



FOR CONFIRMATION

PUBLIC

CLOSED SESSION

TO: Executive Committee

SPONSOR: Professor Bill Gough, Chair, UTSC Campus Council

CONTACT INFO: 416-287-7027; William.gough@utoronto.ca

PRESENTER: See above

CONTACT INFO:

DATE: May 2, 2014 for May 12, 2014

AGENDA ITEM: 5c

ITEM IDENTIFICATION:

Compulsory Non-Academic Incidental Fees – Student Society Fees: UTSC Student Society
Proposals for Fee Increases

JURISDICTIONAL INFORMATION:

Section 5 of the Campus Council Terms of Reference lists student societies and compulsory non-academic incidental fees among the body's areas of responsibility.

Sections 5.4.1 and 5.4.2 provide that compulsory non-academic incidental fees for representative student committees and divisional student societies "are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee."

Student society fees are subject to the terms and conditions of the *Policy on Ancillary Fees* (Category 2.0, "Student organizations and services provided by such organizations," and Category 3.0, "Student levies for specific, limited projects"), and the *Policy for Compulsory Non-Academic Incidental Fees* (Preamble, Section A., and in particular, Section B.).

Section B.4. of the *Policy for Compulsory Non-Academic Incidental Fees* outlines the general expectations with respect to increases of student society fees:

Requests to change the fee collected on behalf of a student society and requests for new fees shall be approved only when evidence has been presented that the request has been authorized by due constitutional process in the organization. The procedures to request approval of a new fee or an increase to an existing fee shall be published in the Handbook for Student Societies.

Cost of Living Increases

- (a) *Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices for Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the results of a previous referendum approving the principle of a cost-of-living adjustment. In special circumstances (e.g., when a portion of a student society fee is designated for a health plan or capital project), other inflation indexes or predetermined inflation factors may be used, provided that the request is supported by the results of a previous referendum approving the use of the specific inflation index or predetermined inflation factor.*

Referendum Requirement

- (b) *Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the society's members voting in a recent referendum.*

In summary, increases which are greater than the cost of living must be supported by referendum. Other increases must be supported by a previous referendum approving the concept of annual increases by the cost of living or an explicit inflation factor. When such a provision is approved by referendum, annual increases, no greater than the Ontario Consumer Price Index of the previous December, or no greater than a specific inflation factor approved by referendum, may be requested upon approval of the board or council of the organization.

The administrative procedures are outlined in the *Handbook for Student Societies*, which is published by the Office of the Vice-Provost, Students and First-Entry Divisions (OVPS).

Requests for increases are brought forward to the Committee by the administration on the assurances of the student societies that due constitutional and fair procedures have been followed within the societies concerned. If a complaint is received about the process related to a fee request from a student society, the OVPS makes inquiries about the issue and, if necessary investigates matter further as part of the assessment of the request.

GOVERNANCE PATH:

1. UTSC Campus Affairs Committee [For Recommendation] (March 26, 2014)
2. UTSC Campus Council [For Approval] (April 24, 2014)
3. University Affairs Board [For Information] (April 29, 2014)
4. **Executive Committee [For Confirmation] (May 12, 2014)**

PREVIOUS ACTION TAKEN:

The Campus Council approved the proposal for Student Societies fee increases at the March 4, 2014 meeting. This particular increase was, in fact, included in the documentation from the

previous meeting of the Campus Council. It was listed in the memorandum from Mr. Pouyat among the fee requests but was inadvertently left out of the list of motions for approval.

HIGHLIGHTS:

Further to the changes considered and recommended for approval at the previous meeting, one additional increase is sought in the **Scarborough Campus Students' Union (SCSU)** fee charged on its behalf by the University.

This particular increase concerns the following:

- v. A cost of living increase in the Student Centre portion of the fee.*

At its meeting to be held on February 28, 2014, the SCSU Board will consider a resolution to request a cost of living increase to the Student Centre portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

The provision for the actual increase of \$0.55 per session (\$0.25 part-time) was inadvertently omitted from the text of the resolution originally considered by the Campus Affairs Committee.

Along with the previous requests from SCSU, this request was reviewed by the Office of the Vice-Provost, Students and First-Entry Divisions in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees* and is found to be in compliance. Therefore, the request is recommended for approval.

FINANCIAL IMPLICATIONS:

There are no net financial implications for the campus' operating budget.

RECOMMENDATION:

Be It Confirmed

THAT beginning in the Fall 2014 session, the SCSU fee be increased as follows: (a) an increase of \$0.55 per session in the Student Centre portion of the fee (\$0.25 part-time).

