

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL
REPORT NUMBER 169 OF
THE UNIVERSITY AFFAIRS BOARD

April 17, 2012

To the Governing Council,
University of Toronto.

Your Board reports that it met on Tuesday, April 17, 2012 at 4:30 p.m. in the Council Chamber, Simcoe Hall, with the following members present:

Ms B. Elizabeth Vosburgh, In the Chair
Mr. Ken Davy, Vice-Chair
Professor Jill Matus, Vice-Provost, Students
Ms Lucy Fromowitz, Assistant Vice-President,
Student Life
Ms Diana A.R. Alli
Professor Robert Baker
Mr. Richard Chambers
Mrs. Heather Hines
Professor Ira Jacobs
Professor Bruce Kidd
Mr. Gary P. Mooney
Professor Elizabeth M. Smyth

Ms Morgan Vanek

Non-Voting Assessors:

Mr. Jim Delaney, Director, Office of the Vice-Provost, Students
Professor Angela Hildyard, Vice-President,
Human Resources and Equity
Mr. Mark Overton, Dean, Student Affairs,
University of Toronto Mississauga

Secretariat:

Ms Cristina Oke (Acting Secretary)

Regrets:

Ms Celina Rayonne Caesar-Chavannes
Mr. Daniel DiCenzo
Mr. Andrew O.P. Drummond
Mr. Arman Hamidian
Ms Tina Hu
Mr. Samuel Oduneye
Mr. Jorge Prieto
Ms Ziyang Zhang

In Attendance:

Mr. Steve Bailey, Director, Office of Space Management
Ms Sandra Carnegie-Douglas, Anti-Racism and Cultural Diversity Officer
Ms Andrea Carter, Director, Employment Equity & AODA and High Risk Case Manager, Office of the Vice-President, Human Resources and Equity (OVPHRE)
Ms Katy Francis, Strategic Communications Officer, OVPHRE
Ms Joan Griffin, Special Projects Officer, Office of the Vice-Provost, Students
Mr. Paul Handley, Chief Administrative Officer, Student Life
Ms Clara Ho, Vice-President, University Affairs, University of Toronto Students' Union (UTSU)
Ms Shannon Howes, Co-ordinator, Student Policy Initiatives, Office of the Vice-Provost, Students
Mr. Walied Khogali, Executive Coordinator, University of Toronto Mississauga Students' Union (UTMSU)

In Attendance (cont'd):

Ms Rosie Parnass, Quality of Work-Life Advisor, OVPHRE
 Ms Carol Ramm, Financial Administrator, Graduate Students' Union (GSU)
 Ms Danielle Sandhu, President, UTSU
 Ms Paddy Stamp, Sexual Harassment Officer, OVPHRE

ALL ITEMS ARE REPORTED FOR INFORMATION.

Chair's Remarks

The Chair welcomed members and guests to the meeting.

1. Report of the Previous Meeting – Report Number 168, March 13, 2012

The report of the meeting of March 13, 2012 was approved.

2. Business Arising from the Report of the Previous Meeting

There was no business arising.

3. Compulsory Non-Academic Incidental Fees: Student Society Fees

The Chair welcomed representatives of the University's student societies who were in attendance to assist in answering questions about requests for fee increases.

(a) Report on Financial Statements and Internal Auditor's Opinion

The Chair reminded members that the *Policy on Compulsory Non-Academic Incidental Fees* required that, where the University collected a compulsory non-academic incidental fee on behalf of a student society, the society had to present financial statements audited by an independent public auditor licensed under the *Public Accountancy Act*. The Board's role was to satisfy itself that the Policy was being implemented appropriately and that compulsory non-academic incidental fees were not being released to student societies that were not properly accounting for their use.

Professor Matus explained that this annual report was an important accountability mechanism for the Board. This year, the review of the audited statements had been conducted by the Office of the Vice-Provost, Students, with, when necessary, advice from the Internal Audit Department. Previously, the Internal Audit Department had conducted these reviews.

