



**FOR APPROVAL**

**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](mailto:vp.students@utoronto.ca)

**PRESENTER:** See Sponsor

**CONTACT INFO:**

**DATE:** March 5, 2015 for March 17, 2015

**AGENDA ITEM:** 3 (b)

**ITEM IDENTIFICATION:**

Operating Plans: Student Affairs and Services, University of Toronto Mississauga

**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.

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

Pursuant to the terms of 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* (the *Protocol*), approved by Governing Council on October 24, 1996, the UTM Quality to Service Committee (QSS) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to the Committee on these plans.

According to the terms of the *Protocol*, if QSS endorses a non-tuition fee proposal from the administration, the Governing Council may approve the fee proposal.

In the absence of approval by QSS (or by referendum among the relevant students), 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. CPI is drawn from the University's long-range budget guidelines, and UTI is an indexation, as defined by the *Protocol*, of a fee.

**GOVERNANCE PATH:**

1. UTM Campus Affairs Committee [For Recommendation] (February 12, 2015)
2. UTM Campus Council [For Approval] (March 5, 2015)
3. **University Affairs Board (March 17, 2015) [For Information]**
4. Governing Council (April 1, 2015) [For Information]

**PREVIOUS ACTION TAKEN:**

The Operating Plans for UTM Student Services for the current fiscal year were approved at the Campus Affairs Committee meeting held on February 10, 2014, and UTM Campus Council on March 5, 2014.

**HIGHLIGHTS:**

The current (2014-15) fees for the UTM Student Services are as follows:

- Health & Wellness Fee: \$33.67 per session (\$6.73 for part-time students)
- Physical Education & Athletics Fee: \$168.39 per session (\$33.68 for part-time students)
- Student Services Fee: \$142.51 per session (\$28.50 for part-time students)

The experiences of Student Services and related programs this past year and operating plans for 2015-16 are summarized in the documentation provided to the Committee by Mark Overton, Dean of Student Affairs, UTM.

The Health & Counselling Centre proposes an increase to the sessional fee for a full-time student to \$36.23 (\$7.25 for a part-time student);

The Department of Physical Education, Athletics & Recreation proposes an increase to the sessional fee for a full-time student to \$171.76 (\$34.35 for a part-time student);

The Dean of Student Affairs proposes an increase to the Student Services sessional fee for a full-time student to \$151.08 (\$30.22 for a part-time student).

Several increases are also proposed to the U-Pass and Summer Shuttle Service Fees.

The proposed fee increases are within the limits provided by the Protocol for consideration by the UTM Campus Council and its Standing Committees.

The experiences of Student Services and programs this past year and operating plans for 2015-16 are summarized in the documentation provided by Mark Overton, Dean of Student Affairs, UTM.

**FINANCIAL AND/OR PLANNING IMPLICATIONS:**

UTM Student Affairs and Student Services operate without drawing substantially on the University's operating income.

**RECOMMENDATION:**

The proposal is presented to the University Affairs Board for information.

**DOCUMENTATION PROVIDED:**

UTM Student Affairs and Student Services Operating Plans and Fees

# Operating Plan: UTM Student Affairs and Services

2015-16

## Summary of Year-Over-Year Fee Changes Proposed to Governance

Description	Applies to:	2014-15 Fee		2015-16 Fee		Changes from Previous Year		
		Full-time	Part-time	Full-time	Part-time	%	\$ Full-time	\$ Part-time
Athletics & Recreation Fee	All	168.39	33.68	171.76	34.35	2.00%	3.37	0.67
Health Services Fee	All	33.67	6.73	36.23	7.25	7.60%	2.56	0.52
Student Service Fee	All	142.51	28.50	151.08	30.22	6.01%	8.57	1.72
Mississauga Transit Fall-Winter U-Pass Fee	Graduate	85.15	n/a	92.81	n/a	9.00%	7.66	n/a
Mississauga Transit Summer U-Pass Fee (assessed Fall and Winter Sessions only)	Graduate	52.89	n/a	57.65	n/a	9.00%	4.76	n/a
Summer Shuttle Service Fee (assessed Fall and Winter Sessions only)	Graduate & MAM	4.68	n/a	4.41	n/a	-5.77%	(0.27)	n/a

### Highlights

UTM's Health & Counselling Centre, with the endorsement of a fee increase from the Quality Service to Students Committee (QSS), will pursue the addition of a Mental Health Nurse (1.0 FTE) to increase mental health support and efficiencies in the intake, assessment and referral process to address the increasing number of students seeking care.

UTM's Department of Physical Education, Athletics & Recreation will pursue the addition human resources and financial support to fulfill commitments related to the campus' recent membership in the Ontario College Athletics Association and/or alter the balance of student and community use to generate additional sources of revenue, while adjusting other priorities in light of the temporary indexed fee increase available.

UTM's Student Services funded by the Student Services Fee will pursue the adjustment of priorities to meet their obligations, sustain service levels where practical, and provide enhancements within the temporary and permanent fee increase components available. This may include a reduction in services to student society space, changes to the student handbook, reconsideration of staffing support for UTM's participation in the co-curricular record and services for students seeking international experiences.