DOCUMENTATION PROVIDED:

Relevant Portion of Documentation Provided for Item 5 for the March 4, 2014 meeting of the Campus Council beginning on page 150.



OFFICE OF THE CAMPUS COUNCIL

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTSC Campus Council

SPONSOR: Professor Bruce Kidd, Interim Vice-President and Principal
CONTACT INFO: 416-287-7025; principal@utsc.utoronto.ca

PRESENTER: Ms Sue Graham-Nutter, Chair, UTSC Campus Affairs Committee
CONTACT INFO: 416 407-4007, sue.grahamnutter@rogers.com

DATE: March 4, 2014 for March 4, 2014

AGENDA ITEM: 5

ITEM IDENTIFICATION:

Compulsory Non-Academic Incidental Fees – Student Society Fees: UTSC Student Society Proposals for Fee Increases.

JURISDICTIONAL INFORMATION:

Section 5 of the Campus Council Terms of Reference lists student societies and compulsory non-academic incidental fees among the body's areas of responsibility.

Sections 5.4.1 and 5.4.2 provide that compulsory non-academic incidental fees for representative student committees and divisional student societies "are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee."

Student society fees are subject to the terms and conditions of the *Policy on Ancillary Fees* (Category 2.0, "Student organizations and services provided by such organizations," and Category 3.0, "Student levies for specific, limited projects"), and the *Policy for Compulsory Non-Academic Incidental Fees* (Preamble, Section A., and in particular, Section B.).

Section B.4. of the *Policy for Compulsory Non-Academic Incidental Fees* outlines the general expectations with respect to increases of student society fees:

Requests to change the fee collected on behalf of a student society and requests for new fees shall be approved only when evidence has been presented that the request has been authorized by due constitutional process in the organization. The procedures to request

*UTSC Campus Council – Compulsory Non-Academic Incidental Fees –
Student Society Fees: UTSC Student Society Proposals for Fee Increases*

approval of a new fee or an increase to an existing fee shall be published in the Handbook for Student Societies.

Cost of Living Increases

- (a) *Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices for Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the results of a previous referendum approving the principle of a cost-of-living adjustment. In special circumstances (e.g., when a portion of a student society fee is designated for a health plan or capital project), other inflation indexes or predetermined inflation factors may be used, provided that the request is supported by the results of a previous referendum approving the use of the specific inflation index or predetermined inflation factor.*

Referendum Requirement

- (b) *Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the society's members voting in a recent referendum.*

In summary, increases which are greater than the cost of living must be supported by referendum. Other increases must be supported by a previous referendum approving the concept of annual increases by the cost of living or an explicit inflation factor. When such a provision is approved by referendum, annual increases, no greater than the Ontario Consumer Price Index of the previous December, or no greater than a specific inflation factor approved by referendum, may be requested upon approval of the board or council of the organization.

The administrative procedures are outlined in the *Handbook for Student Societies*, which is published by the Office of the Vice-Provost, Students and First-Entry Divisions (OVPS).

Requests for increases are brought forward to the Committee by the administration on the assurances of the student societies that due constitutional and fair procedures have been followed within the societies concerned. If a complaint is received about the process related to a fee request from a student society, the OVPS makes inquiries about the issue and, if necessary investigates matter further as part of the assessment of the request.

GOVERNANCE PATH:

1. UTSC Campus Affairs Committee [For Recommendation] (February 12, 2014)
2. **UTSC Campus Council [For Approval] (March 4, 2014)**
3. Executive Committee [For Confirmation] (March 27, 2014)
4. University Affairs Board [For Information] (April 29, 2014)

*UTSC Campus Council – Compulsory Non-Academic Incidental Fees –
Student Society Fees: UTSC Student Society Proposals for Fee Increases*

PREVIOUS ACTION TAKEN:

Student society requests detailed in the enclosed proposal were considered and recommended for Campus Council approval by the Campus Affairs Committee on February 12, 2014.

HIGHLIGHTS:

The following student society has requested changes to fees charged on its behalf by the University:

Scarborough Campus Students' Union (SCSU)

Additional information is provided in the attached memorandum from Desmond Pouyat, Dean of Student Affairs.

The requests have been reviewed by the Office of the Vice-Provost, Students and First-Entry Divisions in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees* and are found to be in compliance. Therefore, the requests are recommended for approval.

FINANCIAL IMPLICATIONS:

There are no net implications for the campus' operating budget.

