

**Minutes from a Meeting of the Concordia Council on Student Life
Held on September 19, 2014
SGW H-769, 10am**

PRESENT: Mr. Andrew Woodall (Chair), Ms. Lauren Broad (Secretary), Ms. Gemma Acco, Ms. Anna Barrafato, Ms. Kate Soad Bellini, Mr. Patrick Boivin, Ms. Claudie Boujaklian, Mr. Charles Bourassa, Mr. Ian Campbell, Mr. Daniel Houde, Ms. Kenza Iraki, Mr. Howard Magonet, Dr. Lisa Ostiguy, Ms. Tanya Polleti, Ms. Dale Robinson, Ms. Stephanie Sarik, Dr. Cameron Skinner, Ms. Brigitte St-Laurent, Mr. David Thirlwall, Ms. Lorraine Toscano, Mr. Bradley Tucker, Mr. James Tyler Vaccaro.

ABSENT WITH REGRETS: Ms. Marie-Josée Allard, Ms. Katrina Caruso, Mr. Darren Dumoulin, Ms. Leisha LeCouvie, Dr. Brad Nelson, Mr. Rohit Patil.

ABSENT: Ms. Sharon Hunter, Ms. Mary-Ann Jirjis.

1. APPROVAL OF AGENDA

The Chair called the meeting to order. Ms. St-Laurent moved to approve the agenda. Ms. Toscano seconded the motion.

The motion passed unanimously.

2. REMARKS FROM THE CHAIR

The Chair welcomed members of the Council to the 2014-2015 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. Mr. Woodall was confident that the Council would bring about enriching and respectful discussion to further the student experience at Concordia.

The Chair acknowledged that there were a few positions on CCSL that were not filled: the Director of Health Services; 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.

The Chair noted that although the Council would conduct business based on Robert's Rules of Order, he was hopeful that CCSL would find consensus through 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 proper consideration.

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. Seeing that there were unused funds from previous years that had accumulated, the Council had begun a discussion in the previous academic year on what should be done with those funds. The Chair noted that the discussion would continue this year.

Another focus of the Council would be the budget for 2015-2018. Student Services operates on a three-year budget, and in the past it had always been approved at CCSL. This year would differ in that Student Services was looking at asking for an increase in its fee. As such, Student Services would have to ask students directly via referendum in March-April 2015. The Chair said that the budget planning was still in its early stages and that CCSL would play an integral part in discussions regarding communication to students and the development of a rationale for the fee increase. Mr. Woodall added that the budget might have to be presented as early as November in order to be ready for a March 2015 referendum. The Chair noted that there had not been an increase in the fee in at least six years, despite salary increases, improvement in services and implementation of new services. The Chair was confident that CCSL was an excellent forum for productive discussions.

The Chair congratulated the student leaders and their associations for a very successful orientation. There had been an increase in participation, however no incidents were reported to Security. The CSU, the Dean of

Students Office and Government Relations had worked together with the City of Montreal to close Mackay for two days, which allowed for great interaction with and between students. The success of orientation showcased the high level of student leadership at the university.

Mr. Woodall highlighted a few recent events at the university, including the one-year anniversary of the Sexual Assault Resource Centre, a revamped Discover Concordia and the opening of the new Grey Nuns library spaces.

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. He mentioned the possibility of creating a steering committee to ensure that CCSL was moving towards its goals and managing time well. A motion would have to be put forth at a later date to establish this. Mr. Woodall invited the Council members to introduce themselves.

3. APPROVAL OF THE MINUTES

3.1 Approval of the Minutes from the Meeting of March 7, 2014

Ms. St-Laurent pointed out a spacing correction to be made to page 6 of the minutes.

Mr. Boivin moved to approve the amended minutes from the meeting of March 7, 2014 and Ms. St-Laurent seconded the motion.

The motion passed unanimously.

3.2 Approval of the Minutes from the Meeting of March 18, 2014

Ms. Toscano said that she had been noted as both present and absent with regrets. She was present at the meeting. Ms. St-Laurent pointed out several typos on page 1 and page 5 of the minutes.

Dr. Skinner moved to approve the amended minutes from the meeting of March 18, 2014 and Ms. Acco seconded the motion.

The motion passed unanimously.

3.3 Approval of the Minutes from the Meeting of May 2, 2014

The Chair remarked that there was an error under Item 5.2 of the minutes for the total amount of unused CCSL Special Project funds remaining from previous years. The Dean of Students Office would provide an accurate number to the Council, including unused funds from 2013-2014, at the next CCSL meeting. The approval of the minutes from the meeting of May 2, 2014 would be tabled until the October 24, 2014 CCSL meeting.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Business Arising from the Minutes of March 7, 2014

There was no business arising from the minutes.

