



FOR APPROVAL

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 (b)

ITEM IDENTIFICATION:

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

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 UTSC Campus Affairs Committee's Terms of Reference provide that compulsory non-academic incidental fees for UTSC student services are approved by the UTSC Campus Council on the recommendation of the UTSC 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 UTSC Council on Student Services (CSS) 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 CSS endorses a non-tuition fee proposal from the administration, the Governing Council may approve the fee proposal.

In the absence of approval by CSS (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. UTSC Campus Affairs Committee [For Recommendation] (February 11, 2015)
2. UTSC Campus Council [For Approval] (March 3, 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 UTSC Student Affairs and Student Services for the current fiscal year were presented to UTSC Campus Affairs Committee on February 12, 2014 and approved by the UTSC Campus Council on March 4, 2014.

See the documentation under item 6.(a) on this agenda concerning consideration of the administration's proposed plans by the UTSC Council on Student Services (CSS).

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

Health & Wellness: \$61.90 per session (\$12.38 for part-time students)
Athletics & Recreation: \$124.70 per session (\$24.94 for part-time students)
Student Services: \$164.55 per session (\$32.91 for part-time students)

HIGHLIGHTS:

The experiences of Student Services and programs this past year and operating plans for 2015-16 are summarized in the documentation provided to the Board by Desmond Pouyat, Dean of Student Affairs, UTSC.

The Health & Wellness Centre proposed an increase to the sessional fee for a full-time student to \$63.75 (\$12.75 for a part-time student), which represents a year over year increase of \$1.85 (\$0.37 for a part-time student) or 3%;

The Department of Athletics & Recreation proposed an increase to the sessional fee for a full-time student to \$130.94 (\$26.19 for a part-time student), which represents a year over year increase of \$6.24 (\$1.25 for a part-time student) or 5%;

The Dean of Student Affairs proposed an increase to the sessional fee for a full-time student to \$167.84 (\$33.57 for a part-time student), which represents a year over year increase of \$3.29 (\$0.66 for a part time student) or 2%.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

UTSC 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:

UTSC Student Affairs and Services Executive Summary
UTSC 2015-16 Health & Wellness Operating Plans
UTSC 2015-16 Athletics & Recreation Operating Plans
UTSC 2015-16 Student Affairs and Student Services Operating Plans

Operating Plans: UTSC Student Affairs and Services

2015-2016

Summary of Changes

Description	Applies to:	2014-2015 Fee		TOTAL 2015-2016 Fee		Change from Previous Year			
		Full-time	Part-time	Full-time	Part-time	% Full-time	\$ Full-time	% Part-time	\$ Part-time
Student Services	Registered or Affiliated	\$164.55	\$32.91	\$167.84	\$33.57	2%	\$3.29	2%	\$0.66
Health Services Fee	Registered or Affiliated	\$61.90	\$12.38	\$63.75	\$12.75	3%	\$1.85	3%	\$0.37
Athletics & Recreation	Registered or Affiliated Undergraduate	\$124.70	\$24.94	\$130.94	\$26.19	5%	\$6.24	5%	\$1.25

Highlights:

- The UTSC Student Services operate without drawing substantially on UTSC's operating income.
- Pursuant to the terms of the Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees (the "Protocol"), and the Policy on Compulsory Non-Academic Incidental Fees approved by Governing Council on October 24, 1996, the UTSC Council on Student Services (CSS) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to the UTC Campus Affairs Committee (CAC) on these plans.
- These plans have been closely reviewed and examined by the student advisory committees, as well as the Finance Committee of CSS.
- These plans will be presented to CSS for a vote on January 22, 2015
- In our proposed operating plans we focus on continuing to deliver excellent programs and services but also on improvements in the efficiency of how we deliver programs and services, always searching for ways to improve our processes, so that we can effectively respond to our growing campus by getting the most out of our existing resources.
- In considering therefore, all of the advances made in recent years, and the continued improvement in campus life and support services, which have occurred through investments, and smart delivery, this budget does not propose to make demands on students for new staffing asks of any type.