RECOMMENDATION:

Be It Resolved,

THAT, subject to confirmation by the Executive Committee, and;

THAT subject to (a) approval of the following fee increase proposals by Scarborough Campus Students' Union (SCSU) Board of Directors on February 28, 2014, and (b) notification in writing to the Office of the Vice-Provost, Students and First-Entry Divisions of the actual increases to the Accident & Prescription Drug Insurance Plan and Dental Plan portions of the fee no later than March 4, 2014,

THAT beginning in the Summer 2014 session, the SCSU fee be increased as follows: (a) an increase of \$95.01 per session (\$19.17 part-time) in the UTSC Sports & Recreation Centre Levy portion of the fee; and

THAT beginning in the Fall 2014 session, the SCSU fee be increased as follows: (a) an increase of \$0.37 per session in the Society membership portion of the fee (\$0.02 part-time), (b) an increase of \$0.11 per session (full-time only) in the CFS/CFS-O portion of the fee, (c) an increase of up to \$5.66 (full-time only) per session in the Accident & Prescription Drug Insurance Plan portion of the fee, (d) an increase of up to \$6.70 (full-time only) per session in the Dental Plan portion of the fee, and (e) continuation of the Student Refugee Program portion of the fee through the 2014-15 academic period.

UTSC Campus Council - Compulsory Non-Academic Incidental Fees: Student Societies - Requests for Fee Increases

*UTSC Campus Council – Compulsory Non-Academic Incidental Fees –
Student Society Fees: UTSC Student Society Proposals for Fee Increases*

If approved, the total Fall/Winter SCSU fee will be up to \$351.86 per session (\$41.04 part-time), charged to all UTSC undergraduate students.

DOCUMENTATION PROVIDED:

Compulsory Non-Academic Incidental Fees – UTSC Student Society Proposals for Fee Increases



UNIVERSITY OF
TORONTO
SCARBOROUGH

OFFICE OF THE DEAN, STUDENT AFFAIRS

TO: Members of the Campus Council
FROM: Desmond Pouyat, Dean of Student Affairs
DATE: March 4, 2014
SUBJECT: Compulsory Non-Academic Incidental Fees – UTSC Student Society Proposals for Fee Increases

Requests from one UTSC student society for the fee changes listed below have been received by the Office of the Vice-Provost, Students & First-Entry Divisions (OVPS), which manages the administrative processes University-wide related to student society fee requests. OVPS works with my office as necessary and keeps me informed with respect to the fee requests received from UTSC student societies.

The applications have been reviewed in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees*. The requests below are found to be in compliance with these requirements and are recommended for approval.

Requests for fee increases from student societies must meet a number of requirements. Section B.4. of the *Policy for Compulsory Non-Academic Incidental Fees* outlines the University's general expectations:

Requests to change the fee collected on behalf of a student society and requests for new fees shall be approved only when evidence has been presented that the request has been authorized by due constitutional process in the organization. The procedures to request approval of a new fee or an increase to an existing fee shall be published in the Handbook for Student Societies.

Cost of Living Increases

(a) Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices for Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the results of a previous referendum approving the principle of a cost-of-living adjustment. In special circumstances (e.g., when a portion of a student society fee is designated for a health plan or capital project), other inflation indexes or predetermined inflation factors may be used, provided that the request is

Compulsory Non-Academic Incidental Fees – UTSC Student Society Proposals for Fee Increases

supported by the results of a previous referendum approving the use of the specific inflation index or predetermined inflation factor.

Referendum Requirement

(b) Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the society's members voting in a recent referendum.

The procedures for handling fee change requests (from the *Handbook for Student Societies* published by the OVPS) also provide that requests for a fee increase must be supplied with the following:

Evidence that the request to change the existing fee (or to institute a new charge) has been authorized by due constitutional process of the organization. This evidence should include a copy of or specific reference to the section of the society's constitution which related to the mechanism for fee changes, minutes of the meeting at which the resolution to request the change was passed, details and results of any referenda related to the subject which may have been held within the division, and publicity given the matter to ensure that those who may be affected by the change are aware of the proposal, including size and purpose of the increase, and have had the opportunity to make their views known.

Normally, the administration intersects with these processes at two points. Initially, student societies are asked to seek advice from the OVPS on the wording of the referendum questions (with respect to clarity and technical language). The second point occurs after the referendum when the student society makes the formal request for a fee increase. The recommendation for approval is derived from the assessment of whether or not the society has met the requirements established in the *Policy* and relevant procedures.

