COMMITTEE ON STUDENT SERVICES
Minutes of the meeting held on November 21, 2014, 9:30 – 11:30 a.m.
Brown Student Services Building, Room 5001

Present: Christopher Buddle (co-chair), Elizabeth Cawley, Avik (Jim) Ghoshdastidar, Jacob Greenspon, Morgan Grobin, Idun Liu, Jana Luker, Brighita Lungu, Meghan McCulloch (secretary), Jocelyn Micallef, Chloe Rourke (co-chair), Ian Simmie, Erin Sobat
Regrets: Dusica Maysinger, Vera Romano, Mathieu Rouleau, Sarah Southey

The second meeting of the Committee on Student Services (CSS) for the 2014-15 academic year was called to order at 9:35 a.m.

1. Introductions

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

3. Approval of Minutes – 10 October 2014
   The Minutes were approved as circulated with corrections made to the list of attendees.

4. Business Arising
   a) Innovation Fund
      Ian explained there was a 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.

      The amount allocated to the Innovation Fund is expected to be approximately between $200,000 – 300,000 per year depending on the amount in the surplus. Jana confirmed that the Student Service fees also include a small percentage for innovation projects, which hopefully will allow for funding to continue once surplus is at $0. It was agreed the call for submissions would follow McGill’s annual budget cycle.

      The sub-committee agreed to circulate the Guidelines and Application document for review prior to the holidays and for approval at the 20 January meeting.

   b) Summer Fee Structure
      Idun Liu, the recently hired Finance Manager, will chair the sub-committee, new title Student Fee Structure, and agreed to report back to CSS at the 20 February meeting. Jim Ghoshdastidar and Chloe Rourke volunteered to sit on sub-committee.

   c) Mental Health Work Group Recommendations
      The Mental Health Work Group (MHWG) recommendations will be published online very shortly as a “report card” type template. The document will be updated regularly to keep the community informed of progress. It was suggested that the implementation of recommendations be reflected in the Goals and Objectives and agreed that an on-going update to CSS would be done.

      Jana updated members and confirmed that the administrative processes harmonization between the Counselling Service and Mental Health Service has already begun with several meetings already organized between the Clinical Directors and HR.
d) Student Health Peer Review Summary
The Report from the Student Health Peer Review, completed in summer 2014, has been received by the EDSS however is not a public document and cannot be shared at this time. Jana did however share some of the issues that were identified:
   1. Organization of primary care clinic
   2. Review of late arrivals for booked appointments
   3. Review of in-house lab
   4. Staffing:
      a. Frontline
      b. Nurses
      c. Physicians
   5. Electronic Medical Record
   6. Medical Notes

Further discussions are still required with all the parties involved but Jana confirmed that specific recommendations and outcomes would be addressed online similarly to the Mental Health Work Group.

e) 2014-15 Goals and Objectives
Members were referred to the documents.

Ian gave a quick overview of how the Campus Life & Engagement (CLE) Goals and Objectives were completed and explained that only 66 of CLE’s 181 on-going activities were listed. Ian confirmed that Residences has asked CLE to take ownership of the Off-Campus Fellows program and that further discussions and review are planned for December.

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. The Office for Students with Disabilities (OSD) will be carried forward to January meeting.

f) RFP: Insurance/Provider/Broker
   Carry forward to next meeting.

g) CLE Student Feedback Overview
   Carry forward to next meeting.

5. New Business
   a) Student Services Strategic Plan
      The Student Services Strategic Plan can be found online, http://www.mcgill.ca/studentservices/about/strategicplan. Carry forward to next meeting.

6. Other Business
   The meeting adjourned at 11:35 p.m.