winter semesters, summer as required. Meetings are open and 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 the TCSA and residents from each of the College Cabinets will participate in this 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

Role of Sub Committees***Operations and Marketing***

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.

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 for Trent University Foodservice for the next fiscal year (May – April). The recommendation to FSAC, is approved, is forwarded to CASSC 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.

Ad hoc and Special Working Group

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

ORIENTATION SUBCOMMITTEE**Terms of Reference – Confirmed November 2, 2016**

- To review orientation practices at Trent University in order to ensure quality and accountability according to appropriate professional standards for student development;
- 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 aboriginal, 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 a recommended approach toward pan-collegiate hiring of Orientation Co-Chairs;
- 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 Program (TIP), 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 Residence Life Coordinator
- 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
- 2 College Principals
- 1 Academic Advisor
- 1 Faculty representative
- 1 Wellness Centre representative
- 1 Student Accessibility Services representative

Consultants:

- Sustainability Coordinator
- Provost and VP Academic or designate
- Dean, Arts & Science representative

STUDENT WELLNESS SUBCOMMITTEE

Terms of Reference:

- 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 Clinical Team Leader [other team leaders?]
- 1 Faculty representative
- 1 Residence Life Coordinator
- 2 Peer Health Educators
- 1 student representative each from Peter Gzowski, Otonabee, Lady Eaton, Traill and Champlain Colleges (5) or designate
- 1 student representative each from TCSA, and TGSA (2)
- 1 TISA representative
- 1 Accessibility Services student representative
- 1 College Principal

Consultants to the committee:

- Public Health Nurse, (PCCHU)
- Health Promoter, (PCCHU)
- Volunteer Service Coordinator, Peterborough AIDS & Resource Network
- Students for Access – student group at Trent
- Trent International Office representative

Invited Guests:

- Active Minds representative

CONVOCATION SUBCOMMITTEE**Terms of Reference:**

- 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 once in the fall/winter academic term, normally in the Fall 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 staff or faculty representative

Consultants to the Committee:

- Representative from the Alumni Association
- Representative from the Office of the Registrar

h) CAMPUS CARD SUBCOMMITTEE**Terms of Reference:**

- To review the campus card budget and make recommendations to CASSC on appropriate card fees.
- This committee meets from January to March only if a request is made for an increase in fees.

Composition:

- Director, Risk Management or designate 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 TRAILS SUBCOMMITTEE**Overview**

The ancillary funds collected for the Nature Areas are used to ensure the preservation of Trent's natural beauty, which is an integral part of our campus.

Terms of Reference:

- To review the Nature Area's Stewardship budget and make recommendations to CASSC on appropriate fees.
- To provide an annual written report or verbal presentation to CASSC on the budget that informs and updates students about how fee will be used before April 1st.
- This committee meets from September to March only if a request is made for an increase in fees.

Composition:

- AVP Facilities Management or designate to act as chair (non-voting)
- Staff representative from Facilities Management
- Faculty representative (s) (*currently have 3, but you could review this*)
- 1 student representative each from Peter Gzowski, Otonabee, Lady Eaton, Trill and Champlain Colleges (5)
- 1 student representative each from TCSA and TGSA (2)

j) CAMPUS SAFETY ADVISORY SUBCOMMITTEE**Terms of Reference:**

- 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 3 times during fall and winter semesters, summer as required.

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, Trill College and Champlain College)
- 1 student representative from the TISA (Trent International Student 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 SCHOLARSHIP FUND 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, Trill and Champlain Colleges (5)
- 1 student representative from Trent International Student Association (TISA)