Occasionally, the OVPS is asked to look into complaints about referendum procedures and compliance with relevant portions of the society's constitution and/or by-laws. The results of these investigations play a significant role in the assessment of the request and the recommendation for approval.

The assessment of requests for fee increases is normally based upon the following expectations:

1. The student society must make the request in a manner consistent with the *Policy for Compulsory Non-Academic Incidental Fees* and the University's procedures for increases to student society fees;
2. When required, there must be a positive result in a referendum for a fee increase (special conditions established by the society, such as quorum, must also be met);

Compulsory Non-Academic Incidental Fees – UTSC Student Society Proposals for Fee Increases

3. The referendum question itself should be clear and provide enough information to students in order to gain a full understanding of the implications of the question and proposed fee for them;
4. The referendum must be held in a fair manner, advertised and promoted in a reasonable manner, and the members of each organization should be given a reasonable opportunity to vote; and
5. Each organization must comply with the provisions of its own by-laws, rules of procedure, and specific policies and procedures approved by the society's board or council.

Societies which have previously received approval (by referendum) from their members for an annual cost of living increase in the society's portion of the fee may request increases, upon approval by the society's board or council, of up to the previous Ontario December-over-December cost of living increase (consumer price index) calculated by Statistics Canada. The December 2013 consumer price index for Ontario was 1.5%.

As outlined in the excerpt from the *Policy* above, where members of a society have given consent (through a previous referendum) to the concept of inflationary increases according to a specific inflation factor or measure, this inflation factor may be used. For example, the Scarborough Campus Students' Union may request increases in both the Dental and Accident & Prescription Drug Insurance Plan portions of their fee of up to 10%.

It is important to note that when dealing with a student society request for a fee change, it is the society's own constitution, by-laws, or established policies that set the standards for acceptable results in referenda. In some cases, society constitutions establish a minimum voter turnout in order to consider a referendum result to be valid. The University has not established additional criteria with respect to valid referendum voter turnout.

In addition, with respect to both requests for increases based upon the results of a referendum, and increases which require only the approval of the society's board or council, the administration relies on the assurances of student societies that due constitutional processes and fair procedures have been followed.

Scarborough Campus Students' Union (SCSU)

Background:

In fall/winter 2013-14, the total SCSU fee is \$242.52 per session for full-time University of Toronto Scarborough (UTSC) students (\$21.51 part-time). The fee includes \$24.59 per session for the society's portion of the fee (\$1.35 part-time), \$7.34 for the Canadian Federation of Students (CFS)/ Canadian Federation of Students – Ontario (CFS-O) portion of the fee, \$56.64 per session for the Accident & Prescription Drug Insurance Plan, \$66.09 per session for the

Compulsory Non-Academic Incidental Fees – UTSC Student Society Proposals for Fee Increases

Dental Plan, \$36.64 per session for the Student Centre fee (\$10.98 part-time), \$44.99 per session for the UTSC Sports & Recreation Complex Levy (\$8.83 part-time), and \$0.75 per session for the Student Refugee Program portion of the fee (\$0.25 part-time).

Requests:

- i. *A cost of living increase in the Society portion of the fee.*

At its meeting to be held on February 28, 2014, the SCSU Board will consider a resolution to request a cost of living increase to the society portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

- ii. *A cost of living increase to the CFS/CFS-O portion of the fee.*

At its meeting to be held on February 28, 2014, the SCSU Board will consider a resolution to request a cost of living increase to the CFS/CFS-O portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

- iii. *An inflationary increase in the Accident & Prescription Drug Insurance Plan portion of the fee.*

In accordance with the original referendum question, SCSU may request increases to the Accident & Prescription Drug Insurance Plan portion of the fee of up to 10% upon approval of a resolution by the SCSU Board.

At its meeting to be held on February 28, 2014, the SCSU Board will consider a resolution to request an inflationary increase to the Accident & Prescription Drug Insurance Plan portion of the fee.

SCSU will conclude its negotiations with the Plan provider and confirm the actual amount with the Office of the Vice-Provost, Students & First-Entry Divisions no later than March 4, 2014.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process

Compulsory Non-Academic Incidental Fees – UTSC Student Society Proposals for Fee Increases

leading up to the request.

iv. *An inflationary increase in the Dental Plan portion of the fee.*

In accordance with the original referendum question, SCSU may request increases to the Dental Plan portion of the fee of up to 10% upon approval of a resolution by the SCSU Board.

At its meeting to be held on February 28, 2014, the SCSU Board will consider a resolution to request an inflationary increase to the Dental Plan portion of the fee.

