



Memorandum to: Governing Council

From: Bill Gough, Chair, Elections Committee
Louis R. Charpentier, Secretary

Date: October 26, 2012

Subject: **Update on UTM and UTSC Campus Council Proposals**

At its meeting of June 25, 2012, the Governing Council approved the following three-part resolution:

THAT the proposed Terms of Reference for Campus Councils and Standing Committees at the University of Toronto Mississauga and at the University of Toronto Scarborough, as described in Appendix “A” attached hereto, be approved in principle to be effective July 1, 2013;

THAT implementation of the proposal proceed on the understanding that the following matters will be brought forward for consideration by the Governing Council at the earliest feasible dates in the 2012-13 governance year:

- quorum provisions for meetings of the Campus Councils and their Standing Committees to take into account representation of the administrative staff, alumni, community, student and teaching staff estates; and
- means to sustain, with the advent of campus-level governance, the spirit of wide consultation embodied in the previous advisory councils that operated on both campuses.

THAT, following the first year of operation, the Governing Council conduct a review of the new model to determine its effectiveness and any changes that might be necessary.

This memorandum and the attached documents are intended as an update on further steps toward implementation in relation to part two of the resolution. We are also seeking your advice on various questions prior to proceeding with consultations with groups on all three campuses.

Quorum

In light of concerns expressed at the Governing Council, we revisited the proposed quorum provision for the Campus Councils and their Standing Committees. The specific concern was that under the proposal's quorum provisions – that is, one-third of the voting members – Campus Council meetings could be held without faculty or student members. It was suggested that a minimum number of faculty and/or student members be required as part of the necessary quorum.

The attached memorandum (Attachment 1) summarizes quorum requirements contained in the *University of Toronto Act* for the Governing Council itself and the Executive Committee, as well as requirements for the Boards and Committees established by the Governing Council. The latter bodies are addressed in *By-law Number 2*, the *Report of the Chairman's Advisory Committee on Governance* (Balfour Report) and the bodies' Terms of Reference. We also summarized attendance of internal and external estates at meetings of the Council and its Boards and Committees over three years.

The constitutions of Divisional Councils, which are also bodies of the Governing Council, are approved by the Academic Board and contain provisions for quorum. At present, 14 Divisions have a quorum requirement of one-third of the voting members, two require half of the voting members and six have less than one-third.

We note that the *Act* requires a minimum representation of Lieutenant Governor-in-Council and alumni governors in the quorum count for the Governing Council and the Executive Committee. While the same provision was considered for inclusion in the Campus Councils proposal, it was agreed that the Campus Councils, although modelled structurally after the Governing Council, would be expected to function in a manner consistent with other bodies of the Council.

After consideration of the various provisions and the attendance data – which indicate that attendance of faculty, staff and student members has not been an issue of concern – we sought the Executive Committee's advice and asked whether it was reasonable to expect that the Campus Councils would be sufficiently different from other Boards and Committees of the Governing Council in their intended responsibilities, membership and operation to warrant quorum provisions that depart from normal practice. The Executive Committee agreed that the proposed quorum requirement of one-third of the voting members should be maintained for the Campus Councils and their Standing Committees.

Maintaining the Spirit of Wide Consultation

The existing advisory Councils at UTM and UTSC (comprising approximately 400 and 420 members, respectively) are seen to provide regular opportunities for communication and consultation with a broad range of elected and *ex officio* members on matters affecting the campus communities. Vice-Presidents Saini and Vaccarino recognize the

value of an inclusive forum and have agreed to build on the established traditions of the Erindale College Council and the UTSC Council. To that end, they will hold “Principal’s Town Hall” sessions on their respective campuses that will:

1. Be open to all members of the campus, including alumni and interested members of the broader community.
2. In relation to (1), include specific invitations to representative campus groups.
3. Be scheduled once per term with the dates publicized well in advance.
4. Focus on key issues and themes relevant to the campus.
5. Have agendas that will be informed by requests for suggestions and questions from the campus.

Open to all members of the campuses, such sessions would be more inclusive than the existing Councils which, while broadly representative, comprise a specific subset of the campus.

Election Guidelines

The Elections Committee is examining two issues in parallel:

1. The distribution of seats within the administrative staff, student and teaching staff estates of the Governing Council and the Academic Board, and
2. Elections procedures for the UTM and UTSC Campus Councils and their Standing Committees.

The Committee has considered the attached draft (Attachment 2) which will be distributed broadly within the University Committee for input and advice. It will also be the focus of consultation sessions scheduled for November 2 (St. George), 7 (UTSC), and 8 (UTM). Work on issue (1) has just begun and with input from these initial consultations, the Committee will decide on its next steps. Should any recommendations for change arise from its deliberations and be approved by the Governing Council, implementation would not occur until 2014.

In the context of issue (2), we have considered suggestions advanced by the group of student government, faculty and librarian representatives through Vice-Presidents Saini and Vaccarino. The group’s advice falls within two overarching themes: *ex officio* student government and/or association membership on the Academic Affairs and Campus Affairs Committees and substantially increased numbers of faculty, student and librarian members on both bodies.

In our view, the Governing Council’s approval in principle of the Campus Council proposals did not include potentially re-thinking their membership and that of their Standing Committees. We also believe, however, that if some modest adjustment would enable the bodies to function more effectively and facilitate implementation, a recommendation should be made to the Governing Council. In this context and with the

Executive Committee's agreement, we would propose to change the composition of the Academic Affairs Committees as follows:

- For UTM, increase the number of teaching staff seats from 12 to 16. This change would ensure that there would be an elected faculty member from each of UTM's Departments, rather than the originally proposed 4 from each of the Humanities, Social Sciences, Physical Sciences and Life Sciences sectors.
- For UTSC, increase the number of student seats from 8 to 9. This change would align the number of seats for UTM and UTSC.

The suggested revisions are summarized in the attached consultation draft which also includes a comparison with the membership of the Academic Board (Attachments 3 and 4).

With the the Executive Committee's agreement, we would also propose to add one seat for a Librarian to the UTM and UTSC Campus Affairs Committees. In recognition of their unique role in the University, they were included as a distinct category in the Academic Board membership. That principle has been extended to the UTM and UTSC Academic Affairs Committees. (Note that under the *University of Toronto Act*, librarians are within the administrative staff estate.) At UTM and UTSC, the libraries (singular on each campus) play more than an academic role and, as a result, it has been suggested that they be included on the Campus Affairs Committees in a similar fashion. The librarians impact on the two campuses has extended, for example, to playing a leading role in advocating for more student study space, increased research archival space and enhanced IT services.

It is our intent to consult further with representatives from UTM and UTSC on the membership suggestions noted above prior to bringing a recommendation to the Governing Council.