



FOR INFORMATION

PUBLIC

OPEN SESSION

TO: University Affairs Board

SPONSOR: Jill Matus, Vice-Provost, Students & First-Entry Divisions

CONTACT INFO: Phone (416) 978-3870 / Email vp.students@utoronto.ca

PRESENTER: See Sponsor

CONTACT INFO:

DATE: March 5, 2015 for March 17, 2015

AGENDA ITEM: 3 (a)

ITEM IDENTIFICATION:

Advice from the UTM Quality Service to Students Committee (QSS)

JURISDICTIONAL INFORMATION:

Section 4 of the University Affairs Board's Terms of Reference provides that the Board is responsible for "policy of a non-academic nature and matters that directly concern the quality of student and campus life." Under section 5, the Board is responsible for compulsory non-academic incidental fees for the University, as well as St. George Campus and University-wide campus and student services.

Campus and student services, co-curricular programs, services and facilities, and compulsory non-academic incidental fees are among the areas within the responsibility of the UTM Campus Affairs Committee.

Section 5.3.2 (a) of the UTM Campus Affairs Committee's Terms of Reference provide that "Policy matters concerning the Campus's co-curricular programs, services and facilities are the Committee's responsibility. Section 5.3.2 (b) states that "Annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee." Similarly, section 5.3.3 provides that "The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval."

Section 5.4.1 of the Committee's Terms of Reference require that compulsory non-academic incidental fees for student services "are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee."

The Fees which fund student services provided by the University are subject to the terms and conditions of the *Policy on Ancillary Fees* (Category 1.0), the *Policy for Compulsory*

Non-Academic Incidental Fees (Preamble and Section A.), and the *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees* (generally known as the *Protocol on Non-Tuition Fees* or simply the *Protocol*). The requirement to establish such a protocol was announced by the then Minister of Education and Training in June, 1994. The administration began negotiations with the student governments shortly thereafter and the *University of Toronto Protocol* was ultimately approved by the Governing Council on October 24, 1996.¹ The *Protocol* is an agreement between the University and the student governments, on behalf of all students, and is considered to be University policy.

Section B.1. and Appendix B of the *Protocol* specifically provide that the following fees fall under its authority and provisions: Health Services; Student Services; Athletics and Recreation; Hart House; and the Scarborough College Athletics Fee. Student Services Fees on each campus were initially, and continue to be, fees which fund a range of programs and units; although the fees themselves may have been combined (as in the case of the St. George Health Service and Student Services fees) or renamed since the *Protocol* was introduced. Other compulsory non-academic incidental fees, which fund services operated by the University, and which were introduced after the agreement was approved, are under the *Protocol's* jurisdiction.

Section E.1. of the *Protocol* provides that the administration may “review and where necessary realign the existing budgets” within divisions of Student Services and within units. Any such realignment “will not imply or cause an increase in overall levels of expense funded by the fees covered by the *Protocol*, but may result in the reallocation of available resources in response to changing service demands.”

Under section D., the *Protocol* established an institutional “Council on Student Services” (COSS) and made provision for the creation of bodies within colleges, faculties and campuses, corresponding to COSS. To the present, several other bodies have been created by the councils of their respective divisions: the **UTM Quality Service to Students Committee (QSS)**, the UTSC Council on Student Services (CSS), and the Innis College Council on Student Services. COSS considers the Operating Plans and Fees for the St. George and University-wide student services and co-curricular programs, services, and facilities. These bodies are collectively referred to as the “Protocol Bodies.” While not formally part of the University’s governance system, the Protocol Bodies are created by University policy, are subject to the terms of the *Protocol*, and have some accountability to the Governing Council and, where applicable, to the divisional bodies that created them.

The Protocol Bodies have a specific role in respect of providing a “means by which students will be involved in decisions to increase compulsory non-tuition-related fees or to introduce new ones” (*Protocol*, section A.1.). In particular, section E.2., provides that

¹ A change to Appendix A was approved by the University Affairs Board in November, 1997.

“All proposals for the increase, decrease, introduction or elimination of a fee covered by this *Protocol* shall first be considered by the [relevant Protocol Body], whose advice on the proposed change shall be conveyed to the Governing Council.”

As is the case with much of the business of the Governing Council, pursuant to the *University of Toronto Act, 1971*, the Governing Council has delegated its responsibility for the consideration of *Protocol*-related fees to a number of bodies. Fees for University-wide and St. George services are considered by the University Affairs Board. Fees for UTM and UTSC services are first considered by the respective Campus Affairs Committees, which recommend approval to the corresponding Campus Councils (whose decisions are confirmed by the Executive Committee).