SCSU will conclude its negotiations with the Plan provider and confirm the actual amount with the Office of the Vice-Provost, Students & First-Entry Divisions no later than March 4, 2014.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

v. *A cost of living increase in the Student Centre portion of the fee.*

At its meeting to be held on February 28, 2014, the SCSU Board will consider a resolution to request a cost of living increase to the Student Centre portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

vi. *An increase in the UTSC Sports & Recreation Complex Levy*

Pursuant to the provisions of the original referendum question, approved in the spring of 2010, the Levy is scheduled to increase in Summer 2014 to \$140.00 per session for full-time UTSC students (\$28.00 for part-time students). The original referendum question also provided for annual increases to the Levy of 4% over a 25-year period following the implementation of the Summer 2014 increase for the 2014-15 year. The referendum question is considered an agreement among the students, SCSU, and the University, in respect of the Levy.

Compulsory Non-Academic Incidental Fees – UTSC Student Society Proposals for Fee Increases

At its meeting to be held on February 28, 2014, the SCSU Board will consider a resolution to request the planned and agreed upon increase to the UTSC Sports & Recreation Complex Levy portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

vii. *Continuation of the Refugee Student Program portion of the fee.*

At its meeting to be held on February 28, 2014, the SCSU Board will consider a resolution to request continuation of the Student Refugee Program portion of the fee through the Fall/Winter 2014-15 academic period.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

Summary of Changes

Student Societies	Summer 2014		Fall 2014		Winter 2015		Summer 2013		Fall 2013		Winter 2014	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Scarborough Campus Students' Union												
Society (cost of living increases permitted without referendum - approved fall 2002)	24.59	1.35	24.96	1.55	24.96	1.55	24.39	1.34	24.59	1.35	24.59	1.35
Refugee Student Program (through 2014-15; SCSU Board approval of continuation)	0.75	0.25	0.75	0.25	0.75	0.25	0.75	0.25	0.75	0.25	0.75	0.25
Student Centre (cost of living increases permitted without referendum - approved spring 2001)	36.64	10.98	37.19	11.14	37.19	11.14	36.35	10.89	36.64	10.98	36.64	10.98
Women's Centre (refundable)	1.50		1.50		1.50		1.50		1.50		1.50	
Downtown Legal Services (refundable)	0.50		0.50		0.50		0.50		0.50		0.50	
Orientation (refundable)	0.50		0.50		0.50		0.50		0.50		0.50	
Blue Sky Solar Car Team (refundable)	0.13		0.13		0.13		0.13		0.13		0.13	
Day Care Subsidy (refundable)	0.50		0.50		0.50		0.50		0.50		0.50	
Wheelchair Accessibility Projects	1.00		1.00		1.00		1.00		1.00		1.00	
Refugee Student Fund	0.30		0.30		0.30		0.30		0.30		0.30	
Health Initiatives in Developing Countries (refundable)	0.25		0.25		0.25		0.25		0.25		0.25	
Foster Children Program	0.05		0.05		0.05		0.05		0.05		0.05	
U of T Environmental Resource Network (refundable)	0.25		0.25		0.25		0.25		0.25		0.25	
Canadian Federation of Students (CFS) & CFS-Ontario (cost of living increases permitted without referendum - approved fall 2002)	7.34		7.45		7.45		7.28		7.34		7.34	
Frontier College Students for Literacy - UTSC (refundable, fall and winter only)	0.00	0.00	0.50	0.10	0.50	0.10	0.00	0.00	0.50	0.10	0.50	0.10
UTSC Sports & Recreation Complex Levy (increases up to 4% permitted without referendum - approved spring of 2010; increased to \$140.00 full-time/\$28.00 part-time in summer 2014 through summer 2013)	140.00	28.00	140.00	28.00	140.00	28.00	43.26	8.49	44.99	8.83	44.99	8.83
Accident & Prescription Drug Insurance Plan (including administration fee and sales tax; refundable; increases up to 10% permitted without referendum - current provisions approved spring of 1993)			62.30		62.30				56.64		56.64	
Dental Plan (including administration fee and sales tax; refundable; increases up to 10% permitted without referendum - approved spring of 1993)			73.73		73.73				67.03		67.03	
TOTAL	\$214.30	\$40.58	\$351.86	\$41.04	\$351.86	\$41.04	\$117.01	\$20.97	\$243.46	\$21.51	\$243.46	\$21.51
Change From Previous Year	+83.15%	+83.57%	+44.55%	+90.84%	+44.55%	+90.84%	+2.63%	+2.07%	+5.97%	+2.17%	+5.89%	+2.15%
	\$ 97.29	\$ 19.61	\$ 108.40	\$ 19.53	\$ 108.40	\$ 19.53	\$ 2.99	\$ 0.41	\$ 13.52	\$ 0.44	\$ 13.52	\$ 0.44