The format of the report had been revised for this year, and all student societies had been included. Forty student societies and one affiliate had fit the three criteria for recognized student societies:

- they represented and were responsible to given 'constituencies';
- membership was automatic based on registration in a particular academic division (or residency in a particular residence); and
- the University collected compulsory non-academic incidental fees from each student eligible to be a member.

3. Compulsory Non-Academic Incidental Fees: Student Society Fees (cont'd)

(b) Student Society Proposals for Fee Increases

The Chair explained that, as part of its responsibility for matters that concerned the quality of student and campus life, the Board was responsible for the approval of requests for fee increases proposed by student societies. The role of the Board was to consider the processes, governed by policy, by which the proposed increases had been brought forward for approval. If members were satisfied that the processes had been appropriate and thorough, and that any issues that had arisen had been dealt with satisfactorily, then it was the Board's responsibility to approve the fee increases.

Professor Matus noted that this was the second set of requests on behalf of student societies that had been brought forward this year.¹ No complaints had been received concerning the process for approval of the proposed increases.

Mr. Delaney noted that the Engineering Society, in light of concerns that had been raised, would be conducting another referenda on proposed fee increases that had not been approved in the March 30, 2012 referenda. If the referenda were successful, the proposed fee increases would be brought forward to the next meeting of the Board.

Mr. Delaney also noted that students in the Mississauga Academy of Medicine would pay fees to the Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union (UTMSU)). A member expressed her thanks to UTMSU for welcoming the medical students to UTM.

A member asked whether the Master of Management & Professional Accounting Student Council (MMPASC) would receive a head grant from the Graduate Students' Union. (GSU) in addition to the proposed fee. Mr. Delaney replied that approximately six graduate unions received funds from GSU in addition to their student society fee. Ms Ramm agreed to check into the matter.

On a motion duly made, seconded and carried

YOUR BOARD APPROVED

THAT, on the condition that the Association of Part-Time Undergraduate Students Assembly of Class Representatives approves the following requests for increases at its meeting in April, 2012, the University Affairs Board approve the following: THAT beginning in the fall 2012 session, the **Association of Part-time Undergraduate Students (APUS)** fee be increased as follows: (a) by \$0.07 per session in the Canadian Federation of Students (CFS) / CFS-Ontario portion of the fee; (b) by \$3.47 per session in the Accident & Prescription Drug Plan portion of the fee; and (c) by \$2.89 per session in the Dental Plan portion of the fee. If approved, the total APUS fee will be \$92.55 per session, charged to all part-time undergraduate students on all campuses.

¹ At its meeting of March 13, 2012, the Board had approved increases to fees charged on behalf of the Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union (UTMSU)) and the Association of Erindale part-time Undergraduate Students EPUS).

3. Compulsory Non-Academic Incidental Fees: Student Society Fees (cont'd)**(b) Student Society Proposals for Fee Increases (cont'd)**

THAT beginning in the fall 2012 session, the **Engineering Society** fee be increased as follows: (a) an increase of \$0.46 (\$0.43 part-time) per session in the society portion of the fee; (b) the establishment of a Skule Nite portion of the fee of \$1.95 (\$0.00 part-time) through 2013-14. If approved, the total Engineering Society fee will be decreased to \$161.47 (\$22.11 part-time) per session, charged to all Faculty of Applied Science and Engineering students.

THAT beginning in the fall 2012 session, the **Erindale College Student Union** (operating as the **University of Toronto Mississauga Students' Union; UTMSU**) fee be increased as follows: (a) an increase of \$0.26 per session in the society portion of the fee; (b) an increase of \$0.01 per session in the On-Campus First Aid Emergency Response portion of the fee; (c) an increase of \$0.02 per session in the Academic Societies portion of the fee; (d) an increase of \$0.01 per session in the Food Bank portion of the fee; and (e) an increase of \$0.02 per session in the Student Refugee Program portion of the fee. If approved, the total UTMSU fee will be \$126.03 for the 2012 summer session and \$105.31 per session in the fall and winter terms, charged to all full-time undergraduate University of Toronto at Mississauga students.

