

## **Council on Student Services**

November 28<sup>th</sup>, 2011

5:00 – 7:00 pm

214 College Street – Room 313

### **Minutes of the meeting**

The Council on Student Services (COSS) met on Monday, November 28th at 5:00 pm in Room 313, Koffler Student Services Centre, with the following present:

**Voting members:** Abdalla Al-Baalawy, Evonne Chen, Ken Duncliffe, Lucy Fromowitz, Clara Ho, Bruce Kidd, Barbara McCann, Jeff Peters, Desmond Pouyat, Munib Sajjad, Danielle Sandhu, Corey Scott, Shaun Shepherd, Bob Spencer, Daniel Vandervoort

**Non-voting members:** Catherine Drea, Paul Handley, Rita O'Brien, Jim Webster

**Chair:** Justin Goldenthal (non-voting)

**Recording Secretary:** Diana Scattolon

**Guest:** Calvin McLean (Assistant to Jeff Peters)

#### **1) Approval of the agenda**

Motion by Goldenthal. Seconded by Sandhu. Motion carried.

#### **2) Chair's Welcome and Introductions**

Goldenthal welcomed the members to the 2011-12 COSS. Each member was introduced to the group.

#### **3) Orientation to the COSS Process**

Fromowitz outlined the general rules of COSS.

- COSS is a body of University Affairs Board. (The UAB is a body of the Board of Governors.)
- It is made up of 17 voting individuals plus the Chair. This includes the following representatives: 2 from APUS, 2 from GSU, 4 from UTSU, 1 from CSS, 1 from QSS. Jim Delaney is the president designate.
- Non-voting members: Paul Handley, Jim Webster, Rita O'Brien, Catherine Drea and Diana Scattolon
- The Chair is an impartial, non-voting party who does not take part in discussions or debates, maintains order in the meetings and ensures the distribution of agendas and minutes in due order.

- The Secretary provides administrative support to the Chair.
- The Recording Secretary records the minutes of meetings and ensures they are distributed in advance of the next meeting.
- Bourinot's rules of order are followed.
- Rules regarding agenda items:
  - a) Prior to a meeting: Agenda item requests are made via the secretary and recording secretary. A draft agenda is drawn up for the approval of the Chair
  - b) During a meeting: Additional agenda items are requested during the "Approval of the Agenda" item and, if approved, are added to the "Other Business" item.
  - c) Items that require extensive supporting documents, not supplied in advance, may be deferred to a future meeting.
- To obtain quorum, 11 members must be present, with a minimum 6 students. Although a meeting can proceed without quorum, a vote cannot be held.
- Proxy voting is not permitted. Persons attending in the place of an absent member may not vote and may be recognized to speak at the discretion of the chair.
- The Chair may limit on the amount of time or number of times a member may speak to an item.
- Amendments to a motion: Friendly amendments can be incorporated into a motion, with a mover and a seconder. Amendments may not change the original purpose of the motion.
- COSS meetings are open to the university community and the schedule of meetings is posted on the Student Life website.
- Guests can be called upon to contribute information or expertise as requested by a COSS member
- At end of the COSS cycle, there is a vote on the proposed fees for the next academic year.
- The fees must go forward to UAB for final approval. If the fees are accepted at the COSS table, they are accepted at the UAB board. If not accepted at this table, there is a calculation whereby the student services can ask for a partly permanent and a partly temporary increase.
- In addition, the chair will submit an overview of the meetings and include his views on the outcome of the vote.

Sandhu stated that, from the students' perspective, COSS is an important body and one of the only ones where students have the majority. There is a lot opportunity for input on how to improve the student experience throughout the meeting cycle. She encouraged members to bring up topics for discussion.

#### **4) Introductory remarks from Warden, Hart House (Bruce Kidd)**

Kidd remarked that Hart House is U of T's co-curricular college offering less formal, more experiential learning. It serves all of U of T's students.

He welcomed Danielle's comment on using COSS as forum to do better and stated that he is open to suggestions.

O'Brien stated that Hart House has balanced its budget at the cost of its \$600,000 maintenance reserve. If the Board of Stewards rejects the proposed budget, HH will have a \$600,000 deficit. Some measures include:

- HH is starting a fundraising campaign to increase its donor base and has hired a senior development officer.
- There is a new marketing initiative, focusing on expanding revenue streams such as senior members' registered classes and events catering (with weddings as the biggest fund raiser bringing in 25% of total revenue.)
- HH is pursuing heritage sustainability loans through Ontario Power Authority to upgrade its energy cycle.
- HH is also considering adding a heritage surcharge to ticketed and catered events.

O'Brien concluded that it has been an extremely challenging year with major expenses being salaries, building maintenance and utilities.

Spencer asked if the Hart House occupancy agreement requires the university to maintain the framework of the building.

Kidd replied that the occupancy agreement is a 90 year old letter of conveyance. There isn't a contractual obligation.

