

**Minutes from a Meeting of the Concordia Council on Student Life
Held on September 30, 2016
SGW H-769, 10am**

PRESENT: Andrew Woodall (Chair), Lauren Broad (Secretary), Leo Dixon A, Temi Akin-Aina, Marie-Josée Allard, Gaya Arasaratnam, Claudie Boujaklian, John Bower (replacing Patrick Boivin), Théo Denieul, Chantal Forgues, Laura Gallo, Doug Gardhouse (replacing Stephanie Sarik), Rachel Gauthier, Jana Ghalayini, Emeric Guerrand-Anderson, Stavroula Karigiannis (replacing Annette Bowen), Howard Magonet, Laura Mitchell, Lisa Ostiguy, Tanya Poletti, Cameron Skinner, Brigitte St-Laurent, Daniel Therrien, Lorraine Toscano.

ABSENT WITH REGRETS: Anca Baban, Brad Nelson.

ABSENT: Darren Dumoulin, Julie Gagné, Daniel Houde, Sharon Hunter, Armani Martel, Jason Poirier Lavoie, Rami Yahia.

GUESTS: Beth McKenna.

1. APPROVAL OF AGENDA

John Bower moved to approve the agenda. Jana Ghalayini seconded the motion.

The motion passed unanimously.

2. REMARKS FROM THE CHAIR

The Chair welcomed members of the Council to the first meeting of 2016-2017, noting that they were wearing an orange shirt in support of honouring residential school survivors. They stated that CCSL is the highest non-academic advisory committee at the university, making recommendations regarding the quality of student life on campus. The Council is a parity committee, consisting of an equal number of voting students to voting faculty and staff. The Chair encouraged all members of CCSL, including non-voting members, to provide input at meetings. The Chair noted that the Council would conduct business following Robert's Rules of Order, however they were confident that CCSL would depend more on mutual respect in constructive and thoughtful dialogue, as it always had. Andrew Woodall asked anyone who wished to put forth a motion to send it to the secretary of CCSL, Lauren Broad, prior to the meeting so that they may distribute it to the Council for review. Andrew Woodall was happy to report that the Council minutes and nameplates would be gender-neutral in support of providing a more inclusive setting.

The Chair explained that the Council would focus on student life initiatives, specifically through the CCSL Special Projects Fund, with \$165,000 available annually for distribution. Of this, each year \$20,000.00 was allocated to the CSU Housing and Job Bank (HoJo) and \$10,000.00 was earmarked for the CCSL Committee Participation Awards Program (CPAP).

The Chair reported that there would be discussion at Council about the fee levy paid by each student, based on credits, that makes up the majority of the Student Services and Recreation & Athletics budgets. There had been no increase in the fee in almost ten years, despite added programming, initiatives and unavoidable increases in salaries. The question of an increase in the fee would go to students at the undergraduate level by referendum. Andrew Woodall said that this discussion could result in additional Council meetings to examine budgets, priorities and future plans for the sector. The Chair hoped to schedule a presentation by each of the Student Services directors to CCSL on their respective services and initiatives. An ad-hoc committee would also be established to review the mandate of CCSL, which had not been updated since 2004. Another plan for the Council in the winter semester would be to hear updates from the winners of the Big Hairy Ideas Competition.

The Chair congratulated student leaders, the Student Success Centre and everyone who supported the efforts for a very successful Orientation. The Dean of Students Office, in partnership with other university departments and student leaders, had been working towards a culture change surrounding Orientation/Frosh activities to make events more safe, informative, inclusive and fun.

The Chair wished to note the Navigator Program that had been inspired by recently retired staff member Angela Ghadban and was now being coordinated by Sophie Mailloux. The program recruited 85 staff, faculty and administrative members to act as mentors to incoming students at Concordia. The program was not meant to replace the existing mentors or advisors at the university, but rather to add to the resources available to new students.