In governance, the administration, through the Administrative Assessors, prepares and presents proposals to relevant governance bodies for consideration and approval. Proposals are then considered and approved, declined, or referred back to the administration with advice on particular areas which should be given further attention. Alternatively, the administration might withdraw a proposal in light of the discussion of a Board or Committee, and bring it back for consideration with revisions at a later date. While the Protocol Bodies tend to be much more directly engaged in the consultation process related to the development of Operating Plans, the administration follows the same general process with respect to the presentation of proposals of Operating Plans and Fees to the Protocol Bodies.

The attached memorandum summarizes the advice provided to the Governing Council by the UTM Council on Student Services.

According to the terms of the *Protocol*, if the relevant Protocol Body approves an increase to, or the establishment of, a fee, or if the relevant students approve of such an increase or new fee by referendum,² the Governing Council may approve the increase or fee, without restriction on the amount.

In the absence of approval by a relevant Protocol Body or by referendum, the Governing Council may approve:

- (a) permanent increases in existing fees by a percentage less than or equal to the lesser of the Consumer Price Index (CPI) increase or the University of Toronto Index (UTI) increase;
- and
- (b) temporary three-year increases in existing fees by a percentage less than or equal to the greater of the CPI increase or the UTI increase.

² According to the provisions for referendum delineated in the *Protocol*.

CPI is drawn from the University's long-range budget guidelines, and UTI is an indexation of a *Protocol*-related fee which is defined within the *Protocol* itself.

GOVERNANCE PATH:

1. UTM Campus Affairs Committee [For Information] (February 11, 2015)
2. UTM Campus Council [For Information] (March 5, 2015)
3. **University Affairs Board (March 17, 2015) [For Information]**
4. Governing Council (April 1, 2015) [For Information]

PREVIOUS ACTION TAKEN:

Advice from QSS on the 2014-15 Operating Plans and Fees for UTM Student Affairs and Services was submitted for information to the February 11, 2015 meeting of the UTM Campus Affairs Committee and then to the March 5, 2015 meeting of the UTM Campus Council.

HIGHLIGHTS:

Proposal for 2015-16

QSS approved the following proposals from the administration:

Increase Health Services Fee from \$33.67 to \$36.23 (\$6.73 to \$7.25 part-time)

In consideration of the advice of QSS and pursuant to the terms of the Protocol, the administration presented plans to the CAC which included a request for a permanent fee increase.

Decrease Summer Shuttle Service Fee for UTM-Affiliated Undergraduate and Graduate Students from \$4.68 to \$4.41

In consideration of the advice of QSS and pursuant to the terms of the Protocol, the administration presented plans to the CAC which include a request for a permanent fee decrease.

Increase Fall-Winter 2015-16 U-Pass Fee for UTM-Affiliated Graduate Students from \$85.15 to \$92.81 and Summer 2016 U-Pass Fee for UTM-Affiliated Graduate Students from \$52.89 to \$57.65

In consideration of the advice of QSS and pursuant to the terms of the Protocol, the administration presented plans to the CAC which include a request for a permanent fee increase.

QSS declined to endorse the following proposals from the administration:

Increase Athletics and Recreation Fee from \$168.39 to \$174.28 (\$22.68 to \$34.86 part-time)

Pursuant to the terms of the Protocol, the administration presented plans to the CAC which included a request for a temporary fee increase.

Increase Student Services Fee from \$142.51 to \$149.08 (\$28.50 to \$29.82 part-time)

Pursuant to the terms of the Protocol, the administration presented plans to the CAC which included a request for a temporary fee increase.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

See Cover Sheet for 3 (b) on this agenda.

RECOMMENDATION:

This memorandum is presented for information.

DOCUMENTATION PROVIDED:

Advice on Fees and Operating Plans from the Quality Service to Students Committee (QSS).



MEMORANDUM

TO: Members of the UTM Campus Council

FROM: Mark Overton, Dean of Student Affairs

DATE: February 26, 2015

SUBJECT: Advice on Fees and Operating Plans from the Quality Service to Students Committee (QSS)

Included in this package are the proposed Operating Plans and proposed Fees for the UTM Student Services for 2015-16. These fees are subject to the provisions of the *Policy on Ancillary Fees*, the *Policy for Compulsory Non-Academic Incidental Fees*, and the *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees* (generally known as the Protocol on Non-Tuition Fees or simply the Protocol).

