UNIVERSITY OF TORONTO SCARBOROUGH

Committee Members' Quick Reference Guide to On-Line Resources

During the course of the year, you will receive a lot of documentation. You are encouraged to familiarize yourself with the resource documents in advance of the first meeting.

1. **Organizational Chart of the Governing Council**

2. **Terms of Reference** (UTSC Campus Council)

3. **2015-16 UTSC Campus Council Membership List** *Includes the names of members' and the constituency they represent.*

4. **2015-16 Presidential Assessors**
   Includes information on the members of the University's administration who bring forward business to governance bodies.

5. **2015-16 UTSC Campus Council Meeting Schedule**

6. **2015-16 Calendar of Business** (updated every Friday)
   Includes planned items for approval and information for each governance body.

7. **List of Commonly Used Acronyms**
   Includes a list of commonly used acronyms across the University and in governance.

8. **Guidelines on Attendance at Meetings**
   Defined are the parameters of open, closed and in camera meetings.

9. **A Guide to Cover Sheets that accompany each Item / Proposal submitted to Governance**
   An "at-a-glance" explanation of the components of a key document.

10. *Principles of Good Governance*
    Foundations of a robust governance process – approved by the Governing Council on October 28, 2010.

11. *Expectations and Attributes of Governors and Key Principles of Ethical Conduct*
    Governors' responsibilities in contributing to an effective governance process – approved by the Governing Council on October 28, 2010.

12. *Mandate of Governance*
    Succinct overview of governance mandate: approval, oversight, advice – approved by the Governing Council on October 28, 2010.