4.2 Business Arising from the Minutes of March 18, 2014

There was no business arising from the minutes.

4.3 Business Arising from the Minutes of May 2, 2014

There was no business arising from the minutes.

5. REPORTS AND ITEMS OF INFORMATION

5.1 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 a select number of 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 once per semester, the sub-committee would commit to reading all applications online prior to a full-day review meeting. The sub-committee membership includes: the Dean of Students as the Chair; the Assistant to the Dean of Students as Secretary and a voting member; four undergraduate students; two graduate students; and one from the School of Extended Learning. Mr. Woodall pointed out that Item 6.2 on the agenda would address the membership for this sub-committee. Anyone from the Council interested in joining the sub-committee was asked to notify Ms. Broad. Ms. Bellini volunteered to be on the sub-committee.

The fall deadline for applications is October 10, 2014 at 5pm, followed by the review meeting for the sub-committee on October 22, 2014 from 10am-5pm. 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 early April. 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 Ms. St-Laurent and is in need of the following representatives: 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 offered to be the Student Services staff member representative.

HoJo

As Chair of the sub-committee, Ms. St-Laurent reported that she was very happy to be working with the Off-Campus Housing & Job Bank (HoJo), and that there continued to be great collaboration between HoJo and the university, and the International Students Office (ISO) in particular. This year, the ISO Orientation included HoJo and it proved to be very successful. Ms. St-Laurent stated that three research interns had been hired to work on projects that investigated housing trends relating to international students, students living downtown and understanding how students choose where they live. The HoJo Coordinator, Ms. Leanne Ashworth, had informed Ms. St-Laurent that the statistics from the first four months of this year had already surpassed those of the entire 2013-2014 year. HoJo had also made significant progress in translating many of their materials into Mandarin. Ms. Ashworth would be invited to present the annual HoJo report and financial statement to the Council sometime in the fall semester. Ms. St-Laurent reminded CCSL that HoJo would receive an annual amount of \$20,000 from the CCSL Special Projects Fund to support their endeavours. The sub-committee needed one representative from the CSU and one representative from CCSL. The sub-committee had always met regularly yet quite informally, with no formal agenda. Ms. Bellini expressed her interest in joining the sub-committee.

5.2 Discussion on the Dispersal of Remaining CCSL Special Projects Funds From Previous Years

The Chair reminded the Council members that a discussion on the dispersal of remaining CCSL Special Projects funds from previous years had started at the end of the 2013-2014 academic year. Funds from previous years had accumulated because some projects end up cancelled or do not claim all or any of their approved funding. Mr. Woodall suggested that the CCSL Special Projects sub-committee review the ideas brought out from past discussions and then develop concrete recommendations for the Council to consider. The Council was in agreement.

5.3 Committee Participation Awards Program: Update on 2013-2014 Recipients

The Chair explained that the Committee Participation Awards Program (CPAP) is a financial award that is dispersed to eligible students for their participation in student governance on CCSL, the faculty/school councils, the Senate or the Board of Governors. The award is calculated based on the Québec resident tuition rate of the year of participation. There were 34 eligible students for the 2013-2014 academic year, with over \$12,000 being dispersed for the financial awards. 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 end of August so that the information would be distributed to all student participants.

6. NEW BUSINESS

6.1 Motion to Add the Associate Vice-President Registrarial Services as a Permanent Observer on CCSL (Memo A)

The Chair referred to Memo A that had been sent to the Council prior to the meeting for review. He explained that adding the Associate Vice-President of Registrarial Services as a permanent observer on CCSL had been discussed at the last meeting of the previous year, however no vote could be taken, as there was no quorum. The Council expressed support for the motion.

Mr. Magonet moved to approve the following motion, seconded by Ms. Barrafato:

Given that the Associate Vice-President Registrarial Services is a new position which has oversight of the Financial Aid and Awards Office, the Office of the Registrar, and Admissions and Enrollment Services; and

Given that all the above mentioned functions are essential to student life at Concordia;

Be it resolved that the Associate Vice-President, Registrarial Services be added to CCSL as a new non-voting permanent observer.

The motion passed unanimously.

6.2 Motion to Change the Membership of the Special Projects Fund Sub-Committee of CCSL (Memo B)

The Chair referred to Memo B that had been sent to the Council prior to the meeting for review. Mr. Woodall clarified that there were three parts to the motion, and suggested that each part be voted on separately.