THAT, on the condition that the Graduate Students' Union Council ratifies the referenda concerning fees for the University of Toronto Environmental Resource Network and the Toronto Sustainable Food Co-operative Inc. at its meeting on April 25, 2012, the University Affairs Board approve the following: THAT, beginning in the fall 2012 session, the **Graduate Students' Union (GSU)** fee be increased as follows: (a) an increase of \$0.60 (\$0.30 part-time) per session in the society portion of the fee; (b) an increase of \$0.22 (\$0.11 part-time) per session in the Canadian Federation of Students (CFS) – CFS-Ontario portion of the fee; (c) an increase of \$4.07 (full-time students only) per session (including an administration fee and sales tax) in the Supplementary Health Coverage portion of the fee; (d) an increase of \$4.38 (\$4.38 part-time) per session (including an administration fee and sales tax) in the Dental Plan portion of the fee; (e) the establishment of a UTERN Fund portion of the fee of \$0.25 (\$0.13 part-time) per session; and (f) the establishment of a Toronto Sustainable Food Co-operative portion of the fee of \$0.50 (\$0.25 part-time) per session. If approved, the total GSU fee will be increased to \$233.00 per session (\$99.98 part-time), charged to all graduate students.

THAT beginning in the fall 2012 session, the **Innis College Student Society (ICSS)** fee be increased as follows: (a) an increase of \$0.53 per session in the society portion of the fee; (b) an increase of \$1.00 per session in the Orientation portion of the fee; Orientation (first year students only); and (c) the establishment of a Town Hall portion of the fee of \$5.00 (\$5.00 part-time) per session. If approved, the total ICSS fee will be \$86.53 per session for first year students and \$35.53 per session for all other students, charged to all full-time and part-time Innis College students.

THAT beginning in the fall 2012 session, the **Nursing Undergraduate Society (NUS)** fee be increased as follows: (a) an increase of \$0.34 per session in the society portion of the fee; and (b) an increase of \$2.50 per session (full-time only) in the Canadian Nursing Students Association portion of the fee. If approved, the total NUS fee will be \$22.34 (\$1.00 part-time) per session, charged to all undergraduate Faculty of Nursing students.

3. Compulsory Non-Academic Incidental Fees: Student Society Fees (cont'd)**(b) Student Society Proposals for Fee Increases (cont'd)**

THAT, on the condition that the Scarborough Campus Students' Union Board approves the following requests for increases at its meeting on April 10, 2012, the University Affairs Board approve the following:

THAT beginning in the fall 2012 session, the **Scarborough Campus Students' Union (SCSU)** fee be increased as follows: (a) the continuation of the Student Refugee Program portion of the fee; (b) an increase of \$0.48 (\$0.03 part-time) per session in the society portion of the fee; (c) an increase of \$0.71 (\$0.21 part-time) per session in the Student Centre portion of the fee; (d) an increase of \$0.14 (full-time only) per session in the CFS/CFS-O portion of the fee; (e) an increase of \$1.66 (\$0.17 part-time) per session in the Sports and Recreation Centre portion of the fee; (f) an increase of \$4.38 (full-time only) per session (including an administration fee and sales tax) in the Health Plan portion of the fee; and (g) an increase of \$5.18 (full-time only) per session (including an administration fee and sales tax) in the Dental Plan portion of the fee. If approved, the total SCSU fee will be \$229.94 (\$21.07 part-time) per session, charged to all undergraduate University of Toronto Scarborough students.

THAT beginning in the fall 2012 session, the **Students' Administrative Council** (operating as the **University of Toronto Students' Union (UTSU)**) fees be increased as follows: (a) an increase of \$0.34 per session in the society portion of the fee; (b) an increase of \$0.01 per session in the Student Refugee Program portion of the fee; (c) an increase of \$0.14 per session in the Canadian Federation of Students (CFS) – CFS-Ontario portion of the fee; (d) an increase of \$2.41 per session (including an administration fee and sales tax) in the Accident & Prescription Drug Plan portion of fee; and (e) an increase of \$5.14 per session for the Dental Plan portion (including an administration fee and sales tax); and (f) for full-time undergraduates on the St. George Campus only, an increase of the fee for the Student Common Project of \$0.62 per session. If approved, the total UTSU-St. George fee will increase to \$159.63, charged to all full-time undergraduate students on the St. George Campus; and the total UTSU- UTM fee will increase to \$150.61, charged to all full-time undergraduate students on the University of Toronto Mississauga campus.