13. *Fiduciary Responsibilities of Members of the Governing Council*

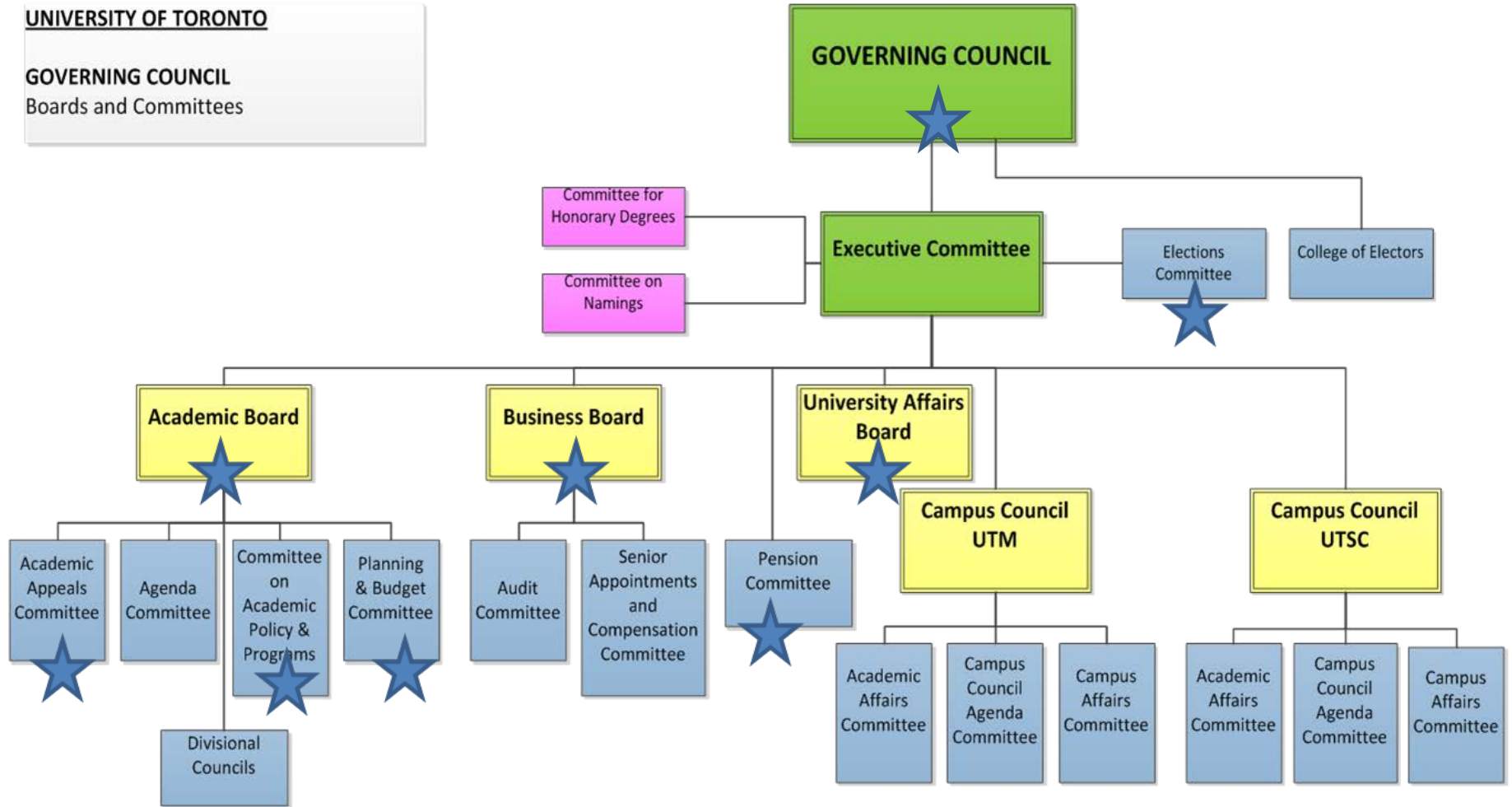# University of Toronto Scarborough Campus Council Orientation
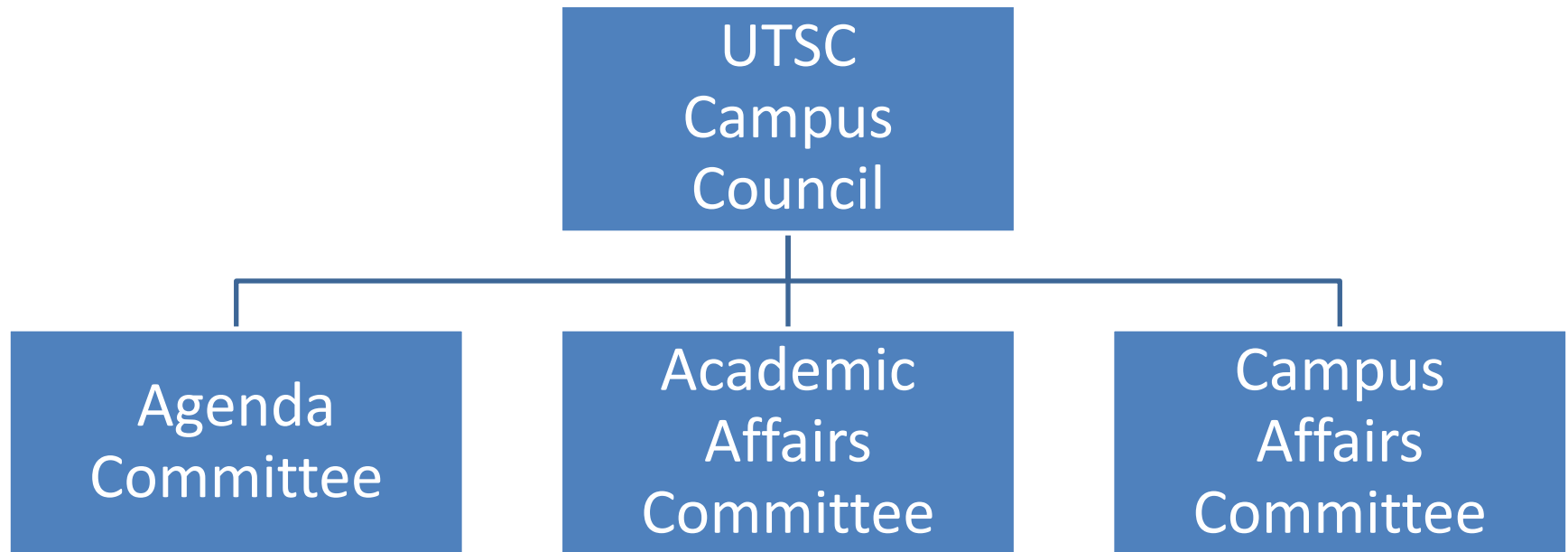
October 14, 2015

