

Minutes from a Meeting of the Concordia Council on Student Life
Held on September 18, 2015
SGW H-769, 10am

PRESENT: Mr. Andrew Woodall (Chair), Ms. Lauren Broad (Secretary), Ms. Temi Akin-Aina, Ms. Marie-Josée Allard, Mr. Jeremy Blinkhorn, Mr. Patrick Boivin, Ms. Claudie Boujaklian, Ms. Julie Gagné, Ms. Jana Ghalayini, Mr. Daniel Houde, Ms. Sharon Hunter, Ms. Mary-Ann Jirjis, Mr. Howard Magonet, Dr. Lisa Ostiguy, Ms. Tanya Poletti, Mr. Keroles Riad, Ms. Dale Robinson, Ms. Emma Saboureau, Dr. Cameron Skinner, Ms. Lorraine Toscano, Mr. Bradley Tucker, Mr. Rami Yahia.

ABSENT WITH REGRETS: Dr. Guylaine Beaudry, Ms. Katrina Caruso, Ms. Lori-Marie Dimaria, Mr. Darren Dumoulin, Dr. Laura Mitchell, Dr. Brad Nelson, Ms. Stephanie Sarik.

ABSENT: Mr. John Talbot.

GUEST: Mr. Doug Gardhouse (replacing Ms. Stephanie Sarik).

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.

With the arrival of Mr. Riad during the Remarks from the Chair, quorum was reached. Mr. Riad moved to approve the agenda. Ms. Ghalayini seconded the motion.

The motion passed unanimously.

2. REMARKS FROM THE CHAIR

The Chair welcomed members of the Council to the first CCSL meeting of the academic year. He recognized that CCSL is the highest non-academic advisory committee at the university, making recommendations regarding the quality of student life on campus. CCSL is a parity committee, consisting of an equal number of voting students to voting faculty and staff. The Chair noted that the Council would conduct business following Robert's Rules of Order, however he was hopeful that CCSL would depend more on mutual respect in constructive and thoughtful dialogue. He encouraged all members of the Council, including non-voting members, to provide their input at meetings. Mr. Woodall asked that anyone who wished to put forth a motion to send it to the secretary of CCSL, Ms. Broad, prior to the meeting so that she may distribute it to the Council for consideration.

The Chair said that there were two positions on CCSL that were not filled: one undergraduate student representative and one student representative from Continuing Education. If a student from Continuing Education could not be found to join CCSL, the CSU would be asked to appoint another undergraduate representative to fill this position.

Mr. Woodall explained that at CCSL there would be a large focus on student life initiatives, specifically through the CCSL Special Projects Fund. For those who were unfamiliar with the fund, the Chair reported that there was \$165,000 available annually. Of this, \$20,000.00 was allocated annually to the CSU Housing and Job Bank (HoJo) and \$10,000.00 was earmarked annually for the CCSL Committee Participation Awards Program (CPAP). He recalled that there was a sub-committee who was responsible for reviewing applications requesting \$5,000.00 and less, while the Council would make decisions on projects requesting over \$5,000.00. There were unused funds from previous years that had accumulated and the Council had furthered its discussion in the previous academic year on what should be done with those funds. The Chair noted that an updated proposal had been circulated by email to Council members, with a discussion to fall under item 4.1 on the agenda.

The Chair reported that it was the intention of Student Services and Recreation & Athletics to ask for an increase in their fee this year. Student Services would have to ask students by referendum in the winter 2016 semester. Discussions with the CSU would be essential for understanding the process around the referendum and how the sector can bring awareness to the student population of the services this fee gives them access to. The Chair

added that Council members could expect to see a Student Services budget of actuals from 2014-2015 presented in the next few months that might help with the discussion on fee increases.

The Chair congratulated student leaders and their associations for a very successful Orientation. The Dean of Students Office, in partnership with other university departments and student leaders, had been working to change the culture and leadership mentality surrounding Orientation/Frosh activities to make events more safe, inclusive and fun. Despite a rise in incidents this year, the Chair was confident that this statistic was reflective of more incidents being reported to Security, rather than a rise in the actual number.

The Chair said that the CCSL meetings were open to anyone wishing to attend and welcomed speakers and presenters for issues relating to student life at the university. Mr. Woodall invited the Council members to introduce themselves.

3. APPROVAL OF THE MINUTES FROM THE MEETING OF MAY 1, 2015

Mr. Riad moved to approve the minutes from the meeting of May 1, 2015 and Dr. Skinner seconded the motion.

The motion passed unanimously.

4. BUSINESS ARISING FROM THE MINUTES OF MAY 1, 2015

4.1 CCSL Special Projects Unused Funds

The Chair said that a draft proposal had been circulated by email prior to the meetings for review. He recalled that the unused funds from the CCSL Special Projects Fund had accumulated over the past several years, to an amount of \$123,456.44, including the unused funds from 2014-2015. The sub-committee had proposed a competition, in order to inspire projects that would have a significant impact on student life at Concordia. Mr. Woodall added that \$2,000.00 of the unused funds would be earmarked for marketing and promotion. The hope would be to launch a call for applications in the fall 2015 semester, with a deadline in the winter 2016 semester. He also pointed out that if the Council were to decide that no applications met their expectations, then the funds would not be dispersed, but would simply continue to be held in trust, possibly for another competition the following year.