The Chair said that the CCSL meetings were open to anyone wishing to attend and welcomed speakers and presenters on issues relating to student life at the university. Andrew Woodall invited the Council members to introduce themselves. The Chair pointed out that a student representative from Continuing Education had yet to be appointed to the Council and that the CSU would be asked to find a student to fill the position in order to maintain parity.

3. APPROVAL OF THE MINUTES FROM THE MEETING OF MAY 6, 2016

Brigitte St-Laurent requested that the minutes be changed in section 6.3 Points of Interest, to reflect that the winning poems from the library's competition were placed on the wrap-around of the main staircase and in other locations.

Laura Mitchell moved to approve the amended minutes from the meeting of May 6, 2016 and Cameron Skinner seconded the motion.

The motion passed unanimously.

4. BUSINESS ARISING FROM THE MINUTES OF MAY 6, 2016

There was no business arising from the minutes of May 6, 2016.

5. REPORTS AND ITEMS OF INFORMATION

5.1 CCSL Sub-Committees

CCSL Special Projects

As Chair of the sub-committee, Andrew Woodall explained that the CCSL Special Projects Fund is to be dispersed annually in support of student projects that enhance or contribute to the quality of student life at the university in a social, political, educational or cultural context. There is \$165,000 available per year, with one application deadline per semester. \$20,000 is earmarked annually from the fund to support the CSU Off-Campus Housing and Job Bank (HoJo) and provides support and information to students. \$10,000 is earmarked annually for the Committee Participation Awards Program, a financial award given to eligible students for their participation on one or more of the governing bodies at the university.

Applications requesting \$5,000 and less would be approved or declined by the sub-committee and those requesting over \$5,000 would be decided upon by the entire CCSL, following a presentation by the applicants at a Council meeting. Last year, the CCSL held the Big Hairy Ideas Competition, calling on students, staff and faculty to collaborate on large scale, university wide projects. The competition was funded by the unused funds over previous years. With approximately \$10,000.00 remaining in unused funds from 2015-2016, another competition would likely not be held for several years, until enough of a substantial fund could be accumulated.

The Chair said that following both the fall and the winter submission deadlines, the sub-committee would read applications online prior to a full-day review meeting. The sub-committee membership included: the Dean of Students as the Chair; four undergraduate students; two graduate students; one student from Continuing Education; one faculty member (not necessarily from CCSL); one Student Services staff member (not necessarily from CCSL); and the Assistant to the Dean of Students as Secretary and voting member. Anyone from the Council interested in joining the sub-committee was asked to notify Lauren Broad.

The fall deadline for applications was October 7, 2016 at 5pm, followed by the sub-committee review meeting during the week of October 17th or 24th from 10am-5pm, to be confirmed. The Chair encouraged all Council members to spread the word about the fund.

CCSL Awards

The Chair stated that the CCSL Outstanding Contribution Awards recognize Concordia students, staff and faculty who have gone above and beyond their expected role at the university, making an exceptional contribution to student life or services. The major call for nominations would begin in the winter semester. The sub-committee membership would include: the Dean of Students or a delegate as Chair; three undergraduate students; one graduate student; one faculty member from CCSL; and one Student Services staff member from CCSL. The sub-committee would commit to reviewing all nominations online prior to a review meeting sometime in late February or early March. Anyone from the Council interested in joining the sub-committee was asked to notify Lauren Broad.

5.2 Committee Participation Awards Program: Update on 2015-2016 Recipients

The Chair explained that the Committee Participation Awards Program (CPAP) was a financial award given annually to eligible students for their participation in student governance on one or more of the following governing bodies: CCSL; the faculty councils; the School of Graduate Studies; Senate; and the Board of Governors. The award was calculated based on the Québec resident tuition rate of the year of participation. In 2015-2016, there were 26 students who received the financial award, with a little over \$11,000.00 being disbursed. The Chair recalled that \$10,000 was earmarked annually from the CCSL Special Projects Fund for the CPAP. Lauren Broad had sent out the eligibility requirements for the CPAP to all umbrella associations and their presidents, as well as the secretaries of the governing bodies, requesting that the information be distributed to all appointed students. The Chair pointed out that the student representatives' eligibility depended heavily on attendance and they read through the remaining requirements. Lauren Broad added that there was no application process for the CPAP, but rather the Dean of Students Office would contact all eligible students at the end of the academic year.

