



UNIVERSITY OF
TORONTO
SCARBOROUGH

Council on Student Services Minutes of the meeting held on Tuesday, October 11, 2011 at 5:00p.m. in SL-232

Members: D. Pouyat, T. Doyle, R. Louden, S. McRoberts, L. Arnason, C. Mazin, P. Thavarajah, Z. Murji, Y. Tang, M. Bidhendi, A. Tahir, M. Mahmood, M. Wong, L. Robertson

Non-Members: C. Balarajah, C. Mazin, E. Broomfield, E. Chen, N. Rosemond, M. Verbrugghe, C. Cole, L. Robertson, D. Koucoulas, M. Lindsay (Secretary)

1. Welcome & Introductions

Mr. Pouyat welcomed the group and introduced the importance of the Council on Student Services and its function. Ms. Arnason began introductions, with everyone introducing themselves and their roles on campus.

2. Approval of Agenda

MOVED: ALEX SECONDED: DESMOND

AGENDA APPROVED

3. Approval of Meeting Minutes – March 30, 2011

Approval of March 30th Minutes moved to next meeting

4. Overview of CSS

Ms. Arnason explained CSS's role is to provide advice to the UAB with all directors, registrar, and administration listening to student issues in order to build and develop the best student experience possible.

Support of this committee has been the driving force behind many important past decisions, for example the aquatic centre referendum. Ms. Arnason encouraged students to bring important issues to CSS,

explaining that if the issue required it, an ad hoc committee would be created.

Ms. Arnason described 18 different service areas which the student fees are directed towards. Ms. Arnason explained that historically attributions were used to pay St. George for services, however, as UTSC got bigger services were brought to UTSC, meaning UTSC students were no longer paying attributes to St. George. Ms. Arnason stressed that all students be considered when making decisions (full time, part time, undergraduate, graduate)

Ms. Arnason also explained how the sub-committees function, with at least one member from each advisory group also being a member of CSS to ensure cross-communication. Liza introduced the purpose of each advisory committee, promising more depth later, but explaining that the budgets are determined in each advisory group before the results are presented to CSS. If approved in CSS the budget is taken by the Dean to UAB for final approval.

Ms. Arnason briefly outlined the Student Affairs organizational chart and the CSS Advisory Committee organizational charts before summarizing. Ms. Arnason summarized by stating CSS contributes to the growth and development of the student experience; it advocates for equity and continuing tradition of student involvement; it provides students with the opportunity to get involved outside classroom.

Mr. Pouyat expanded on Ms. Arnason's introduction, explaining the budget process begins with new SCSU exec in the spring, stating there is much interaction between Student Life, Student Affairs and the SCSU. Mr. Pouyat stressed that the student experience is a dynamic process and CSS is the formal means by which students contribute to the

decision making process. Mr. Pouyat reminded the group that he sits on UTSC executive team and is able to bring issues forward at a higher level. He is now participating in the newly-created Dean's meetings where student concerns can be raised in the same room as the academic concerns.

Ms. Arnason went through the binder and explained all sections. She encouraged the group to keep their minutes and agendas neatly in binder. Ms. Arnason brought attention to Section 1: Meeting Dates, explaining that meetings are held on Mondays from 5:00pm to 7:00 pm. The meeting dates have been determined with the Enhancement Fund deadlines in mind. Ms. Arnason stressed the importance of attendance at all meetings as funding decisions will be voted on and quorum needs to be met. Ms. Arnason asked that if anyone was unable to attend any meetings to contact Ms. Lindsay or Ms. Balarajah, both of the Student Affairs Office.

5. Election of CSS Chair

Ms. Arnason explained that she acts as CSS Chair until a Chair is elected. If quorum is not reached for a particular vote, the Chair will step down as Chair to vote and Ms. Arnason will act as Chair.

Ms. Arnason went through the by-laws explaining what the Chair's role is – setting the agenda; non-voting when sitting as Chair; quorum is 10 students.

No members put forth a nomination for chair. Mr. Thavarajah explained there was member he wanted to nominate, however, the member was not present at the meeting. Ms. Arnason, acting as Chair, said the Chair nomination can't take place without the nominee present. The CSS Chair nominations and voting was tabled until the November 14th meeting.

