



**Council on Student Services
Minutes of the meeting held on Monday, November 22, 2010
at 5:00p.m. in SL-232**

Members: T. Habibollahi, M. Moshfeghian, I. Samji, S. Abdus-Samad, H. Calder, A. Love, M. Zajch, T. Doyle, J. Jien, N. Bhayana, A. Tahir, R. Louden, D. Pouyat, L. Arnason, P. Thavarajah

Non-Members: C. Balarajah, M. Lindsay (Secretary)

1. Chair's Comments

Mr. Abdus-Samad welcomed everyone and called the meeting to order. Stated some sub-committees have already begun to meet and will continue to do so.

2. Approval of Agenda

Ms. Arnason clarified agenda item number 5 included the Enhancement Fund applications.

3. Approval of Meeting Minutes – March 30, 2010

Ms. Habibollahi wanted clarification about when the Finance Sub-Committee would be meeting. Ms. Habibollahi was added to the Finance Sub-Committee as she is the SRC President.

Mr. Abdus-Samad asked everyone to look at the list of sub-committees and confirm information is correct.

4. CSS Updates from Sub-Committees

Academic Advising Advisory Committee

Committee has not met yet

Health & Wellness Advisory Committee

Ms. Love: the committee has met twice and will be holding its third meeting shortly. They have been discussing the wellness peer program, staffing, budget and strategic plan

Athletics Advisory Committee

The committee has discussed SCAA activities to date, rules for the gym, survey review and new budget. Mr. Abdus-Samad asked how the survey was distributed. Ms. Calder responded by saying it was sent to members via email, online and focus groups beginning in spring 2010, ensuring people had lots of time to respond. Ms. Calder added the issues raised in the survey were attire and towels.

Finance Advisory Committee

The meetings will start once the other advisory groups have begun their budget discussions.

Student Life Advisory Committee

The committee discussed the department's strategic plan (still in development) and the committee's commitment to completing the plan. They also briefly discussed the DSL and ISC budgets and left discussions open for programming, assessments and evaluations.

Bylaws Advisory Committee

This committee had not yet met and doesn't know what to discuss.

Enhancement Sub-Committee

Ms. Arnason stated a few proposals were on hold because they needed more information. Ms. Arnason explained each proposal and the amounts they were asking for.

BIRT CSS approve up to \$673.00 for Alpha at UTSC's "Alpha at UTSC".

BIRT CSS approve up to \$1820.00 for Dragon Boat Club's "UTSC Dragon Boat".

BIRT CSS approve up to \$380.00 for AIESEC's "UTSC Poverty Awareness Campaign".

BIRT CSS approve up to \$200.00 for EPSA's "Faculty-Student Mix and Mingle".

BIRT CSS approve up to \$1105.00 for SC SWAGG's "Ontario Universities' Competition for Hip-Hop (OUCH)".

BIRT CSS approve up to \$1050.00 for UTMUN's "McGill Model United Nations Assembly".

Ms. Arnason stated this round was smaller this year than in past years. Mr. Abdus-Samad wanted clarification on the two groups on hold. Shutterbugs' event was on hold because it is related to the ISC and there was not enough information from the LIVE group. Both of these proposals will be put through to the next round.

Ms. Louden wanted clarification on the amount requested vs. the amount granted. Ms. Arnason explained the funding criteria (i.e. the committee considers funding from other sources and the "padding" of applications).

Ms. Doyle questioned wither last year's concern about clubs "double dipping" (submitting funding requests from both SCSU and CSS) was resolved. Ms. Arnason stated the students on the Enhancement Sub-Committee decide the merit of each application. The CSS will continue to support events if they promote the campus, support campus life and are beneficial to the UTSC community. Mr. Aruldason said since SCSU clubs funding is held every month they are able to see the approval process and determine which clubs have been granted funds. Ms Doyle wanted to know if a change had been made to avoid "double dipping" and Mr. Zajch responded by stating groups are asked to be transparent with their funding requests (state whether they have received funding from another source). Ms. Arnason said only original receipts are accepted for CSS reimbursement and the SCSU requires receipts as well, eliminating the chance that groups will claim reimbursement twice.

Ms. Louden asked how many Enhancement Fund rounds there were, to which Ms. Arnason replied, "three rounds".

ENHANCEMENT FUND PROPOSALS APPROVED OMNIBUS

5. Guide to UTSC

Mr. Thavarajah introduced the Guide to UTSC initiative. He explained the project started in September 2010 with emails sent to Student Service departments requesting information and material for the Guide. The Guide was meant to give students the chance to get to know each department by humanizing each department. The outcomes from the creation of the guide: student groups expressed big interest in the Guide, stating they know the student services are there and they are good but not necessarily approachable. Students don't know enough about the services offered on campus and have questions about what each department offers.

Mr. Thavarajah continued to explain the Guide is meant to act as a Services Calendar, similar to the Academic Calendar, housing all comprehensive information on each department and the services they offer. He wanted to make the Guide something larger and more comprehensive by finding out what students want and think and including that in the Guide, similar to the Anti-Calendar it would be Anti-Services, but not called Anti-Services, he stressed. He wanted to create a document that students can rely on and look towards for reliable information regarding services. Mr. Thavarajah envisioned creating a Calendar version of services followed by an Anti-Calendar of services.

Ms. Arnason stated the Intuit guide was created with this purpose in mind. The Intuit is currently under review but will change format and or content in the future. A questionnaire will be sent to students asking about their knowledge and use of the current Intuit guide. She stated St. George student union has its own version.

Mr. Pouyat stated there is enough information in written form with graphics and questions whether there is another format that can be utilized to “humanize” services, since there seems to be an abundance of printed materials. He wants to make sure the best information is out there and questions how the services will be marketed and how faces will be put forward. He said there are other ways to get Student Services out there.

Ms. Doyle wanted clarification on exactly what the intention is. Mr. Thavarajah stated his vision was to have pictures of each individual in each department with a profile, however, admitted there was resistance from some departments. He wanted to profile the group of individuals providing the services to give the students “tingles”. He agreed the format could involve video, social media as an alternative to printed materials.

Ms. Doyle stated some people have concerns about being photographed or having their image and information displayed for security reasons.

Ms. Calder questioned what happened to the information provided by departments who did participate. There was no follow-through or feedback provided. Mr. Thavarajah agreed the feedback was bad and apologized for the lack of follow-through, but added the information did go on the usb keys given at Orientation.

Ms. Calder said it was nice to have higher up support on this project but stated it needs more concrete ideas before proceeding. Mr. Thavarajah agreed it was a rush to get the Guide going at the beginning of the year and as a result it suffered.

Mr. Pouyat wanted to create a plan to continue the conversation. Mr. Abdus-Samad said each department representative will bring the issue of the Guide back to their respective departments and discuss with their staff, and raise any issues with their advisory committees. The discussion will continue at the next CSS meeting in January 2011.

6. Other Business

a) Mr. Abdus-Samad mentioned if any departments were interested in having their information included in the SCSU e-brief to forward their information to SCSU President John Aruldason. Mr. Pouyat added the e-brief is sent via all-students and all-campus emails and includes links to the SCSU site.

b) Mr. Pouyat reminded the group the UTSC Governing Council meeting would be held on November 24th. He encouraged all student leaders to attend the meeting, raising student interest and knowledge in governance. Mr. Abdus-Samad added further details about the meeting.

7. Other Business

Motion to adjourn the meeting

MOVED: L. ARNASON
MOTION CARRIED

SECONDED: T. HABIBOLLAHI

MEETING ADJOURNED.