Spencer expressed concern that HH may not be able to provide the level of service to the students while maintaining the capital reserve fund. He believes that it should be the responsibility of the Governing Council, as the landlord, to take responsibility for the safety and maintenance of the building. Governing Council has shifted the responsibility of building maintenance on to the student services.

Kidd responded that, from his experience, he believes that the \$600,000/year reserve is not enough. He believes \$2-3million/year, adjusted each year for inflation, in perpetuity, is needed for adequate maintenance.

He noted that that at U of T, HH and all across the public sector, administrators have opted to not contribute sufficient funds to building reserves

Kidd stated that HH is determined to find other strategies

Kidd concluded that there are many colleagues with expertise across the campus who are contributing to the solution.

Fromowitz added that Hart House is 50% student funded and 50% self-generated revenue and so it reports to both COSS and Service Ancillaries Review Group (SARG).

She noted that the university as a whole has millions of dollars of deferred maintenance and so the matter is not limited to Hart House.

### **5) Introductory remarks from Assistant Vice-President, Student Life (Lucy Fromowitz)**

Fromowitz explained that she is representing the 14 departments that make up Student Life, plus 3 others:

1. Family Care Office
2. Early Learning Centre
3. Sexual and Gender Diversity Office

These three offices report to the VP, Human Resources and Equity, however 50% of their mandate is to support students and so they are invited to SL meetings and are included in SL communications materials.

COSS is one of the few tri-campus committees and so it is very important. She encouraged the UTM and UTSC representatives to ask questions about St. George campus issues.

She stated that she continues to visit the other campuses to provide other opportunities, beyond the COSS table, for the three to share changes and directions and answer any questions regarding services and fees, as time at COSS is limited.

Fromowitz noted that a challenge for student leaders is that they often serve a one year term while working towards initiatives that may take a number of years to be implemented. They may not see immediate results during their terms but administrators are listening.

An example of this is the co-curricular record that was discussed a few years ago with UTSU at COSS. Work is now beginning on this initiative.

Lucy explained that the SL budget consists of 83% staff costs and 9% space costs, leaving 9% that is not fixed.

Fromowitz stated that after the budgets have been presented to the student union groups, SL would welcome the opportunity to be on hand for the presentations to the larger student groups to answer any questions they may have.

### **6) Discussion of remote meeting participation**

If any voting member would like to attend from a remote location, please advise the Secretary at least a day in advance. Audio and/or video access can be provided. Remote access is equivalent to present, as per the protocol determined at COSS 2010-11.

## **7) Scheduling of meetings for 2011-12 COSS Cycle**

Documentation to the UAB must be submitted January 25<sup>th</sup>.

A tentative schedule was outlined, with Mondays being the most likely day of the week for most to attend. Week of:

1. Jan. 9: Student Presentations to COSS
2. Jan. 16: Hart House Presentation
3. Jan. 23: FPEH Presentation
4. Feb 6: SL Presentation
5. Feb. 27: Vote

The following considerations were made:

Sandhu suggested that it would be useful for the student groups to present to COSS in advance of the budget presentations by the services.

Sandhu stated that Feb 1<sup>st</sup> is a planned national day of action for students and so it would be difficult to meet week of January 30<sup>th</sup>.

Students will present to their constituencies the week of Feb 13<sup>th</sup>.

The week of Feb. 20<sup>th</sup> is Reading Week.

## **8) Scheduling student member briefing meeting (Robert Spencer)**

This item was addressed in item 7, where Sandhu requested that students present to COSS early in the cycle, before the budget presentations.

## **9) Other business**

Sajjad addressed the following 2 items:

- a) QSS is putting forward a motion at the next meeting for COSS to endorse the affiliation of the Mississauga Academy of Medicine undergraduate students. (These students are registered as Faculty of Medicine students at the St. George Campus but attend classes at UTM.)
- b) It was decided at a QSS meeting last year that a portion of the student services fees earmarked for the International Centre would be redirected to QSS. This occurred without a formal resolution or vote at COSS. There

was no opportunity to discuss the possible allocation of these funds to support the International Centre directly.

Sajjad asked why this occurred and how it could be rectified.

Fromowitz explained that, traditionally, approximately \$50,000 attribution is transferred to Student Life from UTM for services provided to all international students. UTM wished to build its own local staff to serve international students so, SL returned last year's attribution to UTM.

Fromowitz replied that she had not brought this forward to COSS since this is a QSS fee. St. George provides the "services" but the fee is approved and collected through QSS protocols.

Fromowitz stated that the International Student Exchange Office is centrally funded, but the International Student Centre services are student funded (i.e. by COSS funds). Each of those fees is addressed through local protocols.

She noted that, last year, each campus was given some additional funds to allocate as they wished. At St. George, three international student advisors were hired.

Sajjad stated that QSS would like to have a formal process in place for decisions regarding the allocation of student fees.

## **10) Adjournment**

Motion by Sajjad. Seconded by Shepherd. Meeting adjourned.