Proposed to CSS

STUDENT SERVICES FEE 2015-16 SUMMARY - SCARBOROUGH v. JAN 14 2015													
STUDENT SERVICE AREA	Gross Direct Expenditures	Building Occupancy Costs	Gross Direct and Indirect Expenditure	Operating budget Contribution/ UofT Internal Recoveries	Other Income	St. George Attributions	Net Cost for Fee Purposes	% of Total Cost	Portion of Total Fee	Fees - 2014-15	Fee Increase		
A. Office of Student Affairs (UTSC)	\$ 666,987	2,545	\$ 669,532	\$ (205,817)	-	\$ -	\$ 463,715	10%	\$ 16.72	\$ 16.52	\$ 0.20		
B. Department of Student Life (UTSC)	748,540	5,213	753,753	-	-	-	\$ 753,753	16%	27.18	26.84	0.34		
C. Alcohol Education & Food Service Monitoring	32,500	-	32,500	(2,500)	-	-	\$ 30,000	1%	1.08	1.12	(0.04)		
D. Fall Orientation	100,000	-	100,000	(25,000)	-	-	\$ 75,000	2%	2.70	2.81	(0.10)		
E. LGBTQ at UTSC	20,247	-	20,247	(1,500)	-	-	\$ 18,747	0%	0.68	0.69	(0.01)		
F. ISC at UTSC	592,775	14,622	607,397	(174,618)	-	-	\$ 432,779	9%	15.61	15.39	0.21		
G. Career Centre - (St. George Campus)	-	-	-	-	-	180,850	\$ 180,850	4%	6.52	6.54	(0.02)		
H. Academic Advising & Career Centre (UTSC)	2,403,920	56,393	2,460,313	(828,294)	(30,750)	-	\$ 1,601,269	34%	57.74	57.22	0.52		
I. Space Occupied by Student Societies	-	757,889	757,889	-	-	22,535	\$ 780,424	17%	28.14	25.49	2.65		
J. Student Services Enhancement	40,000	-	40,000	-	-	-	\$ 40,000	1%	1.44	1.50	(0.06)		
K. CSS Student Space Capital Enhancement Reserve	1,000	-	1,000	-	-	-	\$ 1,000	0%	0.04	0.04	(0.00)		
L. Student Centre Capital Reserve	38,047	-	38,047	-	-	-	\$ 38,047	1%	1.37	1.40	(0.02)		
M. Student Centre Operating Fund	130,000	-	130,000	-	-	-	\$ 130,000	3%	4.69	4.87	(0.18)		
N. Accessibility Enhancement Fund	18,000	-	18,000	-	-	-	\$ 18,000	0%	0.65	0.67	(0.02)		
O. Campus Life Fund	23,000	-	23,000	-	-	-	\$ 23,000	0%	0.83	0.86	(0.03)		
P. Centennial Join Program - Incidental Fees	30,387	-	30,387	-	-	-	\$ 30,387	1%	1.10	1.08	0.01		
Q. Partnership Fund	10,000	-	10,000	-	-	-	\$ 10,000	0%	0.36	0.37	(0.01)		
R. CSS Clubs Funding	10,000	-	10,000	-	-	-	\$ 10,000	0%	0.36	0.37	(0.01)		
S. Equity & Community	20,000	-	20,000	-	-	-	\$ 20,000	0%	0.72	0.75	(0.03)		
T. TPASC Clubs Funding	20,000	-	20,000	-	-	-	\$ 20,000	0%	0.72	-	0.72		
TOTAL - STUDENT SERVICES FEE (Full-Time sessional)	\$ 4,905,402	\$ 836,662	\$ 5,742,064	\$ (1,237,729)	\$ (30,750)	\$ 203,385	\$ 4,676,970	100%	\$ 168.65	\$ 164.55	\$ 4.11		
TOTAL HEALTH & WELLNESS FEE (Full-Time sessional)									\$ 63.75	\$ 61.90	\$ 1.86		
TOTAL ATHLETICS FEE (Full-Time sessional)									\$ 130.94	\$ 124.70	\$ 6.24		
TOTAL - ALL SERVICES									\$ 363.35	\$ 351.14	\$ 12.20		3%