Compulsory Non-Academic Incidental Fees – UTSC Student Society Proposals for Fee Increases

Recommendation

Be it Recommended to the University of Toronto Scarborough Campus Council,

THAT subject to (a) approval of the following fee increase proposals by Scarborough Campus Students' Union (SCSU) Board of Directors on February 28, 2014, and (b) notification in writing to the Office of the Vice-Provost, Students and First-Entry Divisions of the actual increases to the Accident & Prescription Drug Insurance Plan and Dental Plan portions of the fee no later than March 4, 2014;

THAT beginning in the Summer 2014 session, the SCSU fee be increased as follows: (a) an increase of \$95.01 per session (\$19.17 part-time) in the UTSC Sports & Recreation Centre Levy portion of the fee; and

THAT beginning in the Fall 2014 session, the SCSU fee be increased as follows: (a) an increase of \$0.37 per session in the Society membership portion of the fee (\$0.02 part-time), (b) an increase of \$0.11 per session (full-time only) in the CFS/CFS-O portion of the fee, (c) an increase of up to \$5.66 (full-time only) per session in the Accident & Prescription Drug Insurance Plan portion of the fee, (d) an increase of up to \$6.70 (full-time only) per session in the Dental Plan portion of the fee, and (e) continuation of the Student Refugee Program portion of the fee through the 2014-15 academic period.

If approved, the total Fall/Winter SCSU fee will be up to \$351.86 per session (\$41.04 part-time), charged to all UTSC undergraduate students.

Minutes of the Meeting of the Campus Council of February 5, 2014

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 3 OF THE CAMPUS COUNCIL

February 5, 2014

Professor William A. Gough, Chair
Professor Franco Vaccarino, Vice-
President & Principal

Ms Sara Allain

Mr. Adrian De Leon

Ms Kathy Fellowes

Mr. John Kapageridis

Dr. Elaine Khoo

Mr. R. Mark Krembil

Ms Marilyn Kwan

Mr. Hussain Masoom

Ms Alyssa Moses

Dr. Christopher Ollson

Mr. Andrew Arifuzzaman (Chief
Administrative Officer)

Professor Rick Halpern (Dean and Vice-
Principal, (Academic))

Secretariat:

Mr. Jim Delaney

Ms Amorell Saunders N'Daw

Ms Rena Parsan

Absent:

Mr. Preet Banerjee

Mr. Harvey Botting

Mr. Asher Chohan

Mr. Luki Danukarjanto

Professor Suzanne Erb

Ms Sue Graham-Nutter

Mr. Roshan Gunapalasundaram

Dr. Brian Harrington

Ms Nancy Carolyn Lee

Professor Stephen Rockel

Dr. Effie Sauer

Ms V. Elaine Thompson

In attendance:

Ms Helen Morissette, Director, Financial Services

Mr. Desmond Pouyat, Dean of Student Affairs

Ms Kim Richard, Director, Human Resources Services

Mr. Andrew Ashokmetha, Student Leader

Professor Gray Graffam, Director, The Hub

Mr. Rashid Ali, Student Leader

Ms Frances Wdowczyk, Director, Business Development & Special Advisor to the CAO

Minutes of the Meeting of the Campus Council of February 5, 2014

1. Chair's Remarks

The Chair welcomed and thanked members and guests for attending the meeting despite the challenging weather conditions. He welcomed Mr. Mark Krembil and Mr. John Kapageridis who participated in the meeting by teleconference, and Mr. Hussain Masoom who participated in the meeting by videoconference. He reported that the agenda items for the meeting were for educational purposes in order to set the context for the next Council meeting in March.

2. Report of the Vice-President and Principal

Professor Vaccarino began his final report to the Campus Council by introducing Dr. Gray Graffam, Director, The Hub. Dr. Graffam reported that The Hub was an initiative supported by Professor Vaccarino as a space of experiential innovation. He explained that The Hub was a facility designed for team based projects intended to support experiential learning, entrepreneurial efforts, and extra-curricular and co-curricular programming. Dr. Graffam also described AppStar (a smartphone mobile app development competition), an initiative that benefited the UTSC community and provided experiential learning opportunities that draw upon entrepreneurial spirit. Dr. Graffam introduced Mr. Andrew Ashokmetha and Mr. Rashid Ali who successfully developed the Study Space app that was released for use on campus. Mr. Ali explained that the motive behind the Study Space app was a desire to provide students with a means by which they might locate available study spaces on campus. He reported that their goal was for the app to be known across campus and to be introduced on the St. George and UTM campuses. Professor Vaccarino thanked Dr. Graffam, Mr. Ali and Mr. Ashokmetha for their presentation, and congratulated them on the success of their app.

