Council on Student Services Minutes of the meeting held on Wednesday, September 25, 2013 at 5:00p.m. in SL-232

Members: Desmond P., Elsa K., Jennifer B., Scott M., Liza A., Sarah W., Ranziba N., Yusra K., Kevin E., Massih B., Wayne C., Maria Eliza B., Ibtisam J., Anna-Maria K., Majuran J., Teresa G., Sana A.,

Non-Members: Alice L., Fiorella S., Michelle V., Nadia R., Emzhei C., Siva T., Nuel H., Guled A., Jim D., Louis C., Nisbeth A., Megan L. (Secretary)

1. Welcome & Introductions

Liza A. asks everyone to introduce themselves and explains the process of the meeting and goes through the agenda. Handouts are distributed.

2. Approval of Agenda

Moved: Sarah W.   Seconded: Ranziba N. Agenda approved

3. Approval of Minutes – March 18th, 2013

Moved: Sarah W.   Seconded: Ranziba N. Minutes approved

4. Overview of New Governance

*Two handouts distributed for reference

Louis C. and Jim D. welcome group. Louis C. begins by saying the new governance structure came into effect for UTM and UTSC on July 1st 2013. He states the Governing Council is the senior decision making group on campus, naming the Compulsory non-Academic Incidental Fees as one of their portfolios that directly relates to students. The new campus councils are created to recognize the size and significance of UTSC, with the new structure designed to meet the needs of the growing campus and put decision-making at the campus level.

Louis C. proceeded to explain the division of the UTSC Campus Council: Agenda Committee, Academic Affairs Committee, Campus Affairs Committee. Work on CSS used to inform the work that was done on the Campus Affairs Committee, however, with the changes, some CSS processes have been moved to meet the new council deadlines.

Louis C. highlighted the importance of accountability with respect to the new structure and explained the new process for Compulsory non-Academic Incidental Fees (illustrated in handouts).

Desmond P.: Wanted to clarify when business goes to Governing Council they don't re-do the work but only ensure the process and policy has been followed.

Louis C.: The expectation is that everything coming forward to Governing Council has been vetted, the process has been followed and a complete picture provided. Also, because any questions the Governing Council has need to be answered, governance and management levels may be "skirted" to ensure nothing has been overlooked. For example, if something is put forward that is clearly not a unanimous event, Governing Council will question it for clarification.

Liza A.: Wanted clarification on the new timelines – why the budget decision was moved from late February to late January.

Louis C.: Governing Council has 6 cycles and as GC cycles are ending other councils are beginning their cycles. GC dates are planned 2 years in advance there is no flexibility with deadlines because tight deadlines at all levels make it difficult. With pressure on new timelines he hopes the inflexibility doesn't cause too many problems.

Jim D.: Added working backwards from the GC meeting date in late March, the Executive Committee must meet in mid-March, Campus Affairs has to meet in late February. The CSS budget is only 2 weeks before the GC Agenda Planning meeting.

Louis C.: The frequency and openness of communication is important in all years and cycles but especially in the first year of the new format when trying to make deadlines.

5. Overview of CSS

Liza A. explained the purpose of CSS is not just the budget committee but the Student Life Advisory Committee and financial stewardship (fee increases)

Desmond P. added St. George Student Life will be doing a presentation at a future meeting

Liza A. summarized the services funded by the Student Service Fee explaining that some fees have been cancelled since UTSC students are not receiving the benefit from these fees.

Fees collected also include St. George attributions (e.g. Career Centre, Hart House, Athletics). Liza A. also discussed the 2013-14 Student Service Fees highlighting the first 13 pages of the UAB report. In this report there is a brief description of each fee as well as what the dollar amount is. Liza A. explained the reason some fees were the same or lower than the 2012-13 fees was because the fee increase was not approved but with an increase of students on campus the overall amount directed to a given area decreased.

Guled A.: the amount indicated on the Fee Schedule is per semester.

Liza A.: yes.

Liza A. explained that CSS is advised by students with the following advisory groups made up of students: Finance, Academic Advising & Career Centre, Athletics, Health and Wellness, Student Life, Enhancement. All budgets are vetted by the various sub-committees and voted upon before being brought to CSS -> Campus Affairs -> Campus Council -> UAB -> Governing Council . The importance of attending meeting and meeting quorum in order to make deadlines was emphasized. The CSS mandate is ultimately to enhance the student experience.