Proposed to Campus Affairs Committee

STUDENT SERVICES FEE 2015-16 SUMMARY - SCARBOROUGH v. JAN 27 2015														
STUDENT SERVICE AREA	Gross Direct Expenditures	Building Occupancy Costs	Gross Direct and Indirect Expenditure	Operating budget Contribution/ UoF Internal Recoveries	Other Income	St. George Attributions	Net Cost for Fee Purposes	% of Total Cost	Portion of Total Fee	Fees - 2014-15	Fee Increase			
A. Office of Student Affairs (UTSC)	\$ 666,987	2,545	\$ 669,532	\$ (205,817)	\$ -	\$ -	\$ 463,715	10%	\$ 16.72	\$ 16.52	\$ 0.20			
B. Department of Student Life (UTSC)	748,540	5,213	753,753	-	-	-	\$ 753,753	16%	27.18	26.84	0.34			
C. Alcohol Education & Food Service Monitoring	32,500	-	32,500	(2,500)	-	-	\$ 30,000	1%	1.08	1.12	(0.04)			
D. Fall Orientation	100,000	-	100,000	(25,000)	-	-	\$ 75,000	2%	2.70	2.81	(0.10)			
E. LGBTQ at UTSC	20,247	-	20,247	(1,500)	-	-	\$ 18,747	0%	0.68	0.69	(0.01)			
F. ISC at UTSC	592,775	14,622	607,397	(174,618)	-	-	\$ 432,779	9%	15.61	15.39	0.21			
G. Career Centre - (St. George Campus)	-	-	-	-	-	180,850	\$ 180,850	4%	6.52	6.54	(0.02)			
H. Academic Advising & Career Centre (UTSC)	2,403,920	56,393	2,460,313	(828,294)	(30,750)	-	\$ 1,601,269	34%	57.74	57.22	0.52			
I. Space Occupied by Student Societies	-	755,229	755,229	-	-	22,535	\$ 777,764	17%	28.05	25.49	2.55			
J. Student Services Enhancement	40,000	-	40,000	-	-	-	\$ 40,000	1%	1.44	1.50	(0.06)			
K. CSS Student Space Capital Enhancement Reserve	1,000	-	1,000	-	-	-	\$ 1,000	0%	0.04	0.04	(0.00)			
L. Student Centre Capital Reserve	38,047	-	38,047	-	-	-	\$ 38,047	1%	1.37	1.40	(0.02)			
M. Student Centre Operating Fund	130,000	-	130,000	-	-	-	\$ 130,000	3%	4.69	4.87	(0.18)			
N. Accessibility Enhancement Fund	18,000	-	18,000	-	-	-	\$ 18,000	0%	0.65	0.67	(0.02)			
O. Campus Life Fund	23,000	-	23,000	-	-	-	\$ 23,000	0%	0.83	0.86	(0.03)			
P. Centennial Join Program - Incidental Fees	30,387	-	30,387	-	-	-	\$ 30,387	1%	1.10	1.08	0.01			
Q. Partnership Fund	10,000	-	10,000	-	-	-	\$ 10,000	0%	0.36	0.37	(0.01)			
R. CSS Clubs Funding	10,000	-	10,000	-	-	-	\$ 10,000	0%	0.36	0.37	(0.01)			
S. Equity & Community	20,000	-	20,000	-	-	-	\$ 20,000	0%	0.72	0.75	(0.03)			
T. TPASC Clubs Funding	-	-	-	-	-	-	\$ -	0%	-	-	-			
TOTAL - STUDENT SERVICES FEE (Full-Time sessional)	\$ 4,885,402	\$ 834,002	\$ 5,719,404	\$ (1,237,729)	\$ (30,750)	\$ 203,385	\$ 4,654,310	100%	\$ 167.84	\$ 164.55	\$ 3.29			
TOTAL HEALTH & WELLNESS FEE (Full-Time sessional)												\$ 63.75	\$ 61.90	\$ 1.85
TOTAL ATHLETICS FEE (Full-Time sessional)												\$ 130.94	\$ 124.70	\$ 6.24
TOTAL - ALL SERVICES												\$ 362.53	\$ 351.14	\$ 11.38