5.3 Student Services and Recreation & Athletics Budgets

The Chair recalled that at the May 6, 2016 meeting, the Council had reviewed the projected year-end statement for 2015-2016, as well as the proposed budget for 2016-2017 that was to be presented to, and eventually approved by, the Board of Governors.

Tanya Poletti distributed a document containing both the Student Services and the Recreation & Athletics 2015-2016 year-end statements and the approved budgets for 2016-2017 and gave a summary of the information for Student Services. They pointed out that the Student Services revenues were the sum of the following: a government grant based on Full-time Equivalents (FTEs); a Student Services fee of \$10.26 per credit paid by students; a grant paid by the Centre for Continuing Education to compensate for their students who may use the services provided to them free of charge by the sector; a health services grant from the university to acknowledge of the use of such services by staff and faculty; and the year-end allocation surplus. Tanya Poletti explained that since 2006, the sector had injected any year-end surplus resulting from conservative FTE projections back into the budgets. This was done in order to keep up with rising expenses such as collective agreement increases in salaries and increases to the benefit rate paid for employees and regulated by the government, while at the same time continuing to provide improved and expanded services to Concordia students.

On the expenses side of the budget, Tanya Poletti noted that while the non-salary portion remained essentially the same as the previous year, the overall budget increase was attributed to general inflation for salary and an increase in the government regulated benefit rate from 26.3% to 27.6% paid to all employees. They added that the sector recognized the value of student employment, pointing out the funding allocated for student workers.

Tanya Poletti reported the final surplus for 2015-2016 was approximately \$56,000.00. This surplus would be used for new initiatives to expand in the sector. A few of the initiatives include: the peer mental health ambassador program; the Dean of Students Office work surrounding Orientation/Frosh culture change for student leaders; and new multi-media tools for international students.

John Bower, Associate Director of Student Athlete Services, presented the Recreation & Athletics (R&A) 2015-2016 year-end statement and 2016-2017 approved budget to the Council in place of the Director of R&A, Patrick Boivin. They reviewed the breakdown of revenues and expenses listed on the document that had been circulated, noting the R&A fee of \$2.92 per credit for students. John Bower said that despite an increase in the

benefit rate, restructuring in the administrative positions of R&A had led to an overall decrease in salaries and benefits from 2015-2016 to 2016-2017. They concluded that R&A was projecting a balanced budget for 2016-2017.

The Chair thanked both Tanya Poletti and John Bower for their presentations and opened the floor for questions from the Council. Rachel Gauthier asked for explanation as to why the R&A budget did not provide more detail on the breakdown between what was spent on teams sports versus intramural sports. John Bower clarified that spending for both was not distinct, but rather came from one R&A budget. They offered to provide more details to the Council if that was requested. John Bower also confirmed that Le Gym was in fact part of R&A, and not independently owned. They added that an added expense for R&A in the 2016-2017 fiscal year would be to replace aging equipment at Le Gym.

6. NEW BUSINESS

6.1 Motion to Add the Director of Residence Life to CCSL

The Chair referred to the motion that had been circulated to the Council by email prior to the meeting for review. They explained that the motion would maintain parity on the Council of ten voting student members to ten voting non-student members. There had been several changes in the membership of CCSL with the restructuring of the Student Services sector, and this motion would hopefully be the last piece in updating the voting membership to properly reflect those changes.

Lisa Ostiguy put forth the following motion, seconded by Jana Ghalayini:

Given that parity between student and staff/faculty representation is a fundamental principle of CCSL that must be maintained; and

*Given that the permanent membership of CCSL includes the Directors of each Student Service department; and
Given that prior to 2015-2016, the Departments of Health Services and Counselling and Psychological Services each had a voting seat on CCSL; and*

Given that the new Department of Campus Wellness and Support Services was created to include the previous units of Health Services and Counselling and Psychological Services in 2015-2016; and

Given that the Department of Residence Life plays an important and unique role in student life at the university;

Be it resolved that in order to maintain parity on the Council, the position of Director of Counselling and Psychological Services be replaced on CCSL by the Director of Residence Life as a permanent, voting member.