Desmond P.: Programming and service discussions take place in the advisory committees. It's more challenging to raise new issues/concerns at CSS, and he stressed the importance of participating in the advisory committees and encouraged early starts to the meetings.

Liza A. went through the binder, explained each section and encouraged reading each section.

6. Election of CSS Chair

Liza A. explained the Chair responsibilities and asked for nominees. Sarah W. nominated herself. Liza A. asked if anyone else is interested in the Chair position, no one else is nominated. Liza A. asked Sarah W. to briefly state why she is interested and why she would make a good Chair. Sarah W. said she is familiar with CSS Bylaws and Constitution and is prepared to represent students. Liza A. asked the group if they had any questions (there were none) and then asked the group to forgo the secret ballot and vote by show of hands.

All voting members approved of Sarah W. nomination for Chair. Sarah W. is elected as CSS Chair.

7. Appointment to Advisory Committees

Liza A. explained the purpose of the Advisory Committees and outlined that each committee needs a certain number of voting CSS members in addition to non-CSS students, to ensure democracy and transparency. She then asked each departmental Director to briefly describe each committee before students volunteered for specific committees.

Academic Advising & Career Centre:

Jennifer B. explained some of their planned initiatives and was asking for both an undergraduate and graduate student.

Health and Wellness:

Elsa K. said H&W is currently under review looking for ways to better meet student needs and explore areas for growth so she's looking for student input.

Athletics:

Scott M. said this is the last year for the Athletics Advisory Committee as it exists, with new athletics facility and programming starting next year.

Finance:

Desmond P. said their responsibility is to take information from the other Advisory Committees and discuss the budget implications and make asks based on the information provided and prepare fee increases. Members are typically presidents of student societies and CSS Chair.

Enhancement Fund:

Liza A. said they review club funding applications and make decisions, and then bring motions to CSS for approval. SCSU VP Campus Life is a member to ensure no crossover between SCSU Funding & Enhancement Fund.

Bylaws:

Desmond P. said he would like to see a committee formed this year to discuss outdated bylaws. Scott

M. would like to be a member.

Student Life:

Liza A. said their goal is to meet the objectives of students. She will be looking for resources and specific input around clubs and international students.

Equity and Community:

Liza A. said this is a new fund created and the committee needs to decide what to do with the fund.

$30K divided as follows: $10K multifaith, $5K aboriginal, $5K LGBT. Liza A. would like to put together a group to discuss the direction and put it in the CSS Constitution. Whether this fund is its own committee or one within Enhancement or DSL the group will decide.

Committee	Members
Academic Advising & Career Centre Advisory Committee	• Ranziba Nehrin • Wayne Cheng
Health & Wellness Advisory Committee	• Anna-Maria Kalesoski • Yusra Kholgali • Teresa Gomes
Athletics Advisory Committee	• Sarah Worku • Massih Bidhendi • Majuran Jegatheeswaran
Finance Advisory Committee*	• Massih Bidhendi • Sarah Worku • Anna Maria Kalesoski • Kevin Echevarria • Wayne Cheng • Guled Arale**
Enhancement Advisory Committee	• Ibtisam Jemal • Yusra Kholgali • Wayne Cheng • Massih Bidhendi • Tahsin Chowdhury
Bylaws Advisory Committee	• Ibtisam Jemal • Yusra Kholgali • Ranziba Nehrin • Sana Ali • Sarah Worku • Guled Arale
Student Life Advisory Committee	• Ibtisam Jemal • Yusra Kholgali • Maria Eliza Brandes • Kevin Cheng • Ranziba Nehrin
Equity and Community	• Guled Arale • Yusra Kholgali • Sana Ali • Massih Bidhendi

*Appointment to the Finance Advisory Committee sparked much discussion around the role and number of members on the advisory committees. To ensure fair participation there is a minimum number of CSS members on each committee to allow for wider student participation. Liza A. encouraged members to recruit their friends to sit on committees.

**As he is not a voting CSS member, Guled A. will be a student member at large on the Finance Advisory Committee

8. Adjournment

Moved: Massih B.   Seconded: Sarah W. Meeting Adjourned