

Minutes from a Meeting of the Concordia Council on Student Life
Held on January 22, 2016
Loyola AD-308 10am

PRESENT: Mr. Andrew Woodall (Chair), Ms. Lauren Broad (Secretary), Mr. Jeremy Blinkhorn, Mr. Patrick Boivin, Ms. Claudie Boujaklian, Ms. Katrina Caruso, Mr. Théo Denieul, Mr. Howard Magonet, Dr. Laura Mitchell, Ms. Emma Saboureau, Ms. Stephanie Sarik, Dr. Cameron Skinner, Ms. Lorraine Toscano, Mr. Bradley Tucker, Mr. Rami Yahia.

ABSENT WITH REGRETS: Ms. Marie-Josée Allard, Ms. Jenna Cocullo, Ms. Lori-Marie Dimaria, Ms. Jana Ghalayini, Mr. Daniel Houde, Ms. Sharon Hunter, Ms. Mary-Ann Jirjis, Dr. Brad Nelson, Dr. Lisa Ostiguy, Ms. Tanya Poletti, Ms. Dale Robinson.

ABSENT: Ms. Temi Akin-Aina, Dr. Guylaine Beaudry, Mr. Darren Dumoulin, Ms. Julie Gagné, Mr. Keroles Riad, Mr. John Talbot.

GUESTS: Ms. Leanne Ashworth, Ms. Wendy Ing, Mr. Jonathan Levinson.

1. APPROVAL OF AGENDA

The Chair noted that in the absence of quorum, the agenda could not be approved. The Council agreed to continue with the meeting, however acknowledged that no motions could be put forth and voted on.

2. REMARKS FROM THE CHAIR

The Chair notified the Council that Reggie's had reopened in the Hall building after renovations and congratulated the CSU. The Syrian Students Association had been busy raising money for the Syrian refugee crisis and was hoping to move forward on plans for a refugee centre on campus. The university was working to find donors to help with the crisis and to figure out how to do more to address it. Mr. Woodall noted the great attendance at Discover Concordia that had taken place in early January to welcome new students to the university. He also congratulated the GSA for the success of their winter orientation activities.

The Chair said that the second phase of the university's Strategic Directions had begun. He recalled that the first phase included a university-wide process of identifying nine main paths that it would like to follow in the future. The second phase would see both academic and non-academic units figuring out how they fit into the Strategic Directions in a tangible way. Mr. Woodall added that there was opportunity for all university members to be involved. He also pointed out that plans for Student Services would be brought to CCSL.

The Chair noted several upcoming events and important dates at the university: the Concordia Hacks competition happening the weekend of January 23rd; the "Burritoville Diaries" gathering of student leaders with the Dean of Students Office (DoS) as part of the Orientation/Frosh process; the deadline for the CCSL Special Project Fund was February 5th; the deadline for the CCSL, Volunteer Recognition and Engaged Scholar Awards nominations was February 12th; and the deadline for the Big Hairy Ideas competition was March 7th.

3. APPROVAL OF THE MINUTES FROM THE MEETING OF NOVEMBER 27, 2015

The minutes from November 27, 2015 could not be approved without quorum.

4. BUSINESS ARISING FROM THE MINUTES OF NOVEMBER 27, 2015

4.1 Presentation on the National Survey on Student Engagement (NSSE) Findings

The Chair recalled that the Maclean's University Rankings had been circulated at the previous meeting and it had started a conversation around how such data was reflective of student life at Concordia. He said that another piece of information that the university had been referring to for years was the National Survey on Student Engagement (NSSE). Mr. Woodall welcomed Mr. Jonathan Levinson and Ms. Wendy Ing from the Office of Institutional Planning & Analysis. Mr. Levinson proceeded to give a Power Point presentation on the most recent NSSE findings.

Following his presentation, Mr. Levinson summarized that the NSSE findings show that Concordia University is in the middle of the pack relative to other comprehensive Québec universities. Unfortunately the survey did not provide extensive insight into questions related to Student Services. Mr. Tucker suggested that the Council use these findings to explore ways to make Concordia stand out from other comprehensive universities. Mr. Levinson pointed out that Concordia's welcoming of diversity was a distinctive characteristic that was indicative of the President's shared view that the university of tomorrow was one that was open, welcoming and diverse. The Chair thanked Mr. Levinson and Ms. Ing for sharing the NSSE findings and added that the Council could consider whether they want to emphasize its strengths or bolster its weaknesses.