UNIVERSITY OF
TORONTO

OFFICE OF THE GOVERNING COUNCIL

GOVERNING COUNCIL

Committee for Honorary Degrees

Committee on Namings

Executive Committee

Elections Committee

College of Electors

Academic Board

Business Board

University Affairs Board

Campus Council UTM

Campus Council UTSC

Academic Appeals Committee

Agenda Committee

Committee on Academic Policy & Programs

Planning & Budget Committee

Divisional Councils

Audit Committee

Senior Appointments and Compensation Committee

Pension Committee

Academic Affairs Committee

Campus Council Agenda Committee

Campus Affairs Committee

Academic Affairs Committee

Campus Council Agenda Committee

Campus Affairs Committee

UNIVERSITY OF
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OFFICE OF THE GOVERNING COUNCIL

The UTSC Campus Council and its Standing Committees

UTSC Campus Council

- Campus Council and its Standing Committees (Academic Affairs, Campus Affairs, Agenda Committee) were established in 2013 to improve governance oversight of all three campuses.

- The governance processes established for the campuses are expected to enhance campus-based decision-making and ensure accountability.

UTSC Campus Council

- The areas of responsibility for the Campus Council and its Standing Committees:

• Academic appeals • Academic plans and guidelines for such plans • Academic priorities for fundraising • Academic programs • Academic regulations • Admissions • Awards • Budget • Campus and student services • Campus Master Plans • Campus security • Capital plans, projects, and space • Child care	• Co-curricular programs, services, and facilities • Compulsory non-academic incidental fees • Establishment, termination or restructuring of academic units • Examinations and grading practices • Divisional Guidelines for the Assessment of Teaching and/or Creative Professional activity • Name changes of academic units • Relations with the campus's external community • Research planning • Student societies and campus organizations

Expectations & Attributes of Members

- Advance and uphold the mission of UTSC and U of T as a whole
- Understand and have relevant input into UTSC's vision, strategies and objectives
- Reflect the perspective of your estate where appropriate
- Understand that the Campus Council's role is one of oversight with a focus on strategic matters rather than management or administration
- Prepare thoroughly for each meeting by reviewing the materials provided.
- Advise the Secretariat in advance of the Council meeting regarding substantive questions
- Attend meetings; participate in discussion.

Conflict of Interest

- Vote on all matters requiring a decision except where a conflict of interest may exist
- Act ethically and in good faith; declare all conflicts of interest.
- All members are responsible for maintaining transparency and as such, any actual, potential or appearance of a conflict must be disclosed, considered and appropriately managed or eliminated.
- If in doubt, please contact the Secretariat.

Role of Assessors

- There are two types of the Assessors at UTSC: voting and non-voting.

- Voting Assessors bring forward proposals from the administration for consideration. They also provide reports for information.

- Non-voting Assessors serve as subject-matter experts to the Committees.

Council decision-making

- Council members provide approval, oversight and advice on items of business being brought forward.

- The UTSC Campus Council is the final body of consideration at the campus level.

- Subsequent approvals are made by other Governing Council bodies (e.g. Business Board, Academic Board, Executive Committee, Governing Council).

Decisions

Proposals may be:

- Approved
- Rejected
- Referred back to the administration **with advice.**

Motions may be:

- For Approval
- Recommendation for approval
- For Confirmation

Meeting Agendas

- Agenda planning is based on the Calendar of Business; an overview of all anticipated business to be transacted in the governance year.

    - Calendar of Business updated regularly and posted at: http://www.utsc.utoronto.ca/governance/resources

      Current version found in orientation package

- The UTSC Agenda Committee is responsible for preparing the agenda for UTSC Council meetings.

