The first meeting of the Committee on Student Services (CSS) for the 2014-15 academic year was called to order at 9:05 a.m.

1. **Introductions**

2. **Approval of Agenda**
   The Agenda was approved as circulated.

3. **Approval of Minutes – 7 April 2014**
   The Minutes were approved as circulated with the addition of Karen Butler made to the list of attendees.
   a) Membership updated:
      It was agreed at the April 7 meeting to move the Deputy Provost (Student Life and Learning) as a resource committee member with voice, but no vote on the Terms of Reference. The update will be sent to Senate for approval.

4. **New Business**
   a) 2014-15 Student Co-Chair
      It was noted that the student members would meet prior to the next meeting and select a student co-chair.

   b) 2013-14 Committee on Student Services Report to Senate
      Members agreed that the 2014-15 Report to Senate should be more detailed and written by the Co-Chairs and the Executive Director, Services for Students (EDSS). It was also suggested to share the Report, along with the link to the Student Services Briefing Book (http://www.mcgill.ca/studentservices/about/briefing-book), to the Board of Governors to highlight the Services.

      Clarification was requested regarding the Mental Health Services usage statistics of students who live on campus. Better data collection was suggested.

   c) 2013-14 Advisory Board Reports
      Members were referred to the documents.

      J. Luker noted that First Peoples’ House (FPH) and the Office for Students with Disabilities were members of the Joint Board-Senate Committee on Equity therefore do not have an Advisory Board. The following reports were submitted for review: Career Planning Service (CaPS), Counselling Service, Health Services, International Student Services (ISS), Mental Health Service, Office of Religious and Spiritual Life (MORSL), Scholarships and Student Aid (SSAO).

      Ian Simmie mentioned that Campus Life & Engagement would provide a document detailing how the unit seeks input and feedback from students on its various programs and services. CL&E will provide the document for discussion at the next CSS meeting.
d) 2014-15 Goals and Objectives
Members were referred to the documents.

J. Luker reminded members that CSS does not set the Goals and Objectives; the documents are submitted as an advisory to the Committee. The Objectives, which are aligned with the Strategic Plan and with recommendations from the Advisory Boards, will be posted online once reviewed by the Committee.

It was noted that since the Director for Mental Health Services has not been appointed, the Goals and Objectives have not been completed. Jana will work with the Director once appointed.

With regards to Career Planning Service, it was suggested that Post Docs. be reflected in goals.

Vera confirmed that most of the Counselling Goals and Objectives were in response to the Mental Health Working Group as well as Joint Board-Senate.

Committee members expressed dissatisfaction with regards to the Health Services Objectives. J. Luker explained that with the recommendations from the peer review completed in the summer, prioritization and implementation of the recommendations will occur throughout the year with the assistance of an external consultant.

With regards to International Student Services, it was requested to have an update on the progress regarding the cultural competencies from last year’s Objectives that have not been carried forward to this year. RFP insurance moved to Provider and then to Broker. It is now in process; to be included in the report. It should be reflected in the Goals and Objectives so that students can follow-up.

Student Engagement and Assessment, Campus Life and Engagement (CLE), and Office for Students with Disabilities (OSD) carried forward to November meeting.

5. Business Arising
   a) Summer Fee Structure
In 2013-14, J. Luker questioned the fairness of the current practice of allowing students registered only in the winter semester to have access to Student Services in the summer without additional fees, given that students registered only in the fall semester do not have the same access.

As a result, W. Cross chaired a CSS sub-committee to discuss the issues and recommendations were brought back to CSS for discussion. Some potential suggestions discussed were: implementation of a summer session fee to open the services up to all students during the summer, simplify the fee structure to one standard fee for all students; and allow students the choice to opt-in or opt-out of the Student Service fee but this would have tax implications that would impact all students. CSS members suggested that further consultation was required.

The new Finance Manager (expected to be hired mid-October) will be asked to continue discussions with the sub-committee.
b) **Innovation Fund**

In 2013-14 a sub-committee was created and an application process for the innovation fund was drafted and shared with CSS members. I. Simmie explained there was a two-streamed approach depending on if the request was under 5K or over 5K. Projects requiring less than 5K would be fast-tracked, but projects requiring over 5K would need to go through a fuller discussion and approval by the Committee on Student Services. Large projects would require the approval of the Deputy Provost (Student Life and Learning).

Elizabeth Cawley and Erin Sobat volunteered to sit on sub-committee for further discussion. I. Simmie will present at next CSS meeting.

6. **Executive Director's Report**

J. Luker noted the following:

The Mental Health Working Group had submitted their report with recommendations over the summer. The Executive Summary has been posted on the Student Services website, [http://www.mcgill.ca/studentservices/about/mental-health-working-group](http://www.mcgill.ca/studentservices/about/mental-health-working-group).

A peer review of Mental Health Service is being planned for early 2015.

Re-location of the Shag Shop is still being reviewed due to First Peoples House renovations.

Three positions within Student Services will no longer receive MEREST funding; these positions will be moved to permanent funding as per previous approval by CSS.

7. **Other Business**

The meeting adjourned at 11:00 a.m.