Returning to his report, Professor Vaccarino commented on the remarkable seven years he had experienced at UTSC working with exceptional faculty, staff, students, and alumni. He reported that UTSC was well positioned to continue moving forward due to the strong leadership team and strong plans already in place. Professor Vaccarino highlighted key accomplishments that took place over the past seven years, which included successes in the areas of advancement, capital projects, governance, academics and research. He concluded his report by stating that it was an honour and privilege to serve UTSC in the role of Vice-President and Principal, and that he looked forward to seeing UTSC further develop over the next fifty years.

The Chair thanked Professor Vaccarino for his report and final remarks to the Council. The Chair expressed to Professor Vaccarino that his leadership would be greatly missed. He elaborated on how Professor Vaccarino embraced the *Towards 2030: Planning for a Third Century of Excellence at the University of Toronto* plan and how he supported the development of the Tri-Campus system at the University of Toronto. The Chair concluded by

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imparting best wishes to Professor Vaccarino in his new role as President and Vice-Chancellor at the University of Guelph.

3. Capital Projects Update

The Chair introduced and invited Mr. Andrew Arifuzzaman, Chief Administrative Officer, to update the Council on capital projects at UTSC. Mr. Arifuzzaman described the status of capital projects on campus: Toronto Pan Am Sports Centre; Environmental Sciences and Chemistry Building; and the Bladen elevator project. He also discussed future long term projects that included: The Athletics Building Renovation (R-Wing); S-Wing Renovation; a new parking structure; a new residence; a Pedestrian Bridge connecting the north and south campus; and, deferred maintenance projects. He summarized the governance approval process for capital projects, and concluded by outlining the components of a project planning report. In response to a member's question about anticipating the needs of the future, Mr. Arifuzzaman explained that new buildings were planned based on the needs of the campus, growth projections and long-term goals. Professor Vaccarino commented that capital project planning was an ongoing process because of growth. Responding to a member's inquiry, Mr. Arifuzzaman reported that some of the departments accommodated in MW Building would be relocated to the R-wing, and that the departments housed in the temporary portables would be moved into the MW Building.

4. Council on Student Services (CSS) Process Overview

The Chair invited Mr. Desmond Pouyat, Dean of Student Affairs, to present an overview on the Council on Student Services (CSS) process. Mr. Pouyat outlined the operating plans that were subject to the Council on Student Services (CSS) process and the *Protocol*, which described the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services. Mr. Pouyat then summarized the process as it relates to the operating plans and fees that would ultimately be considered by the Campus Affairs Committee and the Campus Council. He indicated that the operating plans that were subject to the CSS process included: Student Services; Health and Wellness; and, Athletics and Recreation. He explained that the CSS was comprised of 32 members. He explained that in order for fees to be approved by CSS, they required support from a majority of members of CSS as well as a majority of voting student members present at the meeting. The body meets between September and March with a vote on the operating plans and fees in January. Mr. Pouyat reported that all of the operating plans and fees were approved at the January 30, 2014 meeting.

In previous years, following consideration by CSS, these plans and fees were presented to the University Affairs Board for approval. He also reported that the CSS process was strongly supported by the UTSC Financial Services team and Departmental and Student Affairs Business Officers.

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Responding to a question about whether UTSC students pay the same amount in fees as students on the other campuses, Mr. Pouyat indicated that a report comparing all incidental fees would be presented to the next meeting of the Campus Affairs Committee. He added, however, that the UTSC fees are specific to the needs of the UTSC campus and the types of services offered locally. Mr. Arifuzzaman responded to a member's question by stating that the units involved represented 6.5-7% of UTSC's overall operating budget.

5. UTSC 50th Anniversary Update

The Chair invited Ms Frances Wdowczyk, Director of Business Development and Special Advisor to the Chief Administrative Officer to update the Council on the plans for the UTSC 50th Anniversary, which would be held in 2014. Ms Wdowczyk highlighted the goals of the 50th anniversary, which included: engaging the various constituencies; celebrating and recognizing outstanding faculty, staff, students, alumni and partners; and showcasing UTSC's rich history and promising future. She indicated that a series of signature events were planned to take place beginning in the Fall. In response to a member's inquiry about the role of fundraising, Ms Wdowczyk replied that the committee was working closely with Ms Georgette Zinaty, Executive Director of Advancement and Alumni Relations.