The following UTM-related Compulsory Non-Academic Incidental Fees are subject to the three policies listed above and are charged to students via their student accounts on ROSI:

- UTM Athletics & Recreation Fee
- UTM Health Services Fee
- UTM Student Services Fee
- Summer Shuttle Services Fee (UTM-affiliated undergraduate and graduate students only)
- Mississauga Transit Fall-Winter U-Pass Fee (graduate students only)
- Mississauga Transit Summer U-Pass Fee (UTM-affiliated undergraduate and graduate students only)

The Protocol makes provision for the establishment of a body at UTM which considers proposals for changes to, or the introduction of, fees covered by the Protocol prior to the consideration of these fees by the Governing Council. This body, named the Quality Service to Students Committee (QSS) was established by the former Erindale College Council, with the agreement of the Erindale College Students' Union and the Association of Erindale Part-time Undergraduate Students. The Protocol also requires that the advice of QSS shall be conveyed to the Governing Council.

The "advice" is interpreted to mean the decisions of QSS on the proposals made by the administration to QSS (i.e., approval of a proposal, a rejection of a proposal, an absence of a decision following a proposal being made, etc.). Following the consideration of the administration's proposals by QSS, the administration lists the resolutions considered, the decisions, and the details of the voting in a memorandum to CAC. This memorandum delineates the advice to CAC. The Protocol also requires that this summary be forwarded to the chair of QSS "in sufficient time to allow representation to be made by the [QSS] to [CAC]."

The Operating Plans and budgets have been prepared with input from the directors and managers of the services, from student users of the services, from various advisory and governing bodies, and from QSS (prior to the point when the Plans were considered by QSS).

According to the terms of the Protocol, if QSS approves an increase to, or the establishment of, a fee, or if the relevant students approve of such an increase or new fee by referendum, the



Governing Council may approve the increase or fee, without restriction on the amount.

If QSS does not approve a fee increase, the administration is entitled to seek approval by the CAC of a maximum of: (a) a permanent fee increase of the lesser of the consumer price index (CPI) increase or the University of Toronto index (UTI) increase; and (b) a temporary increase of the greater of the CPI increase or the UTI increase.

The CPI for this year is 2.0%. Generally speaking, the UTI is an indexation of a fee which takes into account changes in salary and benefit costs, occupancy costs, and changes in enrolment. It is calculated separately for each fee. The result is an "indexed fee." For comparison purposes, each fee's UTI is represented here as a percentage:

UTM Athletics and Recreation Fee: -0.52%
UTM Health Services: 2.88%
UTM Student Services: 7.11%

The University's very small portion of the U-Pass fees results in an indexation that is negligible. The indexation of the Summer Shuttle Fee, which is charged only to UTM-affiliated graduate students and undergraduate students registered in divisions other than UTM (e.g., Mississauga Academy of Medicine students), is included in the UTI for the Student Services Fee.

QSS Advice on Operating Plans, Budgets and Fees

For the associated compulsory non-academic incidental fees to be approved by QSS, they require the support of a majority of students present at the meeting when the votes are held, as well as a majority of the Committee overall.

At the QSS meetings held on January 16, 2015 and January 23, 2015, the administration made six proposals to QSS encapsulated in the six resolutions listed below. The outcome of each vote is provided below for the information of members of the Campus Affairs Committee (CAC) and Campus Council (CC).

1) Athletics and Recreation Fee

Proposed Resolution:

Be it resolved,

THAT the operating plan and budget recommending an increase in the Athletics and Recreation Fee to \$174.28 full-time/\$34.86 part-time per term for the 2015-16 budget year for the Department of Physical Education, Athletics & Recreation, as presented by Ken Duncliffe, be approved.

Note that this represents a year-over-year increase of \$5.89 or 3.5%.

The vote on the resolution was as follows:

In favour: 10 (including 4 students)
Opposed: 5 (including 5 students)
Abstentions: 0 (including 0 students)

Resolution Failed

Pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which include a request for a temporary fee increase.

2) Health Services Fee

Proposed Resolution:

Be it resolved:

THAT the operating plan and budget recommending an increase in the Health Services Fee to \$36.23 full-time/ \$7.25 part-time per term for the 2014-15 budget year for the Health & Counseling Centre, as presented by Chad Jankowski, be approved.

Note that this represents a year-over-year increase of \$2.56 or 7.6%.

The vote on the resolution was as follows:

In favour: 17 (including 11 students)

Opposed: 0 (including 0 students)

Abstentions: 0 (including 0 students)

Resolution Passed

In consideration of the advice of QSS, and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which include a request for a permanent fee increase.

3) Student Services Fee

Proposed Resolution:

Be it resolved:

THAT the operating plans and budget recommending an increase in the Student Services Fee to \$149.08 full-time (\$29.82 part-time) per term for the 2015-16 budget year, as presented by Mark Overton, be approved.

