The sixth meeting of the Committee on Student Services (CSS) for the 2014-15 academic year was called to order at 9:40 a.m.

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

2. **Approval of Minutes – 20 March 2015**
   
   The Minutes were approved as circulated.

3. **Business Arising**
   
   a) **Medical Notes**
   
   C. Buddle explained to the Committee that he has not had the opportunity to discuss Medical Notes at ESAAC as of yet. It was mentioned that the Dean of Students may have organized a subcommittee to discuss this. C. Buddle will follow up. Carry forward to fall meeting.

   b) **Sexual Assault Policy:** [http://sexualassaultpolicyatmcgill.com/sap%20final.pdf](http://sexualassaultpolicyatmcgill.com/sap%20final.pdf)
   
   It was confirmed that there are still more revisions being done to the policy and that the Sexual Assault Policy Work Group will only be bringing it forward to Senate in the fall. Carry forward to fall meeting.

4. **New Business**
   
   a) **Budget Overview**
   
   The Chair gave a brief overview of the confusion around the request for budget information. Previously, I. Liu had agreed to produce a historical document regarding the Student Services budget but because of her medical leave, the document has not been created. There was some confusion from the Deputy Provost, Student Life and Learning (DP-SLL) on why the request was coming to them for information. The DP-SLL confirmed that a formal request for information must come the co-Chairs. The co-Chairs agreed to draft the letter and will circulate to the Committee before forwarding to the Deputy Provost.

   The Committee agreed that in order for CSS to advise the Executive Director, Services for Students on budgetary priorities and general service delivery as well as to advocate for Student Services fee increase in the future, the following questions would need to be understood.

   For the past ten years:

   - The breakdown of Student Service Fee, broken down by Undergraduate, Graduate, and as of last year, Post-Doctoral Fellows;
   - Change to and amounts in overhead charges;
   - Transfers from Central Administration to Student Service and what these transfers were meant to support (e.g. the $112,000 for Orientation);
b) Innovation Fund
   The Committee met on April 10, 2015 to review the Innovation Fund submissions. All applications were approved and submitted to the Deputy Provost, Student Life and Learning for final approval.

   In future years, the call for proposal will be in-line with budget submissions and a designated CSS meeting will be schedule for the approval of applications.

c) Upcoming Meeting with Ollivier Dyens, Deputy Provost (SLL)
   An additional meeting was arranged with Ollivier Dyens, Deputy Provost (SLL) for May 13, 2015 to discuss the following two items:

   - Student Services budget overview
   - Innovation Fund

d) CSS Report to Senate
   The co-Chairs will prepare a draft report throughout the summer and will send to members for review. The report is expected to be presented at the first Senate meeting in the fall. It was suggested to include an appendix to the report with more details of Student Services and the activities completed throughout the year.

5. Executive Director’s Report
   J. Luker advised the Committee that the Student Health Services (SHS) Peer Review Report has been received and shared with the Director of SHS. Like the Mental Health Work Group report, recommendations will be pulled from the report and will be shared on the Student Services website.

   J. Luker thanked the Committee for their compassion and leadership on the Committee and officially introduced Richard Zereik to the Committee as the Interim Executive Director.

6. Other Business
   The meeting adjourned at 11:30 a.m.