STUDENT SERVICES EXPENSES BY AREA

University of Toronto Scarborough
 Student Services
 2015-16 Proforma Expenses by Area

STUDENT SERVICE AREA	Salary, Wages & Benefits	Non Salary Expenses	Operating Budget Support	Departmental Income	Net Direct Costs	Occupancy Costs	Net Operating Expenses for Fee Purposes
Division of Student Affairs and Services							
Office of Student Affairs (UTSC)	562,163	104,824	205,817	-	461,170	2,545	463,715
Department of Student Life (UTSC)	613,085	135,455	-	-	748,540	5,213	753,753
ISC at UTSC	537,892	54,883	174,618	-	418,157	14,622	432,779
Academic Advising & Career Centre (UTSC)	2,206,499	197,421	828,294	30,750	1,544,876	56,393	1,601,268
Services							
Alcohol Education & Food Service Monitoring		32,500	2,500		30,000		30,000
Career Centre - (St. George Campus)		180,850			180,850		180,850
Fall Orientation		100,000	25,000		75,000		75,000
LGBTQ at UTSC	16,997	3,250	1,500		18,747		18,747
Student Centre Capital Reserve		38,047			38,047		38,047
Student Centre Operating Fund		130,000			130,000		130,000
Student Funding							
Student Services Enhancement		40,000			40,000		40,000
CSS Student Space Capital Enhancement Reserve		1,000			1,000		1,000
Accessibility Enhancement Fund		18,000			18,000		18,000
Campus Life Fund		23,000			23,000		23,000
Partnership Fund		10,000			10,000		10,000
CSS Clubs Funding		10,000			10,000		10,000
Equity & Community		20,000			20,000		20,000
TPASC Clubs Funding							
Student Space							
Space Occupied by Student Societies					22,535	755,229	777,764
Other							
Centennial Joint Program - Incidental Fees		30,387			30,387		30,387
Total, Student Fee Funded Departments and Services	\$ 3,936,636	\$ 1,129,616	\$ 1,237,729	\$ 30,750	\$ 3,820,308	\$ 834,002	\$ 4,654,310

University of Toronto Scarborough
2015-16 Budget
Student Services Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)	\$	2,911,348
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		3,027,802
Average Benefit Cost Rate		24.75%
Indexed Appointed Salary and Benefits Base		3,777,183
Casual/PT Salary Expenditure Base (previous year)		147,676
Average ATB Incr./Decr. for casual/pt staff		<u>2.75%</u>
Indexed Casual/PT Salary Base		151,737
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>166,911</u>
Indexed Salary and Benefits Expenditure Costs	\$	3,944,094
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(1,235,717)
Add the Non-Salary Expenditure Base (previous year)	+	876,387
Add the Occupancy Costs (current year)	+	893,728
Reduce by proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	<u>203,385</u>
Costs for UTI Purposes	\$	4,681,877
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	27,731
UTI Indexed Fee	\$	168.83
\$ Amount of UTI based increase	\$	4.28
% Amount of UTI based increase		2.6%
Consumer Price Index		
Fee Per Session (previous year)	\$	164.55
Consumer Price Index		2.0%
Consumer Price Indexed Fee	\$	167.84
\$ Amount of CPI based increase	\$	3.29

Combined Fee Increase		
Fee Per Session (previous year)	\$	164.55
Less: Removal of old temporary fee (n/a)	-	-
CPI Based Fee Increase	+	\$ 3.29
UTI Based Fee Increase	+	\$ -
Indexed Full Time Fee	\$	167.84