CONSENT AGENDA

- 6. Report of the Previous Meeting** (*for approval*)
- 7. Business Arising from the Report of the Previous Meeting**
- 8. Reports for Information** (*for approval*)
- 9. Date of the Next Meeting- Tuesday, March 4, 2014**

On motion duly made, seconded and carried,

YOUR COUNCIL APPROVED

THAT the consent agenda be adopted and the item requiring approval be approved.

The Chair reminded members that the next scheduled meeting of the Council was on Tuesday, March 4, 2014 at 4:00 p.m.

10. Other Business

No other business was raised.

11. Question Period

There were no questions raised.

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The meeting adjourned at 5:45 p.m.

Secretary

Chair

Report Number 4 of the UTSC Agenda Committee- February 24, 2014

UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 4 OF THE AGENDA COMMITTEE

February 24, 2014

To the Campus Council
University of Toronto Scarborough.

Your Committee reports that it held a meeting on Monday, February 24, 2014 at 4:00 p.m. in the University of Toronto Scarborough, Arts and Administration Building, Council Chamber, Room 160.

Present: Professor William Gough (Chair)
 Ms Sara Allain
 Mr. Andrew Arifuzzaman, Chief Administrative Officer
 Mr. Asher Chohan
 Ms Kathy Fellowes
 Ms Sue Graham-Nutter
 Dr. Elaine Khoo
 Ms Alyssa Moses

Regrets: Mr. Mark Krembil

Secretariat: Mr. Louis Charpentier
 Mr. Jim Delaney
 Ms Amorell Saunders N'Daw
 Ms Rena Parsan

The meeting was held in closed session.

1. Chair's Remarks

The Chair welcomed members to the meeting.

Report Number 4 of the UTSC Agenda Committee- February 24, 2014

2. Appointments to the 2014 UTSC Nominating Committee

The Chair reported that the UTSC Agenda Committee would serve as a nominating committee for Community Members (alumni and other individuals from the broader community with a close relationship with the campus) elected to the UTSC Campus Council and its Standing Committees. He explained that Section 1.1 of the of the Agenda Committee's Terms of Reference states that *"UTSC Council shall appoint one additional member of the teaching staff and one additional student member from among its members to sit on the UTSC Council Agenda Committee when the Committee serves as a nominating committee of the UTSC Council."* The Chair reported that the Office of the UTSC Campus Council received two nominations for an additional student member, and two nominations for an additional teaching staff member. One student and one teaching staff member indicated that they would be willing to serve, if appointed, to the Nominating Committee.

Amorell Saunders N'Daw, Assistant Secretary of the Governing Council and Director of Governance, UTSC, described potential recruitment strategies for Community Members that included: reaching out to Community Members who were already serving on the UTSC Campus Council, leveraging the connections made through the co-operative education program, and partnering with Development and Alumni Relations.

In response to a question from a member, the Chair explained that the criteria used to select Community Members included: the candidates experience with governance bodies or service on a Committee, connections to UTSC, and whether the candidate was an alumnus/a.

On motion duly moved, seconded, and carried

YOUR COMMITTEE RECOMMENDS,

THAT the recommendation regarding appointments to the 2014 UTSC Nominating Committee, contained in the memorandum from Professor William Gough, Chair of the UTSC Campus Council, dated February 24, 2014, be approved.

3. Agenda for the Meeting of the University of Toronto Scarborough Campus Council, Tuesday, March 4, 2014

The committee discussed and approved the agenda for the Campus Council meeting on Tuesday, March 4, 2014.

Report Number 4 of the UTSC Agenda Committee- February 24, 2014

CONSENT AGENDA

4. Date of the Next Meeting- Wednesday, April 9, 2014, 4:00 p.m. - 5:00 p.m.

5. Report of the Previous Meeting- Report Number 3- January 22, 2014

The consent agenda was adopted and the item requiring approval (Item 5) was approved.

The Chair reminded members that the next scheduled meeting of the Committee was Wednesday, April 9, 2014 at 4:00 p.m. in the University of Toronto Scarborough Council Chamber, Arts and Administration Building.

6. Other Business

There were no other items of business.

The meeting adjourned at 4:45 p.m.

Secretary

Chair

