

**FOR INFORMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** University Affairs Board

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

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**PRESENTER:** See Sponsor

**CONTACT INFO:**

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

**AGENDA ITEM:** 4 (a)

**ITEM IDENTIFICATION:**

Advice from the UTSC Council on Student Services (CSS)

**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 UTSC Campus Affairs Committee.

Section 5.3.2 (a) of the UTSC 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 UTSC Council on the recommendation of the UTSC 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.<sup>1</sup> 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

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<sup>1</sup> 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 UTSC 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,<sup>2</sup> 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.

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.

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<sup>2</sup> According to the provisions for referendum delineated in the *Protocol*.

**GOVERNANCE PATH:**

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

**PREVIOUS ACTION TAKEN:**

Advice from CSS on the 2015-16 Operating Plans and Fees for UTSC Student Affairs and Services was submitted for information to the February 11, 2015 meeting of the UTSC Campus Affairs Committee and then to the March 3, 2015 meeting of the UTSC Campus Council.

**HIGHLIGHTS:**

**CSS declined to endorse the following proposals from the administration:**

**Increase Health & Wellness Fee from \$61.90 to \$63.75 (12.38 to \$12.75 part-time)**

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

**Increase Athletics Fee from 124.70 to \$130.94 (\$24.94 to 26.19 part-time)**

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

**Increase Student Services Fee from 164.55 to 168.65 (\$32.91 to 33.73 part-time)**

Pursuant to the terms of the *Protocol*, the administration is presenting plans to the CAC which include a request for a fee increase that includes a permanent component.

**FINANCIAL AND/OR PLANNING IMPLICATIONS:**

See Cover Sheet for Item 4 (b) on this agenda.

**RECOMMENDATION:**

This memorandum is presented for information.

**DOCUMENTATION PROVIDED:**

Advice on Fees and Operating Plans from the Council on Student Services Committee (CSS).



OFFICE OF THE DEAN, STUDENT AFFAIRS

**TO:** Members of the UTSC Campus Affairs Committee

**FROM:** Desmond Pouyat, Dean of Student Affairs

**DATE:** January 27, 2015

**SUBJECT:** Advice on Fees and Operating Plans from the Council on Student Services (CSS)

Included in this package are the proposed Operating Plans and proposed Fees for the UTSC Student Affairs and Services for 2014-15. 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 UTSC-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:

- UTSC Health and Wellness Fee
- UTSC Athletics & Recreation Fee
- UTSC Student Services Fee

The *Protocol* makes provision for the establishment of a body at UTSC 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 Council on Student Services (CSS) was established by the former Scarborough College Council, with the agreement of the Scarborough College Students' Union. The *Protocol* also requires that the advice of CSS shall be conveyed to the Governing Council.

The “advice” is interpreted to mean the decisions of CSS on the proposals made by the administration to CSS (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 CSS, 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 CSS “in sufficient time to allow representation to be made by the [CSS] to [CAC].”

*Advice on Fees and Operating Plans from the Council on Student Services (CSS)*

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

According to the terms of the *Protocol*, if CSS 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 CSS 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, UTI is an indexation of a fee with take into account changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes in enrolment. It is calculated separately for each fee. The result is an “indexed fee.” For comparison purpose, each fee’s UTI is represented here as a percentage:

UTSC Health & Wellness Fee 1.7%  
 UTSC Athletics & Recreation Fee 13.8%  
 UTSC Student Services Fee 2.6%

**CSS Advice on Operating Plans, Budgets and Fees**

For the operating plans, budgets and associated compulsory non-academic incidental fees to be approved by CSS, 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 Council overall.

At the CSS meeting held on January 22, 2015, the administration made three proposals to CSS encapsulated in the three resolutions listed below.

The outcome of each vote is provided below for the information of members of the Campus Affairs Committee (CAC).

**1) Health and Wellness**

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase of 3% in the Health & Wellness fee, from \$61.90 to \$63.75 per session for full-time students and \$12.38 to \$12.75 for part-time students.

The vote on the resolution was as follows:

In favour: 11 (6 admins, 5 students)

*Advice on Fees and Operating Plans from the Council on Student Services (CSS)*

Opposed: 5 (0 admins, 5 students)  
Abstentions: 0 (0 admins, 0 students)

**Resolution Failed**

In consideration of the advice of CSS, and pursuant to the terms of the *Protocol*, the administration is presenting plans to the CAC which include a request for a fee increase with permanent and temporary components.

**2) Athletics and Recreation**

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase of 5% in the Athletics & Recreation fee, from \$124.70 to \$130.94 per session for full-time students and \$24.94 to \$26.19 for part-time students.

The vote on the resolution was as follows:  
In favour: 9 (6 admins, 3 students)  
Opposed: 7 (0 admins, 7 students)  
Abstentions: 0 (0 admins, 0 students)

**Resolution Failed**

In consideration of the advice of CSS, and pursuant to the terms of the *Protocol*, the administration is presenting plans to the CAC which include a request for a fee increase with permanent and temporary components.

**3) Student Services**

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase of 2% increase in Student Services fee, from \$164.55 to \$168.65 per session for full-time students and \$32.91 to \$33.73 for part-time students.

The vote on the resolution was as follows:  
In favour: 10 (6 admins, 4 students)  
Opposed: 5 (0 admins, 5 students)  
Abstentions: 1 (0 admins, 1 students)

**Resolution Failed**



*Advice on Fees and Operating Plans from the Council on Student Services (CSS)*

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

Sincerely,

A handwritten signature in black ink, appearing to read "Desmond Pouyat". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Desmond Pouyat  
Dean of Student Affairs UTSC