MOVED: A. TAHIR SECONDED: P. THAVARAJAH

Motion approved to move the CSS Chair nominations to the November 14th meeting.

6. Appointment to Advisory Committees

Ms. Arnason explained the advisory committees serve to provide an understanding of student services and how they connect to the budget and delivery of programs and services. Participation in the advisory committees is an active process with the intention of making informed decisions when it comes to the budget. Ms. Arnason briefly explained the 7 different advisory groups before students put their names forward. Ms. Doyle asked about the time commitment to which Ms. Arnason explained that each committee usually meets 4 times per academic year: twice before the winter break and twice after, with more meetings scheduled when required.

Academic Advising & Career Centre Advisory Committee

Carl Bagot

GSAS (Darren Gigliozzi or Dean Koucoulas)

Health and Wellness Advisory Committee

Zahra Murji

Arslan Tahir

Claire Watson

Athletics and Recreation Advisory Committee

Mehr Mahmood

Arslan Tahir

Student Life Advisory Committee

Massih Bidhendi

Leah Robertson

Mehr Mahmood

Zahra Murji

Finance Sub-Committee

Milad Moshfeghian

Zahra Murji

Ritwik Uban

GSAS (Darren Gigliozi or Dean Koucoulas) Malcolm Wong

Carl Bagot

Enhancement Fund Sub-Committee

Massih Bidhendi

Leah Robertson

Mehr Mahmood

Bylaws Sub-Committee

Pagalavan Thavarajah

Yefan Tang

Due to the large number of absent members, the advisory group and sub-committee membership was left as tentative to allow for missing members to add their names at the next meeting.

7. Presentation from Ruth Loudon, Director Academic Advising & Career Centre

Ms. Loudon said the purpose of the presentation was to introduce everyone to Academic Advising & Career Centre so everyone knows what they are agreeing to by budget time. Ms. Loudon stated the following statistics:

- AA&CC is a large part of Student Service budget
 - \$1.2 million from student service fee; operating budget \$0.5 million
 - The AA&CC advisory committee will vote on student service fee
- 89% of the student service fee goes towards wages or benefits; 11% on incidentals – supplies, equipment, travel, etc.
- Academic Advising & Career centre unique because still receives attributes for career services from St.George
- 1 of only 2 centres in Canada combining Academic Advising & Career centre
- 70% of UTSC students access Academic Advising & Career centre
- AA&CC is staffed by trained professionals
- In addition to 18 FT staff, AA&CC has about 20 peer advisors, 10 – 20 work-study students
- Services provided: academic & career success, skill development, connect to resources, help students navigate transitions

- Percentage of students accessing services: academic advising 47%, career counseling 22%
- Over 400 students seen in 1 on 1 appointments
- AA&CC had approx. 250 major events and workshops in 2010-211
- Collaboration with other groups on events has proven successful; only 27% of events were AA&CC alone
 - AA&CC events attracted 12,450 students; 1500 students attended 2011 get started
- Hire Power (helping graduating students with employment search) is a new program receiving lots of attendance

Ms. Louden said the advisory committee will work on the budget, how to spend money, and identify goals for 2011.

Ms. Louden outlined some goals for 2011-2012, but stressed the goals were just a guide for the budget direction:

- Restructure Tri-campus employment services to bring more employers to UTSC and build relationships
- Develop more technical resources/tools
- Create roles for marketing (employment development) and assessment to better understand services
- Build capacity for Employer Development staff member

Ms. Louden went through Academic Advising & Career Centre website to highlight tri-campus relationship ex. It's not clear on AA&CC that all UofT students can access all Career Centres across campuses.

Career centre and employer relations is important and an increasing issue. AA&CC working on how to better address issue so graduates can find themselves in work they want to do

8. Adjournment

Before adjourning Mr. Pouyat reminded everyone to contact either Ms. Lindsay or Ms. Balarajah in the event they are unable to attend a meeting. Mr. Pouyat stressed the importance of fulfilling the commitment to attend all CSS meetings and advisory committee meetings. Ms. Arnason thanked everyone for coming.

Motion to adjourn

MOVED: S. MCROBERTS

SECONDED: M. BIDHENDI

MEETING ADJOURNED