THAT beginning in the fall 2012 session, The **Varsity** fee be increased as follows: (a) an increase of \$0.03 per session in the society portion of the fee. If approved, the total Varsity fee will be \$1.36 per session, charged to all full-time undergraduate University of Toronto students.

THAT beginning in the fall 2012 session, the **Master of Management & Professional Accounting Student Council (MMPASC)** be established as a student society pursuant to the *Policy for Compulsory Non-Academic Incidental Fees*; and

THAT a student society fee be established as follows: (a) the establishment of a society portion of the fee of \$30.00 per session in the fall and winter sessions, charged to all Master of Management & Professional Accounting students.

4. Hart House Constitution: Revisions

The Chair noted that the Board had delegated authority from the Governing Council to approve revisions to the Hart House Constitution.

Professor Matus explained that the revised constitution incorporated the Hart House vision statement that had been approved by the Board of Stewards in 2011, provided a framework for disciplinary processes with respect to the conduct of members, and clarified the role of the Board of Stewards and the Warden. The Board of Stewards had approved the amended constitution on March 15, 2012.

A member commented that an excellent job had been done on the revision of the language in the constitution.

On a motion duly made, seconded and carried

YOUR BOARD APPROVED

The amended Hart House Constitution of the Board of Stewards, which was approved by the Board of Stewards on March 15, 2012.

5. Annual Report: Equity Offices

The Chair welcomed the equity officers who were present and thanked them for their work.

She reminded members that the Board was responsible for matters of a non-academic nature that directly concerned the quality of life on campus. The Annual Report of Equity, Diversity and Excellence addressed the quality of life for all members of the University community: students, faculty, and staff. The annual report was intended to enable the Board to monitor the University's activities in implementing its policies regarding equity and diversity.

The Board received for information the 2011 Annual Report of Equity, Diversity and Excellence, which is attached hereto as Appendix A.

Professor Angela Hildyard introduced the members of her Office who were in attendance, and recognized Mr. Richard Chambers, Director of the Multi-Faith Centre and a member of the Board, who was part of her broader team. She stated that all members of the University community were expected to support equity and diversity.

Professor Hildyard informed members that the University was pro-actively addressing issues of equity and diversity. The equity officers were expected to work together as a team. There were also equity experts within various divisions. She explained that her office had a tri-campus mandate. Work was ongoing to build appropriate links with the University of Toronto Mississauga (UTM).

A member asked about the recent turnover of staff and the balance between complaint-driven issues and programming initiatives. Professor Hildyard replied that turnover of staff was due to individuals leaving for other opportunities. She noted that complaint-based issues were addressed as soon as possible. Program initiatives included more training and profession development. As well, efforts had been made to increase the amount of information available on the website.

5. Annual Report: Equity Offices (cont'd)

A member commented that, during recruitment efforts, individuals often mentioned the University's focus on equity and diversity. He expressed his concern about the level of co-ordination between the divisions and the Equity Offices. Professor Hildyard replied that responsibilities at the divisional level differed as there were a variety of models in place. Central oversight was necessary in the handling of complaints to ensure that issues involving legislation such as Human Rights, Accessibility for Ontarians with Disabilities and Bill 168 were handled consistently across the three campuses.

A member asked how high risk issues were being co-ordinated at the University. Professor Hildyard replied that she, Professor Matus, and senior legal counsel were always involved with such cases. Individuals on the east and west campuses would discuss issues with Ms Carter who would co-ordinate the responses and manage the situation until it had been resolved. The member asked whether the east and west campuses would establish offices to handle high risk issues. Professor Hildyard replied that it was best to manage such issues centrally to ensure consistency across campuses. She noted that there was value in sharing ideas, and that everyone involved learned something from each case. Professor Matus added that having a risk office on each campus would result in duplication of legal counsel. Currently, excellent staff were available on each campus to handle situations involving risk.

