**Colleges and Student Services Committee**

2024-25

Meeting date: Wednesday October 2, 2024

Location: Zoom and A.J.M. Smith Meeting Room

In attendance**:** Christine Freeman-Roth (Chair), Lawrence Lam (AVP Students), Lesley Hulcoop (Secretary), Melissa Martin (Campus Safety), Mara Graham (Wellness), Melissa Fernandes (Student Affairs), Lita Weatherbie (OC), Meghan Ward (TGSA), Shihab Islam (CC), Diamond Akinbaleye (TISA), Camryn Moerchen (EC), Moksha Chopra (CC), Yugad Shivekam Nagra (GC), Miguel Capilla Bagatella (TI).

**Absent:** Iyiola Alade, TCSA and Bailey McArthur (TC)

**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 –** Christine Freeman-R

Land Acknowledgement. For more information and resources please see the First Peoples House of Learning: <https://www.trentu.ca/fphl/cultural-support/student-employee-resources>

**2. Approval of Agenda**

Motioned by Melissa Fernandes. Seconded by Melissa Martin. All in Favor.

**3. Introductions**

**4. CASSC Orientation**

You will find the terms of reference, the mandate, minutes, and documents on the [CASSC website](https://www.trentu.ca/currentstudents/policies-decision-making/colleges-and-student-services-committee).

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 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:

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

**CASSC Subcommittees**

1. Standing Subcommittees – oversee or are related to an ancillary fee (non-tuition related fee).
	1. Athletics
	2. Colleges
	3. Student Housing
	4. Food Service
	5. Orientation
	6. Student Wellness
	7. Convocation
	8. Campus Card
	9. Trent Nature Trails
	10. Campus Safety
	11. International Scholarship Fund
2. Ad-hoc Subcommittees – do not have an ancillary fee associated with their operation. Do not meet annually but are struck for a purpose. For example, the Student Charter of Rights and Responsibilities meets every three years to review its’ policy. The following are being held this year.
	1. Co-Curricular Record Review
	2. Food insecurity

Please email Lesley Hulcoop (lhulcoop@trentu.ca) if you would like to sit on any of these subcommittees.

**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](https://www.tcu.gov.on.ca/pepg/mtcu-university-tuition-framework-guidelines-mar2019-en.pdf) (MCU, 2019)

* The Ministry of Colleges and Universities define what fees that are compulsory (e.g. Athletics, Wellness, etc.). All compulsory ancillary fees will be reviewed by CASSC for either approval or for information. Non-compulsory fees are fees such as Food and Student Housing.
* The Ancillary fee protocol was updated last spring. After COVID, many budgets had a difficult time keeping up with inflation. Automatic fee increases up to the level of the consumer price index (CPI) will be permitted without a referendum or approval of CASSC. Also, the protocol was streamlined to coordinate Durham and Peterborough CASSCs. A meeting will be scheduled for the winter term on the Durham campus to discuss services that overlap.
* The approval for increasing fees is a student vote. The Chairs will present budgets even if we don’t vote as they are not increasing their budgets above that which is allowed under the Ancillary Fee Protocol. This is so you know how your fees are being spent.

**Motions & Voting**

* We will conduct meetings following Robert’s Rules of Order.
* Meetings are open to the Trent community, but it is nice to let us know a head of time who will be attending. Sometimes we invite people to attend for information.
* ***Key to communication is making sure that student subcommittee representatives are passing on information to their executives and constituents****.* You can send a student member from your group (i.e., a student who has paid your groups’ ancillary fee) as a subcommittee representative if you do not have a member from your Executive who is able to attend.
* It is very important that students attend a meeting where a vote is to take place. If you are unable to make the meeting, you need to send a delegate to vote for you so that quorum is reached.
1. **AVP Students Update** (Lawrence Lam)
* Head of the Trent (HOTT) is this weekend. Student groups and the administration have been promoting safety messages as well messages about being a good neighbor.
* Food insecurity continues to be a primary issue for students.
* Meghan Ward noted that privacy is problem for Graduate students who TA, for services such as counselling (e.g. seeing a student while waiting for an appointment). This an issue that can be brought up at the Wellness Subcommittee that is Chaired by Mara Graham.
1. **Other Business**

No other business

**7. Adjournment**

 Motion to adjourn by Melissa Fernandes