A discussion ensued on the draft proposal. The question was raised as to whether or not the Council could expect to have this funding available each year, and the Chair replied that there was no way to be sure. The unused funds resulted from many factors, including several years of some approved projects not claiming the full amount allocated to them, cancelled projects, or the funds not being entirely allocated. There would be no way to anticipate this amount on a yearly basis. Therefore the Council could not know whether or not this competition could be maintained annually, or only occur every few years after unused funds had accumulated again. Mr. Woodall reported that last year, there was an 82% approval rate for projects, therefore a restrictive list of criteria for projects did not appear to be the reason why there were funds remaining at the end of each year. The Chair said that the sub-committee could review the criteria at a separate meeting to determine if they needed to be updated.

The Council agreed on the following points to be added to the draft proposal:

- The priorities of the projects must be aligned with one or more of the university's nine strategic directions.
- The Council will partner with Advancement and Alumni Relations to attempt to establish a donor base willing to financially support this competition annually.
- The project applicant(s) must demonstrate and explain the need to contract an external company for services.

The Chair stated that he would update the proposal to include these three points and he hoped to have a more concrete plan for marketing and promotion of the competition to present at the next Council meeting.

5. REPORTS AND ITEMS OF INFORMATION

5.1 CCSL Sub-Committees

CCSL Special Projects

As Chair of the sub-committee, Mr. 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 Off-Campus Housing and Job Bank (HoJo) that is run by the CSU 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 several governing bodies at the university.

Applications for Special Projects funding were divided into two groups: those requesting \$5,000 and less that would be approved or declined by the sub-committee; and those requesting over \$5,000 that would be decided upon by the entire Council at a CCSL meeting, following a brief presentation by the applicants.

The Chair said that there was one full-day meeting per semester for which the sub-committee would commit to reading all applications online. The sub-committee membership included: the Dean of Students as the Chair; the Assistant to the Dean of Students as Secretary and voting member; four undergraduate students; two graduate students; one student from the School of Extended Learning; one faculty member (not necessarily from CCSL); and one Student Services staff member (not necessarily from CCSL). Anyone from the Council interested in joining the sub-committee was asked to notify Ms. Broad. Mr. Riad and Ms. Caruso agreed to be on the sub-committee.

The fall deadline for applications was October 9, 2015 at 5pm and would be followed by the review meeting for the sub-committee on either October 21st or 23rd, 2015 from 10am-5pm, to be confirmed. The Chair encouraged all Council members to spread the word about the fund.

CCSL Awards

Mr. Woodall said that this sub-committee was responsible for determining who would receive the CCSL Outstanding Contribution Awards in April 2016. The award recognizes Concordia students, staff and faculty who have gone above and beyond their regular role at the university, making an exceptional contribution to student life or services. The call for nominations would begin in the fall semester in order to get people thinking about it early in the year. The sub-committee would be chaired by Mr. Boivin and membership included: 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 Ms. Broad. Ms. Robinson agreed to be on the sub-committee.

CSU Housing & Job Bank (HoJo)

The Chair reported that the HoJo sub-committee had not been very active in the past academic year, partly in response to Ms. St-Laurent no longer sitting on CCSL and letting go of her role as Chair of the sub-committee. He recalled that HoJo received an annual contribution of \$20,000.00 from the CCSL Special Projects Fund therefore it remained important for HoJo to report how the funding was being allocated and to present an annual financial report to the Council. He questioned whether or not HoJo required additional support from the Council in terms of a sub-committee.

Ms. Robinson put forth the following motion, seconded by Ms. Ghalayini:

Given that the CSU Housing & Job Bank (HoJo) sub-committee was inactive for a portion of the 2014-2015 academic year; and

Given that the HoJo sub-committee provided informal support to the HoJo coordinator in helping to prepare for the presentation of their annual report and year-end budget statement; and

Given that HoJo continues to receive an annual contribution of \$20,000.00 from the CCSL Special Projects Fund;

Be it resolved that the CSU Housing and Job Bank (HoJo) sub-committee be dissolved, with the Council remaining available for informal support, as provided in previous years, when requested. HoJo will continue to submit and present their annual report and year-end budget statement at one of the scheduled Council meetings, to be confirmed each academic year.

The motion passed unanimously.

The Chair noted that he would inform the HoJo Coordinator of the dissolution of the sub-committee and would explain to her that the Council would provide support in the same manner as before, when requested.

5.2 Committee Participation Awards Program: Update on 2014-2015 Recipients

The Chair explained that the Committee Participation Awards Program (CPAP) was a financial award that was dispersed 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. There were 40 students who received the financial award for the 2014-2015 academic year, with just over \$14,500 being disbursed. The Chair reminded the Council that \$10,000 was earmarked annually from the CCSL Special Projects Fund to support the CPAP. Ms. Broad had sent out information on the CPAP to all umbrella associations and their presidents, as well as the secretaries of the governing bodies, at the beginning of September so that the information would be distributed to all appointed students. The Chair reminded the student representatives that eligibility depended heavily on attendance, he encouraged them to read the Eligibility Requirements that had been circulated to them and to contact Ms. Broad if they had any questions.