Note that this represents an increase of \$6.57 or 4.6% upon the expiration of a temporary three-year increase of \$0.68 at the conclusion of 2014-15.

Prior to consideration of the resolution, members sought to advise on sub-components of the Student Services Fee.

A motion recommending a decrease in the Shuttle Service portion of the Student Service Fee, to \$44.09 full-time (\$8.82 part-time) per term for the 2015-16 budget year, as presented by Megan Jamieson, was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.

A motion recommending no change in the Career Centre portion of the Student Service Fee, to remain at \$54.68 full-time (\$10.94 part-time) per term for the 2015-16 budget year, as presented by Felicity Morgan, was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.

A motion recommending no change in the Child Care Support portion of the Student Service Fee, to remain at \$8.41 full-time (\$1.68 part-time) per term for the 2015-16 budget year, as presented by Francesca Dobbin was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.

A motion recommending an increase in the International Centre portion of the that Student Service Fee, to \$12.44 full-time (\$2.49 part-time) per term for the 2015-16 budget year, as presented by Dale Mullings, was not approved. The vote was: In favour: 9 (including 3 students); Opposed: 7 (including 7 students); Abstentions: 0

A motion recommending no change in the Family Care portion of the Student Service Fee, to remain at a total attribution of \$1,544 for the 2015-16 budget year, as presented, was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.

A motion recommending an increase in the Alcohol Education & Monitoring portion of the Student Service Fee, to \$0.78 full-time (\$0.16 part-time) per term for the 2015-16 budget year, as presented, was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.

A motion recommending an increase in the Space Occupied by Student Societies portion of the Student Service Fee, to \$24.78 full-time (\$4.96 part-time) per term for the 2015-16 budget year, as presented, was not approved. The vote was: In favour: 8 (including 2 students); Opposed: 2 (including 2 students); Abstentions: 7 (including 7 students)

A motion recommending the formation of a Recognized Groups & Co-curricular Record portion of the Student Service Fee, at \$3.42 full-time (\$0.68 part-time) per term for the 2015-16 budget year, as presented by Dale Mullings, was not approved. The vote was: In favour: 5 (including 0 students); Opposed: 9 (including 9 students); Abstentions: 2 (including 2 students)

A motion recommending discontinuation of the Handbook and Communications portion of the Student Service Fee was presented by UTMSU, was approved. The vote was: In favour: 8 (including 8 students); Opposed: 7 (including 1 student); Abstentions: 2 (including 2 students)

The vote on the Student Services Fee resolution was as follows:

In favour: 8 (including 2 students)
Opposed: 7 (including 7 students)
Abstentions: 2 (including 2 students)

Resolution Failed

Pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which includes a request for a fee increase with temporary and permanent components.

4) Fall-Winter U-Pass Fee and Summer U-Pass Fee for UTM-Affiliated Graduate Students

Proposed Resolution:

Be it resolved:

THAT the proposal recommending an increase in the Mississauga Transit Fall-Winter U-Pass fee for the 2015-16 budget year for UTM-affiliated graduate students be increased to \$92.81 per term and the Mississauga Transit Summer U-Pass fee for the Summer 2016 for UTM-affiliated graduate students be increased to \$57.65 (assessed in the Fall & Winter 2015-16 sessions) be approved.

Note that these charges will not be assessed as student services fees if and when UTMAGS establishes these as student society fees.

The vote on the resolution was as follows:

In favour: 16 (including 10 students)
Opposed: 0 (including 0 students)
Abstentions: 1 (including 1 students)

Resolution Passed

In consideration of the advice of QSS, and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which includes a request for a permanent fee increase.

5) Summer Shuttle Service Fee for UTM-Affiliated Graduate Students and UTM-affiliated undergraduate students in non-UTM home faculties/divisions

Proposed Resolution:

Be it resolved:

THAT the proposal recommending the Shuttle Service portion of the Student Service fee for Summer 2016 for UTM-affiliated undergraduate students in non-UTM home faculties/divisions (Mississauga Academy of Medicine) and UTM-affiliated graduate students be decreased to \$4.41 (assessed in the Fall & Winter 2015-16 sessions) be approved.

Note that this allows UTM-affiliated undergraduate students in non-UTM home faculties/divisions and UTM-affiliated graduate students to support and access shuttle service in a term in which tuition would not normally be charged to them.

The vote on the resolution was as follows:

In favour: 13 (including 7 students)
Opposed: 0 (including 0 students)
Abstentions: 4 (including 4 students)

Resolution Passed

In consideration of the advice of QSS, and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which includes a request for a permanent fee increase.