COMMITTEE ON STUDENT SERVICES
Minutes of the meeting held on February 20, 2015, 9:30 – 11:30 a.m.
Brown Student Services Building, Room 5001

Present: G. Brown, C. Buddle (co-chair), E. Cawley, K. Ibrahim, J. Janzen, J. Luker, D. Maysinger, M. McCulloch (secretary), J. Micallef, C. Rourke (co-chair), I. Simmie, E. Sobat
Regrets: L. Di Genova, I. Liu, M. Rouleau

The fourth 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 – 20 January 2015
   The Minutes were approved as circulated.

4. Business Arising
   a) Office for Students with Disabilities Presentation
      Frederic Fovet, Director of the Office for Students with Disabilities (OSD), met with the Committee to discuss the current status of OSD at McGill. It was mentioned that there are currently 1600 students registered with OSD, a similar number throughout other Quebec universities.

      There is some confusion regarding exam accommodations as a legal requirement and why the budget comes through Student Service fees. It was explained that originally faculties felt they weren’t well enough equipped to accommodate students so it was requested to have a centralized unit. It was funded by Student Services to offer better exam accommodations but currently, only the bare minimum can be offered.

      Frederic explained that the Program d’allocation pour besoins particuliers (PABP) allocated $1.2 million to McGill in December 2014, and another $1.2 million would be allocated in the fall 2015. Interpretation of how these monies will be spent is still unclear and no decision has been made on how it will be distributed. There still seems to be some confusion whether these funds are restricted or only dedicated. According to Frederic it has been documented in the PABP committee minutes that these funds are restricted. The Chairs agreed to ask the Deputy Provost to view these Minutes.

      CSS members agreed a question should be asked to the Provost and Deputy Provost regarding the distribution of the $1.2 million. It was also agreed to invite the Deputy Provost to a future CSS meeting. Like last year, the Deputy Provost may ask to meet with co-Chairs beforehand.

   b) Innovation Fund update
      The deadline for the Innovation Fund has been confirmed for Wednesday, March 25, 2015. A call for proposals was sent to all the Student Services Directors, Student Life and Learning Directors, as well as student groups. The application and details can be found on the Student Services website, http://www.mcgill.ca/studentservices/funding/innovation.
Once applications are reviewed by the EDSS, they will be sent to a CSS ad-hoc subcommittee (Erin, Elizabeth and Kareem) by March 31st for further review. An additional CSS meeting will be arranged for approval of the applications the week of April 5th.

c) Medical Notes
   Carry forward.

d) RFP Insurance / Provider / Broker update
   An RFP for the Provider was completed last year and the Broker is currently with procurement services. No other information at this time. Carry forward to Fall 2015.

5. New Business
   a) Budget Overview
      Jana will be asking Idun to present at the next meeting, indicating changes with fees, revenue received over the years, and to discuss the surplus and fees as well as the operating deficit.

6. Executive Director’s Report
   Jana informed the Committee that she has accepted the position of Associate Vice-President (Student Experience) at Western University beginning on June 1st, 2015. Three recruiting firms are currently submitting proposals/bidding to recruit for the Executive Director position as well as the Director of Athletics position. The committee agreed that the hiring committee should be a parity committee, similar to CSS. It was also recommended that the committee not be only advisory to the Chair, but that operates on a consensus or majority vote. Elizabeth agreed to draft a letter to the Deputy Provost (Student Life and Learning) on behalf of CSS.

   Mental Health Working Group summary and recommendations have all been posted online, http://www.mcgill.ca/studentservices/about/mental-health-working-group.

7. Other Business
   The meeting adjourned at 11:15 a.m.