Given that the CCSL Special Projects Sub-Committee membership currently includes: one Student Services Director, four Undergraduate students, two Graduate students, one student from the School of Extended Learning (SEL), and the Assistant to the Dean of Students; and

Given that CCSL is a parity committee; and

Given that the School of Extended Learning no longer exists; and

Given that the position reserved for a student from Continuing Education on CCSL is offered to an additional undergraduate student should no one from the former be found;

Mr. Vaccaro moved to approve the following motion, seconded by Ms. Acco:

Be it resolved that the position allocated to a student representative from SEL be allocated to a student in Continuing Education and, should no interest be demonstrated, that the position be given to an additional Undergraduate student.

The motion passed unanimously.

Ms. Bellini moved to approved the following motion, seconded by Ms. St-Laurent:

Be it resolved that one new voting position be added for a Faculty appointment (not necessarily a member of CCSL).

The motion passed unanimously.

Ms. St-Laurent moved to approved the following motion, seconded by Ms. Bellini:

Be it resolved that one new voting position be added for a Student Services staff member (not necessarily a member of CCSL).

The motion passed unanimously.

6.3 Motion to Update the Eligibility Requirements of the Committee Participation Awards Program (Memo C)

The Chair referred to Memo C that had been sent to the Council prior to the meeting for review. Mr. Woodall pointed out that there were two stipulations added to the Committee Participation Awards Program Eligibility Requirements. The Eligibility Requirements had also been distributed to the Council for reference via email prior to the meeting.

Ms. Bellini moved to approve the following motion, seconded by Ms. Barrafato:

Given that student participation in university governance is promoted and encouraged by CCSL; and

Given that a student's participation may end during the academic year for unforeseen reasons; and

Given that students appointed mid-way through the academic year to a major university committee should not be penalized for missing meetings prior to their appointment;

Be it resolved that the CCSL Committee Participation Awards Program Eligibility Requirements be updated to include the following points:

- *Students who are appointed to the governing body late in the semester will not be penalized for missing meetings for this reason. The amount of their financial award will be pro-rated to the number of meetings for which they were an active representative on the committee.*
- *A student who resigns from the committee before fulfilling their term, for any reason, will automatically forfeit the financial award.*

For: 12

Against: 0

Abstentions: 1

The motion passed.

6.4 Points of Interest

Ms. Ostiguy reminded the Council that the 25th annual Shuffle would be taking place that afternoon. She noted that members of the Concordia community would walk between the Sir George Williams and Loyola campuses, raising funds for student scholarships and bursaries. Ms. Ostiguy added that student participation had been quite low in past years and she encouraged everyone to take part.

Mr. Woodall noted several upcoming important dates coming out of the Dean of Students Office. The Volunteer Fair would take place in the LB Atrium on October 2, 2014. The fair would host many off-campus and some on-campus organizations, offering volunteer opportunities and information. The Chair informed the Council that the deadline for applications for the CCSL Special Projects Fund was Friday, October 10, 2014 at 5pm. All

applications would be received online through the Dean of Students website. He noted that the breadth and depth of projects would be considered when deciding which would receive funding. The deadline for applications to participate in the Alternative Spring Break (ASB) program was October 15, 2014. He asked that Council members spread the word and added that they were still looking for staff leaders to join the program.

Ms. Ostiguy said that the Stingers football team would host Sherbrooke that night at 7pm. Mr. Boivin said they were expecting about 3,000 people to attend the Friday Night Lights game and that it was also Homecoming weekend. Mr. Boivin added that the men's basketball team would be joining forces with the McGill Redmen that weekend in the annual "Pop vs. Jock" basketball charity game. The opposing team would include members of Arcade Fire and all proceeds would go to DJ Sports Club, a Montreal based organization that benefits children.

Ms. Bellini said that September 26, 2014 was club orientation, where student executives would be receiving training for next year from the Dean of Students Office, Sustainability Concordia, Hospitality and Security.

Mr. Bourassa announced that as part of their week on surveillance, the CSU were welcoming Mr. Glenn Greenwald, the journalist who leaked the Snowden documents in 2013. Mr. Greenwald would be speaking to the Concordia community in H-110 on October 24, 2014 and all proceeds would go to the Freedom of Press Foundation.

Ms. Robinson reported that Counselling & Development would be hosting the Mental Health Awareness Fair on October 8, 2014 from 10am-3pm in the EV Atrium. She explained that students would be able to complete a brief depression and anxiety screening and then receive feedback from one of the trained counsellors.

Mr. Magonet noted that Counselling & Development also had Résumé Writing workshops on Tuesday and Friday the following week in H-440. He also wished everyone a Happy Jewish New Year for the following week.

7. NEXT MEETING

The next meeting will be held on October 24, 2014 at Loyola, AD-210 at 10am. The next meeting has been extended until 1:30pm to allow time for presentations for the Special Project requests of over \$5,000.

8. TERMINATION OF MEETING

Mr. Vaccaro motioned to terminate the meeting. Ms. Acco seconded the motion.

The motion passed unanimously.