Proposed Fee	2014-15	2015-16	Increase	
Full-Time	\$ 164.55	\$ 167.84	\$ 3.29	2.0%
Part-Time	\$ 32.91	\$ 33.57	\$ 0.66	2.0%

University of Toronto Scarborough
2015-16 Budget
Health Services Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)	1,192,425	
Average ATB Increase/Decrease for Appointed Staff	<u>4.00%</u>	
Indexed Salaries Base	1,240,122	
Average Benefit Cost Rate	24.75%	
Indexed Appointed Salary and Benefits Base		1,547,052
Casual/PT Salary Expenditure Base (previous year)	191,771	
Average ATB Incr./Decr. for casual/pt staff	<u>2.75%</u>	
Indexed Casual/PT Salary Base	197,045	
Average Benefit Cost Rate	10%	
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>216,749</u>
Indexed Salary and Benefits Expenditure Costs		1,763,801
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(239,530)
Add the Non-Salary Expenditure Base (previous year)	+	154,090
Add the Occupancy Costs (current year)	+	66,663
Reduce by the proportion of non-student use (current year)	-	-
Add Attributions from St. George (current year)	+	-
Costs for UTI Purposes		\$ 1,745,025
Divide the difference by the projected enrolment (current year), giving part-time student enrolment the established weight.	÷	27,731
UTI Indexed Fee		\$ 62.93
\$ Amount of UTI based increase		\$ 1.03
% Amount of UTI based increase		1.7%

Consumer Price Index		
Fee Per Session (previous year)		\$ 61.90
Less: Removal of old temporary fee (n/a)	-	-
Consumer Price Index		2%
Consumer Price Indexed Fee		\$ 63.14
\$ Amount of CPI based increase		\$ 1.24

Combined Fee Increase		
Fee Per Session (previous year)		\$ 61.90
Less: Removal of old temporary fee (n/a)	-	\$ -
CPI Based Fee Increase	+	\$ 1.24
UTI Based Fee Increase	+	\$ 0.61
Indexed Full Time Fee		\$ 63.75

Proposed Fee	2014-15	2015-16	Increase	
Full-Time	\$ 61.90	\$ 63.75	\$ 1.85	3.0%
Part-Time	\$ 12.38	\$ 12.75	\$ 0.37	3.0%

University of Toronto Scarborough

2015-16 Budget

Athletics Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)	\$	833,481
Average ATB Increase/Decrease for Appointed Staff		4.00%
Indexed Salaries Base		866,820
Average Benefit Cost Rate		24.75%
Indexed Appointed Salary and Benefits Base		1,081,358
Casual/PT Salary Expenditure Base (previous year)		359,426
Average ATB Incr./Decr. for casual/pt staff		2.75%
Indexed Casual/PT Salary Base		369,310
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		406,241
Indexed Salary and Benefits Expenditure Costs	\$	1,487,599
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(293,805)
Add the Non-Salary Expenditure Base (previous year)	+	837,145
Add the Occupancy Costs (current year)	+	1,905,305
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	-
Costs for UTI Purposes		\$ 3,936,244
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	27,731
UTI Indexed Fee	\$	141.94
\$ Amount of UTI based increase	\$	17.24
% Amount of UTI based increase		13.8%
Consumer Price Index		
Fee Per Session (previous year)	\$	124.70
Consumer Price Index		2.0%
Consumer Price Indexed Fee	\$	127.19
\$ Amount of CPI based increase	\$	2.49

Combined Fee Increase		
Fee Per Session (previous year)	\$	124.70
Less: Removal of old temporary fee (n/a)	-	-
CPI Based Fee Increase	+	2.49
UTI Based Fee Increase	+	3.75
Indexed Full Time Fee	\$	130.94

Proposed Fee	2014-15	2015-16	Increase	
Full-Time	\$ 124.70	\$ 130.94	\$ 6.24	5.0%
Part-Time	\$ 24.94	\$ 26.19	\$ 1.25	5.0%