UNIVERSITY OF
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OFFICE OF THE GOVERNING COUNCIL

Meeting Agendas

- Meeting agendas may include:
  - Chair's Remarks
  - Assessor Reports
  - Approval items
  - Reports/Presentations
  - Consent Agenda
    - Items for which there may be little or no discussion/debate because they are more routine or transactional in nature;
    - Committee members may request to move a Consent Agenda item to the regular Agenda in advance of the meeting.
  - Other business
  - *In camera items*

UNIVERSITY OF TORONTO

Cover Sheets

1 General

2 Header Information

3 Sponsor & Presenter

4 Jurisdictional Information

5 Previous Action Taken

6 Highlights

7 Recommendation

UNIVERSITY OF TORONTO

OFFICE OF THE GOVERNING COUNCIL

FOR RECOMMENDATION   **CONFIDENTIAL**   **CLOSED SESSION**

TO: Name of Governance Body

SPONSOR: Name, Position, Division/Department/Unit
CONTACT INFO: Phone Number, Email Address

PRESENTER: Name, Position, Division/Department/Unit
CONTACT INFO: Phone Number, Email Address

DATE: Date Prepared for Date of Meeting

AGENDA ITEM: Item Number

ITEM IDENTIFICATION:

The full name of item as listed on the agenda appears here.

JURISDICTIONAL INFORMATION:

Jurisdictional information related to the item and the Governance Body's role is specified here.

GOVERNANCE PATH:

1. Entry Point Governance Body (Date of Meeting)
2. This Governance Body (Date of Meeting)
3. Next Governance Body (Date of Meeting)
   + Governance Body (Date of Meeting)
   + Governance Body [For Information] (Date of Meeting)
4. Final Governance Body (Date of Meeting)

PREVIOUS ACTION TAKEN:

Previous action taken is delineated here.

HIGHLIGHTS:

In respect of the Body's terms of reference, the highlights of the proposal are summarized here.

FINANCIAL IMPLICATIONS:

The financial implications of the proposal are outlined in this section.

RECOMMENDATION:

Be It Recommended to the Next Governance Body:

THAT the action be taken, to be effective on the date specified.
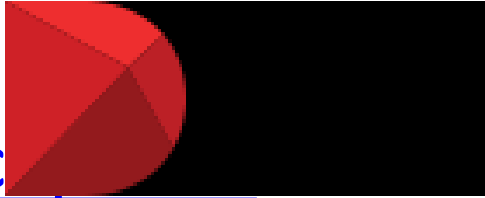

DOCUMENTATION PROVIDED:

First Document Name
Second Document Name

Agenda packages

- Agenda packages are finalized and posted a week prior to the Council meeting.

- Non-confidential meeting material is posted to the UTSC Campus Council website: http://www.utsc.utoronto.ca/governance/

Governance portal: Diligent

- Only tool used to distribute confidential meeting documentation to members.

- Password protected

- Instructions for setup: http://uoft.me/governance

- Help is available 24/7: 1-866-262-7326

Council Meetings

- **<u>Open Session:</u>**
  - Open to members of the University, the public, the media, up to room capacity. Most Council, Board and Committee meetings meet in open session.

- **<u>Closed Session:</u>**
  - Restricted to members of the Council, Board or Committee and individuals whose presence is considered by the Committee to be necessary (normally members of the administration). Motion needed to move from open to closed session.

- ***<u>In Camera:</u>***
  - A meeting or part of a meeting may be held *in camera* where "intimate financial or personal matters of any person may be disclosed." *(By-law Number 2)*
  - Motion needed to go into *in camera* session.

Role of the Secretariat

- Provides support to Committee/Council Chairs and Committees:
  - Advises members on all governance matters related to UTSC Campus Council
  - Communicates Council/Committee decisions to affected parties
  - Manages governance records and maintain Council and Committee membership

Secretariat Contacts

Ms Amorell Saunders N'Daw

Director of Governance &

Assistant Secretary of the Governing Council
saunders@utsc.utoronto.ca
416-287-5639

Ms Rena Prashad (Parsan)

Committee Secretary
rparsan@utsc.utoronto.ca
416-208-5063

More Information

U of T Home

http://www.utoronto.ca/

Governing Council

http://www.governingcouncil.utoronto.ca/site3.aspx

UTSC Governance

http://www.utsc.utoronto.ca/governance/

About U of T

http://www.utoronto.ca/about-uoft.htm