The Chair opened the floor for discussion of the proposed motion. Howard Magonet asked for the Chair to confirm the voting members on the Council as of the current date and Andrew Woodall listed the ten voting student members and the ten voting non-student members. Howard Magonet asked for clarity over the previous changes that had occurred with the administrative voting positions on CCSL. They felt disappointed with the news that their position on the Council was being replaced without more consideration and requested to hear the rationale for the change. Andrew Woodall confirmed that with the services previously under Health Services and Counselling & Development being assumed by Campus Wellness & Support Services and the Student Success Centre, and with these units each holding a voting seat on the Council, it would be disproportionate representation to have a representative from Counselling & Psychological Services with a voting position as well.

The proposed motion was put to a vote.

For: 9

Against: 1

Abstentions: 4

The motion passed.

6.2. CCSL Representative for the Undergraduate Scholarship & Awards Committee

The Chair welcomed Doug Gardhouse from the Financial Aid & Awards Office (FAAO), and asked that they speak to the CCSL representation on the Undergraduate Scholarship & Awards Committee (USAC). Doug Gardhouse explained that the USAC would be responsible for decisions on hundreds of applications for scholarships and awards, some of which would be based solely on GPA and some of which would be more subjective, based on detailed applications. They acknowledged that the time commitment for this committee was heavy, but that it would also be very rewarding. The USAC would need one representative from CCSL and noted that the previous year's committee member had been a student. Doug Gardhouse said that the next anticipated USAC meeting would be in early November, with an upcoming deadline of October 14th for many scholarships, bursaries and awards. They asked anyone interested in filling the position to contact the secretary of CCSL.

6.3 Points of Interest

Brigitte St-Laurent was thankful to students for their cooperation during the switch of the staircase in the Library Building. The completion of the third phase of the library's transformation was scheduled for January 2017, when access would resume to the library's main staircase. They shared their enthusiasm with the Council members and passed out promotional items from the library for CCSL to enjoy. Jana Ghalayini expressed their concern that limited entrance to the library during evening hours may hinder those with disabilities trying to enter the building. Brigitte St-Laurent replied that while the library was very sensitive to the needs of students with disabilities, they would follow up to be sure any issue was resolved.

Temi Akin-Aina informed the Council that Advancement & Alumni Relations (A&AR) had been working to standardize and streamline volunteer opportunities. They encouraged people to contact them if they felt that a volunteer from A&AR could help improve on any roles or services in their own department.

Chantal Forgues noted Environmental Health & Safety's ambassador programs for sustainability for students and staff alike. They asked anyone seeking assistance with sustainability initiatives to contact them or their office.

Howard Magonet recalled that the Jewish New Year was the following week and wished all of their colleagues a happy New Year.

Several upcoming events at the university were noted:

October 1: Shrine Bowl at the Loyola campus, festivities beginning at 1:30pm.

October 3: Beginning of mental health awareness month activities. Event listings to appear in the NOW.

October 6: Volunteer Fair in the EV lobby.

October 7: CCSL Special Projects deadline, 5pm.

October 8-9: Concordia Basketball Classic.

October 15: Concordia Hockey opening weekend at home.

October 28: Alternative Spring Break – New Orleans deadline for team leaders applications.

October 29: Open House from 10am-4pm on both campuses.

November 10: Basketball regular season begins at home versus Bishop's University.

7. NEXT MEETING

The next meeting will be held on October 28, 2016 at Loyola, GE-110 from 10am-1:30pm. The next meeting has been extended allow time for presentations for the Special Project requests of over \$5,000.

8. TERMINATION OF MEETING

Jana Ghalayini motioned to terminate the meeting. John Bower seconded the motion.

The motion passed unanimously.