**The University of Toronto Mississauga**  
**Department of Physical Education, Athletics & Recreation**  
**2015-16 Budget**  
**Phys Ed & Athletics Fee Calculation**

<b>University of Toronto Index</b>		
Appointed Salary Expenditure Base (previous year budget)	1,494,886	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	1,554,681	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		1,939,465
Casual/PT Salary Expenditure Base (previous year budget)	888,345	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	912,775	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		1,004,052
Indexed Salary and Benefits Expenditure Costs		2,943,517
Subtract the amount of Net Revenue from other sources (previous year)		1,803,232
Add the Non-Salary Expenditure Base (previous year)		2,100,851
Add Occupancy Costs (current year)		1,961,264
Reduce the amount by the proportion of non-student use		29,545
Add the amount attributed from St. George (current year)		-
Cost for UTI purposes		5,172,855
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
<b>UTI Indexed Fee</b>		\$ 167.51
<b>\$ Amount of UTI based Increase (over adjusted fee)</b>		\$ (0.88)
<b>% Amount of UTI based Increase (over adjusted fee)</b>		-0.52%
<b>Consumer Price Index</b>		
Fee Per Session (previous year)		\$ 168.39
Less: Removal of Old Temporary Fee (2012-13)	-	\$ -
Adjusted fee for CPI		\$ 168.39
Consumer Price Index		2.00%
<b>CPI Indexed Fee</b>		\$ 171.76
<b>\$ Amount of CPI based Increase</b>		\$ 3.37
<b>Combined Fee Increase</b>		
Fee Per Session (previous year)		\$ 168.39
Less: Removal of old temporary fee (2012-13)	-	\$ -
CPI Based Fee Increase	+	\$ 3.37
UTI Based Fee Increase	+	\$ -
Indexed Full Time Fee		\$ 171.76

**The University of Toronto Mississauga  
Health and Counselling Centre  
2015-16 Budget  
Health Service Fee Calculation**

<b>University of Toronto Index</b>		
Appointed Salary Expenditure Base (previous year budget)	719,503	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	748,283	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		933,483
Casual/PT Salary Expenditure Base (previous year budget)	287,484	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	295,389	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		324,928
Indexed Salary and Benefits Expenditure Costs		1,258,412
Subtract the amount of Net Revenue from other sources (previous year)		327,432
Add the Non-Salary Expenditure Base (previous year)		82,500
Add Occupancy Costs (current year)		56,301
Reduce the amount by the proportion of non-student use		-
Add the amount attributed from St. George (current year)		
Cost for UTI purposes		1,069,781
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
<b>UTI Indexed Fee</b>		\$ 34.64
<b>\$ Amount of UTI based Increase (over adjusted fee)</b>		\$ 0.97
<b>% Amount of UTI based Increase (over adjusted fee)</b>		2.88%
<b>Consumer Price Index</b>		
Fee Per Session (previous year)		\$ 33.67
Less: Removal of Old Temporary Fee (2012-13)		\$ -
Adjusted fee for CPI		\$ 33.67
Consumer Price Index		2.00%
<b>CPI Indexed Fee</b>		\$ 34.34
<b>\$ Amount of CPI based Increase</b>		\$ 0.67
<b>Combined Fee Increase</b>		
Fee Per Session (previous year)		\$ 33.67
Less: Removal of old temporary fee (2012-13)	-	\$ -
CPI Based Fee Increase	+	\$ 0.67
UTI Based Fee Increase	+	\$ 0.97
Indexed Full Time Fee		\$ 35.31

**The University of Toronto Mississauga  
Student Services  
2015-16 Budget  
Student Services Fee Calculation**

<b>University of Toronto Index</b>		
Appointed Salary Expenditure Base (previous year budget)	1,753,993	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	1,824,152	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		2,275,630
Casual/PT Salary Expenditure Base (previous year budget)	181,130	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	186,111	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		204,722
Indexed Salary and Benefits Expenditure Costs		2,480,352
Subtract the amount of Net Revenue from other sources (previous year)		850,093
Add the Non-Salary Expenditure Base (previous year)		1,954,821
Add Occupancy Costs (current year)		883,296
Reduce the amount by the proportion of non-student use		-
Add the amount attributed from St. George (current year)		222,560
Cost for UTI purposes		4,690,936
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
<b>UTI Indexed Fee</b>		\$ 151.91
<b>\$ Amount of UTI based Increase (over adjusted fee)</b>		\$ 10.08
<b>% Amount of UTI based Increase (over adjusted fee)</b>		7.11%
<b>Consumer Price Index</b>		
Fee Per Session (previous year)		\$ 142.51
Less: Removal of Old Temporary Fee (2012-13)	-	\$ 0.68
Adjusted fee for CPI		\$ 141.83
Consumer Price Index		2.00%
<b>CPI Indexed Fee</b>		\$ 144.67
<b>\$ Amount of CPI based Increase</b>		\$ 2.84
<b>Combined Fee Increase</b>		
Fee Per Session (previous year)		\$ 142.51
Less: Removal of old temporary fee (2012-13)	-	\$ 0.68
CPI Based Fee Increase	+	\$ 2.84
UTI Based Fee Increase	+	\$ 10.08
Indexed Full Time Fee		\$ 154.75