6. NEW BUSINESS

6.1 Motion to Remove the Position of Director of Advocacy & Support Services from CCSL

The Chair referred to the motion that had been circulated to the Council by email prior to the meeting for review. He explained that with the restructuring of the Student Services sector, there had been many changes in the membership of CCSL. A document was given to the Council members of the proposed CCSL membership for 2015-2016, an attempt to demonstrate how the motion at hand would restore parity on the Council. Mr. Woodall added that the membership would have to be revised again in the foreseeable future, as the positions of Director of Counselling & Development and the Director of Health Services would merge into one newly titled position. At that time, the Council would have to discuss the options of either adding another administrative position or eliminating a student representative position on CCSL, all in the name of maintaining parity.

Dr. Skinner proposed the following motion, seconded by Mr. Blinkhorn:

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

Given that the department of Advocacy and Support Services has been dissolved and its constituent parts subsumed under other departments; and

Given that the position of Director of the Student Success Centre was added as a new, permanent, voting member of CCSL in 2014-2015;

Be it resolved that in order to maintain parity on CCSL, the position of Director of Advocacy and Support Services be removed from CCSL as permanent, voting member.

For: 10

Against: 0

Abstentions: 1

The motion passed.

6.2. CCSL Representative for the Undergraduate Scholarship & Awards Committee

The Chair welcomed Mr. Doug Gardhouse from the Financial Aid & Awards Office (FAAO), and asked that he speak to the CCSL representation on the Undergraduate Scholarship & Awards Committee (USAC). Mr. Gardhouse explained that the USAC would be responsible for decisions on hundreds of applications for scholarships and awards, some of which would be based on GPA, and some of which would be more subjective, based on detailed applications. He admitted that the time commitment for this committee was heavy, but would also be very rewarding. This year, the USAC was changing their data collecting techniques, and the committee would also be responsible for reviewing the current policy for distributing awards and scholarships at the undergraduate level.

Mr. Riad asked how much control the committee would have over policy changes, and Mr. Gardhouse replied that they would still have to respect the donor wishes, however there could be flexibility in some cases. Mr. Riad expressed his interest in participating on the USAC. The Chair asked that anyone interested contact Ms. Broad and she would forward on the information to Mr. Gardhouse.

6.3 Points of Interest

The Chair noted that the Volunteer Fair would be on October 1, 2015 in the EV lobby. Organized by the LIVE Centre, the fair would host mainly external, but also some internal organizations involved with volunteering. Mr. Woodall also pointed out that the deadline to apply to the Alternative Spring Break Program (ASB) was October 15, 2015 and that applications were available online through the Dean of Students website. He added that ASB was looking for student participants, student leaders and staff/faculty leaders as well. ASB was scheduled to have trips to New Orleans, the Laurentians and a group volunteering locally in Montreal.

Mr. Woodall reminded the Council that the Shuffle would be happening later that day, starting at 1pm at the Grey Nuns building. The annual walk between the two university campuses raised money for student scholarships and bursaries, and he encouraged students, staff and faculty to participate.

Mr. Boivin said that the Shrine Bowl was taking place the following day at the Loyola Campus, to raise money for the new Shriners hospital. He anticipated a good turnout for the great cause.

Ms. Hunter reported that University Communications Services (UCS) would be highlighting many different projects and aspects of Student Services throughout the year, such as the Volunteer Fair, ASB, CCSL Special Projects and student bursaries/scholarships. She asked that Council members talk about interesting projects or events that UCS could help promote.

Ms. Robinson informed the Council that October 15, 2015 was the Mental Health Awareness Fair from 10am-3pm in the EV atrium. She said there would be free assessments of PTSD, anxiety, and other mental health issues. Ms. Robinson encouraged CCSL to let students know about the fair, especially those who may benefit from its services.

Ms. Jirjis announced that there had been some confusion for students between due dates and deadlines for payments to Student Accounts. She clarified that the due date for payment was the beginning of September, and the deadline is September 30, 2015. Ms. Jirjis noted that everyone was still adapting to the new Student Information System (SIS), and she thanked students for their patience.

Ms. Akin-Aina said that Homecoming would be starting on September 24, 2015, with alumni returning for reunions with their faculties and departments, the President's Dinner, a Stinger's football game, and many great lecture opportunities as well. She encouraged people to come out and register.

Mr. Yahia reported that his group would be bringing in Mr. Robert Fisk on September 26, 2015 at the St-James the Apostle Church on Bishop Street. Tickets were on sale for the event.

The Chair reminded the Council of the upcoming federal election, and added that Elections Canada had made efforts to make voting on campus easier for students, staff and faculty. Mr. Woodall said that information would be made available to the university community on how to vote on campus.

7. NEXT MEETING

The next meeting will be held on October 30, 2015 at Loyola, AD-308 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

Mr. Riad motioned to terminate the meeting. Dr. Skinner seconded the motion.

The motion passed unanimously.