4.2 Update on Special Projects Sub-Committee Meeting

The Chair said that the CCSL Special Projects sub-committee had met to discuss several recurring questions about the review process and guidelines. He noted the following:

- Recurring projects: the sub-committee will continue to review on a case by case basis, however will focus more on need rather than whether or not the project is recurring.
- The sub-committee will not limit allocations to decreasing amounts for recurring projects, but again will attempt to assess genuine need.
- The sub-committee may consider asking the Council to use unused funds from previous years, if available, on a year-by-year basis, if they see a need to allocate more than is available in the fund.
- If the application leaves any question of whether or not it is a course requirement for credit, such as a capstone project, the DoS will follow up with the applicant to request written proof from the professor to confirm the project's nature. This will be done before the sub-committee reviews the project.
- The DoS will continue to follow up with approved projects that do not claim their funding, however will now also inquire as to why they did not use the funding.
- All recurring projects will be asked to submit the previous year's financial statement, if available, at the time they are submitting their application.
- The CCR will be added as a requirement for all approved projects beginning in the fall 2016 semester. The DoS will work on the details of procedure.

The following points were added to the CCSL Special Project Guidelines:

- CCSL will favour projects that demonstrate a need for funding. In this regard, budgets should not include unnecessary or extravagant expenses. Every attempt should be made to present realistic and defensible expenses.
- Honouraria must be paid directly by the University to the individual providing the service. Honouraria cannot be claimed as an expense for reimbursement by the student or student group.
- A final 1-2 page summary report will be required from all approved projects, including how the funding was used, a financial statement and a description of the impact on student life.
- Projects may not include ones that fulfill a university course requirement or for which students will receive course credit, such as capstone projects. NOTE: If there is any doubt as to a project's appropriateness, please contact the Dean of Students Office.

The Council asked if there were other ways to inform students of the fund. Mr. Yahia suggested informing them at the beginning of the semester at the club's orientation when each club's budget is being decided for the year. Mr. Woodall added that University Communications Services (UCS) was helping to tell the stories of past recipients in hopes that this would bring awareness of the fund to others.

5. REPORTS AND ITEMS OF INFORMATION

5.1 HOJO Annual Report and Financial Statement

The Chair welcomed Ms. Leanne Ashworth, Coordinator of the CSU Off-Campus Housing and Job Bank (HOJO). Ms. Ashworth proceeded to give a Power Point presentation of the HOJO Annual Report and a summary of its financial statement. Both documents had been circulated to the Council prior to the meeting.

Following the presentation, Ms. Ashworth noted that HOJO provided much more than housing and employment information to students. She said that HOJO's centrally located office led many students to visit

for information on a variety of issues. The Council agreed that the work being done at HOJO was extremely valuable for Concordia students and wished to help promote its services in their own departments if possible. Ms. Ashworth highlighted the website resources available to Concordia students: one that offered a trilingual website to inform students about housing in the city; the HOJO website itself that was part of the CSU interface; and a new classifieds website. She added that they continued to work to make the three websites more integrated. Ms. Ashworth thanked the Council for their continued support of HOJO.

5.2 CCSL Awards

The Chair reminded the Council that the CCSL Outstanding Contribution Awards were given to Concordia students, staff and faculty who have made an exceptional contribution to student life or services at the university through their involvement with students, student/university governance, student organizations, Concordia media, university services/departments and the field of teaching. He said that the Volunteer Recognition and the Engaged Scholar awards would also be given out at the CCSL Awards night, which was confirmed for April 14, 2016 at the Loyola Chapel. The deadline for nominations was February 12, 2016 at 5pm and nominations could be submitted online through the Dean of Students website. Mr. Woodall said that the sub-committee would meet for a review meeting at the end of February or early March. The sub-committee still needed two undergraduate representatives and one graduate representative. He encouraged anyone interested to contact Ms. Broad. The sub-committee members did not have to be members of CCSL.

6. NEW BUSINESS

Points of Interest

The Chair reported that the Dean of Students Office would begin meeting with current student executives to evaluate the Orientation/Frosh process and to start preparing for the transition between them and incoming executives in the spring.

Mr. Woodall said that interviews for a new Director of Campus Wellness & Support Services would be taking place in the next few weeks.

Mr. Magonet asked that Council members inform their peers and colleagues that Counselling & Psychological Services had a new triage system, with walk-in visits at the Sir George Williams campus in the mornings and the afternoons and at Loyola in the mornings. He was happy to report that their staff had increased so there were currently no waiting lists for the walk-ins or follow up appointments. Mr. Magonet reminded the Council to check the website for the extensive list of workshops that were offered.

7. NEXT MEETING

The next meeting will be held on March 4, 2016 at SGW, H-769 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

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