

**Minutes from a Meeting of the Concordia Council on Student Life
Held on September 20, 2019
SGW GM 340.10, 10am**

PRESENT: Andrew Woodall (Chair), Lauren Broad (Secretary), Marie-Josée Allard, Ashley Allen, Gaya Arasaratnam, Nedgy Augustin, Dianne Cmor, Lauren Farley, Matthew Fishman, James Hanna, Laura Mitchell, Shawn Moss, Erin Mullins (replacing Temi Akin-Aina), Nell Perry, Tanya Poletti, Keroles Riad, D’Arcy Ryan, Ahmadou Sakho, Stephanie Sarik.

ABSENT WITH REGRETS: Orenda Boucher-Curotte, Elaine Cheasley Paterson, Stephanie De Celles, Cassandra Lamontagne.

ABSENT: Melanie Burnett, Juliet Dunphy, Christian Durand, Darren Dumoulin, Eduardo Malorni, Hector Vega.

GUESTS: Evan Lee (ASFA), Richard Mayer (ASFA), Mackenzie Murray (CASA), Sara Ordonselli (ECA), Aida Parris (FASA), Janet Yang (ASFA), Tori (Haitan) Zhang (Student Accounts).

1. WELCOME FROM THE CHAIR

The Chair welcomed everyone to another academic year. They explained that the usual order of business of approving minutes and remarks from the chair would happen after Item 3 on the agenda, “Umbrella Association Fair and Discussion”.

The Chair continued the meeting with Concordia’s territorial acknowledgement.

2. APPROVAL OF THE AGENDA

The Chair noted that in the absence of quorum, the agenda could not be approved. The Council agreed to continue with the meeting, acknowledging that no formal motions could be voted on.

3. UMBRELLA ASSOCIATION FAIR AND DISCUSSION

The Chair informed the CCSL that the CSU, GSA and all faculty associations had been invited to join the meeting for an informal “fair” type gathering, so that Council members could learn more about their mandates, goals for the year and projects on the horizon. Andrew Woodall was hopeful that the dialogue would also be the impetus for collaboration and/or support between the student associations and university departments. The Council members were encouraged to circulate around the room and to meet with as many of the student groups as possible. Student representatives from the following associations were present: ASFA, CASA, ECA and FASA.

Following the fair, a brief discussion took place, where Council members and student associations alike were inspired by the possibility for future collaboration. The students were very encouraged to see that university departments and administration were so inclined to learn more about their associations and they felt well supported from the discussions.

4. REMARKS FROM THE CHAIR AND INTRODUCTIONS

The Chair welcomed the members of CCSL to the first meeting of 2019-2020. Andrew Woodall explained that the Council was a parity committee with equal representation from students and staff/faculty as voting members. As the highest non-academic committee at the university, the CCSL would make recommendations regarding the quality of student life on campus. They highlighted the importance of student life as part of the post-secondary experience and as a partner to academic life. Although the Council would conduct business based on Robert’s Rules of Order, the Chair was confident that its members would work more based on mutual respect and thoughtful dialogue. Andrew Woodall emphasized that voting and non-voting members alike were encouraged to participate fully in the discussions at Council meetings.

The Chair recalled some of the Council’s main priorities for the year: dispersing \$135,000.00 to student projects through the CCSL Special Projects Fund, \$20,000.00 to the CSU Off-Campus Housing & Job Bank (HoJo) and \$10,000.00 to the Committee Participation Awards Program (CPAP); honouring Concordia

students, staff and faculty through the CCSL Outstanding Contribution Awards; and discussion of other topics related to student life.

The Chair reported that the Student Services directors had been meeting regularly to discuss the mission and vision of the sector. They hoped to bring some of those ideas back to the Council for feedback.

Andrew Woodall wished to acknowledge the hard work of student leaders in successfully organizing their Orientation/Frosh events. They were inspired by how student leaders were able to offer safe, inclusive, engaging and informative events, which are often a new student's first impression of the university. They also noted that support is provided for these events by several university departments, such as the Student Success Centre, Security and the Dean of Students Office.

The Chair said that the CCSL meetings were open to anyone wishing to attend and welcomed members and guests to present on issues relating to student life at the university. They invited the Council members to introduce themselves. The Chair pointed out that several seats on the CCSL remained to be filled and that they hoped the membership would be confirmed prior to the next Council meeting.

