The third meeting of the Committee on Student Services (CSS) for the 2014-15 academic year was called to order at 2:05 p.m.

1. Introductions

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

3. Approval of Minutes – 21 November 2014
   The Minutes were approved as circulated.

4. Business Arising
   a) Innovation Fund
      The Chair gave a brief overview of the Innovation fund and explained the two-streamed approval approach depending on if a request for funding was below or above $5,000. Projects requiring less than $5,000 would be fast-tracked and approved by the EDSS, while projects requiring over $5,000 would require a fuller discussion and approval by the Committee on Student Services.

      At the last CSS meeting, it was agreed that the process, application, and timeline required formulating and the sub-committee circulated the Guidelines and Application document for review prior to the meeting. The following proposed timeline was approved for the winter 2015 semester:

      - **Call for Proposal:** Immediately (once application is finalized)
      - **Deadline:** End of Reading Week (6 March 2015)
      - **Review/Approval:** mid-March, early-April (special CSS meeting)
      - **Disbursement:** 1 May 2015

      It was suggested to have a subcommittee do a triage of the applications received prior to the approval meeting, but confirmed that all CSS members will have access to all applications.

      The Chairs will follow up with Jana regarding the hiring freeze and whether this will impact the application process, as well as confirming with the Deputy Provost the yearly amount allotted to the fund.

      A template of a Progress Report has been drafted and will be added to the February Agenda.

      The finalized application will be circulated to CSS.

   b) RFP Insurance / Provider / Broker
      Two years ago it was requested from the International Advisory Board for a request for proposal be made for the International Insurance plan which hadn’t been conducted for 20 years. This was completed last year and international students would have noticed a decrease on their plan this year. An RFP for the Provider was completed last year and the Broker is currently with procurement services.
c) **CLE Student Feedback Overview**

CLE actively seeks out student feedback, consultation, and collaboration for its services, programs, and projects. Members were referred to the attached document. Ian confirmed that CLE has been tasked with reviewing the Off-Campus Fellows program and to look into enhancing the program to include first-year commuter students program. No other comments or issues were raised.

d) **2014-15 Goals & Objectives: Office for Students with Disabilities (OSD)**

Members were referred to the document.

A few concerns were raised regarding the document and OSD such as the growing concern of tension and hostility between OSD and some faculties, and the disconnectedness amongst the other Services.

Richard Zereik informed the Committee that the number of students has increased drastically over the past few years and case loads are becoming more complicated. More recently, new demands and programs are being made by the Quebec government.

It was suggested that the Director be asked invited to a future meeting to present on more specific information of current projects that are being completed within the Service and to discuss the government concerns as well. Feedback will be discussed with Jana prior to invitation to OSD.

5. **New Business**

   a) **Student Services Strategic Plan**

   The Student Services Strategic Plan can be found online, [http://www.mcgill.ca/studentservices/about/strategicplan](http://www.mcgill.ca/studentservices/about/strategicplan). Unit Strategic Plans will be posted on their individual websites. No further comments or issues were raised.

   b) **Budget Overview**

   The deadline date for submission to the Office of the Deputy Provost (Student Life and Learning) is Wednesday, 18 February; deadline to the University is Friday, 20 February. Idun Liu, Finance Manager, has been meeting with the individual Directors to complete the budget templates.

6. **Other Business**

   The meeting adjourned at 3:40 p.m.