

**Committee on Student Services**  
**Wednesday, September 19 2018 – 14:30 -16:30 PM**  
**Brown 4300.**

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**Present:** Jim Fyles (Co-chair), Martine Gauthier, Ian Simmie, Jacqueline Leclair, Wajih Jawhar, Sophia Esterle, Reggie Labonte, Tatyana Romeus-Kebe (Secretary)

**Absent or regrets:** Fabrice Labeau, Vera Romano, Aimee Ryan, Axel Hundemer, Dusica Maysinger, Saumeh Saeedi, Ilies Tazi, Jacob Shapiro, Andre Lametti, Robyn Lee, Jack Collis, Rosella De Stefano, Lina Di Genova

Meeting called to order 2:35pm

**1. Approval of Agenda**

The committee approved the agenda.

**2. Welcome, Introductions, Committee overview**

The committee members present introduced themselves and briefly explained their professional background.

**3. Approval of Minutes**

Notes from the last meeting (attached)

The minutes from the last meeting were approved.

**4. Business Arising**

a. Annual Report

J. Fyles authored the annual report and T. Romeus-Kebe circulated the report.

J. Fyles: When ideas are circulated at the meetings, committee members are welcome to bring the ideas back to their groups and get feedback.

b. CSS Student Co-Chair

J. Fyles: The committee needs a student Co-Chair that has to be chosen by the student representatives. The role of the co-chair is to take turns chairing the meetings and when issues come up, the two Chairs work together to put said items on the agenda. The student committee members should get together to choose who the Co-Chair will be.

T. Romeus-Kebe will send an email to the student committee members to begin the conversation around choosing a student Co-Chair.

## **5. Executive Director's Report**

- There has been progress on the Rossy Student Wellness Hub. Martine will give a presentation on the Hub at the next meeting.
- There was an internal audit that occurred last year. Student Services did not pass the audit and were deemed to have areas of risk to students and recommendations were made. Student Services is now expected to follow a timeline to address the recommendations. Martine will bring the list of recommendations at a future meeting to share with committee members.
- One of the recommendations from the internal audit was to review the budget. Student Services' budget is 75% is from student fees and 25% is from ministry allocations. When Martine began at Student Services 1.5 years ago, Student Services was running a deficit but also had a surplus. At the end of this year, the surplus will be gone. To help get out of the deficit, Student Services may go to referendum. Discussions regarding budgeting will also be part of the committee's scope.
- Student Services now has a director of communications, Rick Hink, who began in May. He has helped build a communications team in Student Services. His role includes creating a communication plan to make communication with students and staff easier. He is revamping the Student Services health and wellness websites, is working on a mapping project of the Brown Building that will fill a Student Services gap and is working on creating a map to help students find health and wellness resources on campus and off campus that will include parameters (ex I have blue cross insurance) which will help narrow available resources. The health and wellness mapping project is in collaboration with geography and Student Services has the budget to hire someone every year to maintain the website. The project will be rolled out next summer.
- From the funding for the Rossy Hub, a Peer Support Manager was hired. Their role will be to reach out to the different student associations and student groups on campus and will help assist with the communications between these groups and keeping everyone in contact.

## **6. New Business**

- a. What do you feel that CSS should focus on this academic year?

J. Fyles: We will have advisory board reports coming in soon and we will circulate the reports to committee members to help people understand what the units do.

J. Fyles: It might be nice to have broader communication from Rick to learn about what works and what doesn't work and for the Peer Support Manager come in as well to discuss their work.

J. Fyles: If people have items that they think of, they are welcome to share.

I. Simmie: If Student Services goes into referendum, it is important for the students and this committee to understand the budget.

J. Fyles: To follow I. Simmie's point, it is important because the committee members acts as resource people.

Meeting adjourned at 3:30 to allow committee members to tour the Brown Building.

## **7. Following the meeting a short tour of the Student Services Brown Building facilities will be available to committee members.**

The tour was led by Martine Gauthier from 3:30pm to 4:00pm

**NEXT MEETING:**

Wednesday October 24 14:30 – 16:30

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