

**Minutes from a Meeting of the Concordia Council on Student Life
Held on September 29, 2017
SGW H-769, 10am**

PRESENT: Andrew Woodall (Chair), Lauren Broad (Secretary), Annette Bowen, Melanie Burnett, Amy Caron, Andrea Cartile, Christian Durand, Lauren Farley, Leo Dixon A. Irudhayaraju, Paul Joyce, Terry Kyle, Laura Mitchell, Erin Mullins (replacing Temi Akin-Aina), Irene Petsopoulos, Tanya Poletti, D'Arcy Ryan, Veronika Rydzewski, Stephanie Sarik, Cameron Skinner, Brigitte St-Laurent, Leyla Sutherland, Daniel Therrien, Lorraine Toscano, Mark Underwood.

ABSENT WITH REGRETS: Gaya Arasaratnam, Chantal Forgues, Lisa Ostiguy.

ABSENT: Marie-Josée Allard, Théo Denieul, Darren Dumoulin, Rim Hamila, Eamon Toohey.

1. APPROVAL OF AGENDA

Paul Joyce moved to approve the agenda. D'Arcy Ryan seconded the motion.

The motion passed unanimously.

2. REMARKS FROM THE CHAIR

The Chair welcomed the members of CCSL to the first meeting of 2017-2018. They highlighted the importance of student life as part of the post-secondary experience and as a partner to academic life. 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. Although the Council would conduct business based on Robert's Rules of Order, the Chair was hopeful that its members would work more based on mutual respect and thoughtful dialogue. Andrew Woodall asked that if a Council member had a motion to put forth at a meeting, that 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 prior to the meeting. The Chair recalled some of the Council's main priorities throughout 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 encouraged Council members to bring attention throughout the year to any issues they may be struggling with or want to receive input on. The CCSL mandate would also need to be reviewed, if not only to update the membership to reflect several changes in the Student Services structure.

Andrew Woodall congratulated the student leaders for another successful Orientation/Frosh, demonstrating an excellent understanding of organizing safe and inclusive events. They also noted the Orientation activities and support provided by university departments such as the Student Success Centre and the Dean of Students Office.

The Chair announced the return of the Navigator Program, coordinated by Sophie Mailloux, Executive Assistant to the Deputy Provost. The program recruited staff, faculty and administrators to act as mentors to new students at the university. It had been a real success the previous year, working to compliment other services offered to new students by the university.

Andrew Woodall said that several departments at the university would be relocating from the Hall Building to the GM Building in November, notably the International Students Office, the Access Centre for Students with Disabilities, Counselling & Psychological Services and the Student Advocacy Office.

The Chair was happy to announce that the 28th annual Concordia Shuffle had raised over \$100,000.00 for student scholarships and bursaries.

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. They invited the Council members to introduce

themselves. The Chair pointed out that two seats remained vacant: one undergraduate student representative and a student representative from Continuing Education. The CSU had been asked to find two students to fill the positions in order to maintain parity.

3. APPROVAL OF THE MINUTES FROM THE MEETING OF MAY 5, 2017

Lauren Farley moved to approve the minutes from the meeting of May 5, 2017 and Cameron Skinner seconded the motion.

In favour: 10

Against: 0

Abstentions: 3

The motion passed.

4. BUSINESS ARISING FROM THE MINUTES OF MAY 5, 2017

There was no business arising from the minutes of May 5, 2017.

5. REPORTS AND ITEMS OF INFORMATION

5.1 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.

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. The Chair recalled that in 2015-2016, the Council held the Big Hairy Ideas Competition, calling on students, staff and faculty to collaborate on large scale, university wide projects. The competition was financed by the unused funds that had accumulated over previous years. The amount available for the competition had been over \$123,000.00. The current unused funds were approximately \$39,000.00 therefore the Chair said the Council might consider how to use these funds or whether they should be left to accumulate for another large scale competition.

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; 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 6, 2017 at 5pm, followed by the sub-committee review meeting during the week of October 16th or 23th from 10am-5pm, 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 major call for nominations would begin in the winter semester, however Andrew Woodall encouraged everyone to start using word of mouth to find deserving candidates for the award. 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 as the Chair of the sub-committee. It was noted that the awards night taking place in mid-April included three other awards: the Volunteer Recognitions awards; the Engaged Scholar Awards; and the Sustainability Awards.

5.2 Committee Participation Awards Program: Update on 2016-2017 Recipients

Andrew Woodall said 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 2016-2017, there were 33 students who received the financial award, with \$12,761.27 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. The secretary of the CCSL 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 for the 2017-2018 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.