A member asked about the relationship between the Equity Offices and staff unions. Professor Hildyard replied that in some cases, for example sexual harassment, the individual could choose to make a complaint under the Sexual Harassment Policy, or file a grievance with the union. Ms Stamp added that a complaint considered under the Policy was handled confidentially and a private mediation process was used, while the grievance process was public and the Sexual Harassment Office was not involved.

The Chair recognized Ms Sandhu who commended the efforts of the Equity Officers. A member thanked the Equity Officers for their efforts and members of the Board showed their appreciation by applause.

6. Report of the Senior Assessor

a) Student Consultation Project Update

Professor Matus reported that, over the past few months, a study of the ways in which students were engaged and consulted through the formal governing structures of the University's central and **divisional** administrations had been undertaken. Responses had been received from the central administration for the three University campuses, 14 academic units, 5 St. George Colleges, and 7 non-academic units. At this point, 1,465 voting student members who sit on 218 different boards and councils at varying administrative levels had been catalogued. The data was being compiled ways of presenting the complete findings were being examined. She thanked Mr. Delaney and Ms Howes for their work in moving this project along.

b) Campus Room Finder

Professor Matus provided an update on the development of an *Online Database of Temporary Space*. The creation of the database had been recommended by the Advisory Committee on Temporary Space. The database had been developed from a comprehensive inventory of space and would allow students to search rooms by characteristic and availability, and to see similar spaces that might be available if their first choice was not. The database would be integrated as a layer on the new St. George campus map (including room data, accessibility information, and booking procedures).

6. Report of the Senior Assessor (cont'd)**b) Campus Room Finder (cont'd)**

Professor Matus thanked Ms Fromowitz and the Office of Student Life, and Mr. Bailey and the Office of Space Management (OSM), for their work in developing the first phase of a database of bookable space, which would be available to students online by April 30, 2012. The CAMPUS ROOM FINDER application was a searchable database of rooms managed by OSM, Hart House and Student Life. It was web accessible, mobile friendly, and allowed searches based on the dates wanted with a further filtering for features such as accessibility and types of audio-visual equipment. Rooms could be examined prior to booking, and request forms for any type of room on campus could be accessed from the application.

A member asked if students could book audio-visual equipment using the application. Mr. Bailey replied that the application provided an idea of what was available within the room, but that the reservation of equipment had to be done by contacting the appropriate office.

c) Name the New ROSI Contest

Professor Matus announced that the winner of the Name the New ROSI Contest was ACORN (ACCESSIBLE CAMPUS ONLINE RESOURCE NETWORK), submitted by Kerry D'Costa, a student in the Faculty of Dentistry. It had been chosen by the adjudication panel from over 800 entries from grad and undergrad students on all three campuses.

Professor Matus thanked Ms Griffin for setting up and running the contest.

7. Date of Next Meeting: Wednesday, May 30, 2012 at 4:30 p.m.**8. Other Business**

There was no other business.

On motion duly moved, seconded, and carried,

IT WAS RESOLVED

THAT, pursuant to sections 28 (e) and 33 of *By-Law Number 2*, consideration of items 9 and 10 take place *in camera*.

9. Appointment: Chair of Council on Student Services (COSS) – 2012-13

On a motion duly made, seconded and carried

YOUR BOARD APPROVED

THAT Ms Virginia Lomax be appointed Chair of the Council on Student Services, effective May 1, 2012 until April 30, 2013

10. Appointment: Warden of Hart House

On a motion duly made, seconded and carried

YOUR BOARD APPROVED

THAT Professor Bruce Kidd be appointed as Warden, Hart House for a term beginning May 1, 2012 until June 30, 2016.

The meeting adjourned at 5:40 p.m.

Acting Secretary

Chair

April 24, 2012