Andrew Woodall asked that if a Council member had a motion to put forth at a meeting, they send it to Lauren Broad at least ten days prior to the meeting so that it could be circulated and considered by the Council beforehand.

5. APPROVAL OF THE MINUTES

The minutes from March 15, 2019, April 5, 2019 and May 3, 2019 could not be approved without quorum.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes of March 15, 2019 and April 5, 2019

Business Arising from the Minutes of May 3, 2019

Discussions from the previous academic year had confirmed the need to revisit the procedures currently in place for approving new student groups at the university. The Dean of Students Office was presently receiving requests from those wishing to be recognized as a student group that would not fall under one of the existing umbrella associations. The mandate of an ad-hoc committee was to review the process and to present the CCSL with suggestions on how it could be restructured. The ad-hoc committee had not come together in 2018-2019, therefore the Chair confirmed that they would reach out to those interested in being involved in order to move forward.

7. REPORTS AND ITEMS OF INFORMATION

7.1 CCSL Sub-Committees

CCSL Special Projects

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 was \$165,000.00 available annually, with one application deadline each semester. Of that total, \$20,000.00 is earmarked annually to support the CSU Off-Campus Housing and Job Bank (HoJo) and \$10,000.00 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 seven eligible governing bodies at the university. The balance of \$135,000.00 is available for student projects.

Andrew Woodall 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 (to be replaced by an additional undergraduate student should this be vacant); one faculty member (not necessarily from CCSL); one Student Services staff member (not necessarily from CCSL); and the Secretary of CCSL as a voting member. Anyone from the Council interested in joining the sub-committee was asked to notify Lauren Broad.

Funding for applications requesting \$5,000.00 and less would be decided by the sub-committee and those requesting over \$5,000.00 would be considered by the entire CCSL, following a presentation by the applicants at the October meeting. Any unused Special Projects funds at the end of the funding year would be held in trust by the Dean of Students Office and it would be at the discretion of the Council to decide on their purpose. Although the projects from 2018-2019 were still being reconciled, the Secretary of CCSL was able to confirm that the total amount of unused funds as of 2017-2018 was approximately \$78,000.00. In 2018-2019, 150 applications were reviewed, with 116 projects approved for funding.

The fall deadline for applications was October 7, 2019 at 5pm, followed by the sub-committee review meeting during the week of October 21st, to be confirmed. The Chair encouraged all Council members to spread the word about the fund.

CCSL Awards

The Chair explained 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 sub-committee membership included: 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 review the nominations online prior to a review meeting in late February or early March. Anyone from the Council interested in joining the sub-committee was asked to notify Lauren Broad. Stephanie Sarik was confirmed once again as the Chair of the sub-committee. It was noted that the awards night would take place in mid-April and all Council members would receive an invitation in the spring.

7.2 Committee Participation Awards Program: Update on 2018-2019 Recipients

Andrew Woodall reported that the Committee Participation Awards Program (CPAP) was a financial award given annually to eligible students for their participation in student governance on any of the following governing bodies: CCSL; Senate; the Board of Governors; the faculty councils; and the School of Graduate Studies. The Chair noted that \$10,000.00 was earmarked annually from the CCSL Special Projects Fund for the CPAP. The award was calculated based on the Québec resident tuition rate for the year of participation. In 2018-2019, there were 33 students who received the financial award, with a total of \$12,499.18 disbursed. Any amount over and above the \$10,000.00 that was earmarked annually for the CPAP would be covered by unused funds from the year of participation. Andrew Woodall pointed out that as tuition rates rise each year, perhaps it was time for the CCSL to reconsider the amount earmarked annually to cover the CPAP. The secretary of the CCSL had sent out the eligibility requirements for the CPAP to all umbrella associations and their executives, as well as the secretaries of the governing bodies, requesting that the information be distributed to all appointed students for the 2019-2020 academic year. 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.