5.3 Mid-term Written Reports from the Big Hairy Ideas Competition

The Chair recalled that in 2015-2016 the Council had held a competition for students to collaborate with staff and/or faculty at the university on a project that would have a major impact on student life at Concordia. The “Big Hairy Ideas Competition” funded three projects for a two-year period, approving a total of over \$120,000.00 for the projects. The mid-term written reports had been circulated to Council members prior to the meeting for review. Andrew Woodall asked everyone to read through the reports if they had not already done so and to let them know if there were any questions for the project organizers. Lauren Broad agreed to circulate the original applications to the Council following the meeting to provide more background for those members that were not already familiar with the three projects. The Chair added that the project organizers would each give a final presentation during the winter semester as the end of the two-year funded term approached.

5.4 Report from the Dean of Students Office

Terry Kyle, Manager of Student Life at the Dean of Students Office, gave a Power Point presentation on the various programs and services offered by the Dean of Students Office and its units: the Sexual Assault Resource Centre (SARC); the Multi-faith & Spirituality Centre (MFSC); the Aboriginal Student Resource Centre (ASRC); the Concordia University Student Parents Centre (CUSP); and the International Students Office (ISO). The Council members were encouraged to visit the units under the Dean of Students Office to familiarize themselves with the multitude of services and programs available to students. Terry Kyle was hopeful that this would allow university departments to better direct students to the appropriate office for their specific needs.

5.5 Student Services and Recreation & Athletics 2016-2017 Actuals and 2017-2018 Budgets

Tanya Poletti circulated a document with the Student Services and the Recreation & Athletics approved budgets and actuals from 2016-2017, as well as the approved budgets for 2017-2018. They gave an overview of the sources of revenue, noting that the Student Services fee per credit paid by students had not increased since 2009. Tanya Poletti noted the sector’s surplus of \$1.2 million that was set aside to cover any future deficits. Without this safety net, the sector may be forced to reduce their services in the future. An unexpected source of revenue was the higher than anticipated Full-time Equivalents (FTEs), which equated to a higher government grant. Tanya Poletti reviewed the expenses in the Student Services sector, explaining that the surplus in salaries was from vacant staff positions. The non-salary budgets were trimmed as much as possible, however 90-95% of the budgets were allocated towards salaries, the true bulk of expenses. Tanya Poletti encouraged the Council to contact them with any questions that may arise concerning the budget.

D’Arcy Ryan reviewed the Recreation & Athletics (R&A) financials, noting that they had been conservative in projecting revenues in 2016-2017. The department was committed to increasing the offerings on the recreation side for students. They noted that the programming and services offered needed to catch up with the expectations of students. Cost cutting measures were implemented primarily on the athletics side of expenses, while a focus

was put on recreation with investment in equipment. There had been a decrease in administrative staff expenses from a restructuring in the department. This followed both internal and external reviews of the administrative structure of R&A over the past several month.

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.

6. NEW BUSINESS

6.1. CCSL Representative for the 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 Stephanie Sarik asked anyone interested in filling the position to contact them directly or the secretary of CCSL.

6.2 Points of Interest

Several upcoming events at the university were noted:

- September 29: Comedy show "Rape is Real & Everywhere" at the D.B. Clarke Theatre from 7-10pm
- September 30: 31st annual men's football "Shrine Bowl" at 2pm at Loyola Campus, followed by men's hockey game
- October 1: Women's soccer game vs. Bishop's University
- October 2-3: Concordia Used Book Fair in the EV atrium from 10am-7pm
- October 2: Orange Shirt Day to recognize the impact of the residential school system and raise awareness of the Truth & Reconciliation Commission
- October 2-6: Mental Health Awareness Week
- October 5: Mental Health Awareness Fair in the LB atrium from 10am-3pm
- October 5: LIVE Centre's Volunteer Fair in the EV atrium from 10am-3pm
- October 6: CCSL Special Projects Fund deadline for applications at 5pm
- October 18: Graduation Info Day in the LB atrium from 12-6pm
- October 24: Discover Multi-faith Concordia Fair in the EV atrium from 11am-3pm
- October 30: Alternative Spring Break deadline for applications for the New Orleans trip (Montreal and Laurentians application deadline in January 2018)

Brigitte St-Laurent encouraged the Council members to visit the newly renovated sections of the Library if they had not already. They were happy to say that the work was almost done, with the visualization studio to see completion in the winter semester.

Andrew Woodall noted that the new conference centre, managed by Hospitality Concordia, would open the week of October 2nd on the 9th floor of the MB Building. There was an open house scheduled on October 2nd, 3rd and 4th from 10-11am to showcase the new area to the Concordia community.

7. NEXT MEETING

The next meeting was scheduled for October 27, 2017 at Loyola, GE-110 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

Terry Kyle motioned to terminate the meeting. Irene Petsopoulos seconded the motion.

The motion passed unanimously.