7.3 Student Services and Recreation & Athletics 2018-2019 Actuals and 2019-2020 Approved Budgets

Tanya Poletti circulated a document with the Student Services and the Recreation & Athletics 2018-2019 Year-End Statement and 2019-2020 Approved Budget. They gave an overview of the sources of revenue, noting that the Student Services fee per credit of \$10.26 paid by students had not increased since 2009. The Student Services sector surplus of approximately \$130,000.00 was set aside to cover any previously approved innovation projects that may not have received continued funding from the Ministry of Education. Tanya Poletti noted that \$1.2 million from additional Full-Time Equivalents (FTE) revenues, above and beyond what had been anticipated, was injected into the 2019-2020 budget. It was explained that this would help cover the retro-active payments and future increases in salary and benefits that were negotiated by the collective agreements. The sector would have no choice in covering these additional expenses. They added that the overwhelming majority of the budget was allocated towards salary and benefits. Tanya Poletti encouraged the Council to contact them with any questions that may arise concerning the budget.

Keroles Riad asked why the FTE had not increased for 2019-2020 despite the fact that university enrolment may have risen. Tanya Poletti confirmed that the number of FTEs projected for 2019-2020 must remain conservative, as there was no guarantee of what the actual amount would be that year. The amount of funding received from the Ministry of Education was not guaranteed from year to year, therefore the sector must err on the side of caution in case the amount received were to be less than in previous years. Keroles Riad inquired as to why the

Sexual Assault Resource Centre (SARC) budget appeared to have decreased from the previous year. Tanya Poletti reported that because of the implementation of Bill 151, the SARC had received an amount of \$280 million from the government to assist them in covering the costs associated with the bill's mandatory Sexual Violence Awareness and Prevention training. This was a one-time amount from the government, without any guarantee for future funding.

D'Arcy Ryan reviewed the Recreation & Athletics (R&A) financials, noting a large portion of revenue coming from the R&A fee per credit, as well as from departmental revenue. The R&A fee per credit of \$2.92 had also not increased since 2009. They noted the effort to bring down expenses by being more efficient. Similarly to the Student Services budget, the R&A budget had been affected by increases to salary and benefits. When asked about the amount listed as Transfers found in the Expenses portion of the budget, D'Arcy Ryan explained that R&A was fortunate in 2018-2019 to have strong revenue growth from rental agreements and sponsorship. The sector is not permitted to show a surplus at the fiscal year-end, therefore a transfer was done to put the surplus back to the university. They added that a deficit would not be covered by the university, which explained the contribution from the Office of the Provost to avoid this. D'Arcy Ryan said that R&A was considering using a surplus to help develop and increase recreational activities available to students.

The Chair thanked Tanya Poletti and D'Arcy Ryan for the information and reminded the Council that they were welcome to follow up at a later date on any questions they may have with regards to the financials presented.

8. NEW BUSINESS

8.1 CCSL Representative for the FAAO Undergraduate Scholarship & Awards Committee

Stephanie Sarik, Director of the Financial Aid & Awards Office (FAAO) spoke about CCSL representation on the Undergraduate Scholarship & Awards Committee (USAC). They explained that the USAC was responsible for overseeing the awarding of all merit-based and needs-based awards for undergraduate students at the university. Stephanie Sarik said that some of the funds were operational, however most came from donors. They acknowledged that it was very rewarding to be a part of providing financial support to so many worthy students. The committee would need one voting member from CCSL and added that the USAC would meet one or two times during the academic year, depending on whether or not there were questions around policy of the awards. Stephanie Sarik asked anyone interested in filling the position to contact them directly or the secretary of CCSL.

8.2 Points of Interest

Several upcoming events at the university were noted:

- September 21-22: Homecoming weekend, with a Stingers football game being held on Saturday at 1pm against Sherbrooke.
- September 27: Concordia Shuffle to raise funds for student scholarships and bursaries. A team of shufflers was organized to represent Concordia in the Climate March.
- September 30: Orange Shirt Day to recognize the impact of the residential school system.
- October 1: LIVE Centre's Volunteer Fair in the EV atrium from 10am-3pm.
- October 4: deadline for all students, staff and faculty to take the mandatory Sexual Violence Awareness and Prevention Training.
- October 7: CCSL Special Projects Fund deadline for applications at 5pm.
- October TBC: appreciation event for the Waste Not, Want Not composting project, date to be confirmed.

7. NEXT MEETING

The next meeting was scheduled for October 25, 2019 at Loyola, AD-311 from 10am-1:30pm. The next meeting was extended to allow time for presentations for the Special Projects requests of over \$5,000.00.

8. TERMINATION OF MEETING

In the absence of quorum, the Council agreed to terminate the meeting without an approved motion.