



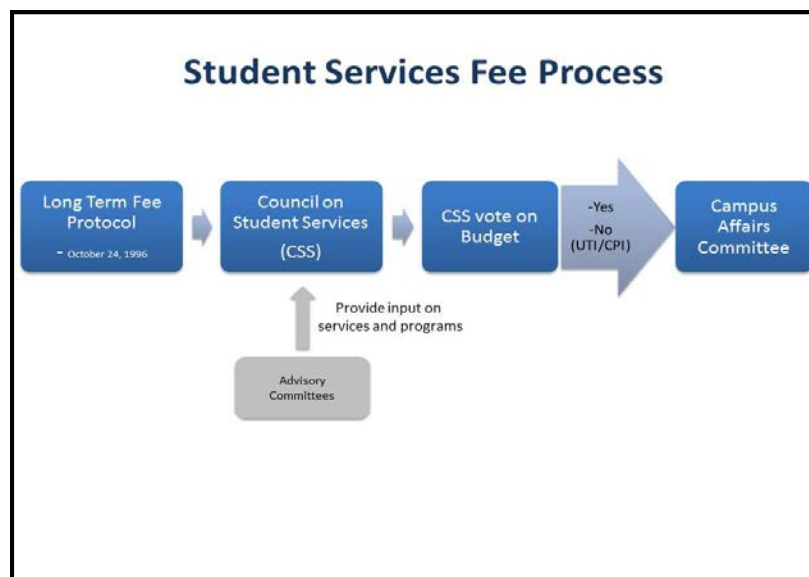
Senior Assessor Report Dean of Student Affairs and Services

January 2016

In this report I would like to highlight the work that is being done in preparation for the business that will be brought to this committee on February 8th 2016 for recommendation to Campus Council.

The major item of business on February 8th from the Student Affairs portfolio will be the presentation of the Student Services fee budget, the Health and Wellness Centre budget, and the Athletics and Recreation budget. In addition, Student Society fees will be presented, as well as the Ancillary budget of Student Housing and Residence life.

My remarks in this report, is largely about the process with respect to the preparation of the SSF budget, Health, as well as Athletics and Recreation.



Budget Process:

It is important to note that the framework which governs the process around the development and passage of these budgets follow strict process expectations that flow from three University of Toronto policies: the *Policy on Ancillary Fees*, the *Policy for Compulsory Non-Academic Incidental Fees*, and the *Protocol on Non-Tuition Related Fees*. The *Protocol* is a Memorandum of Agreement between the University and the student governments with institutional standing at the time, concerning the establishment of, and increases to, non-tuition related fees (excluding student society fees) which was finalized and approved by the student governments and the Governing Council in October, 1996.

This agreement defines the institutional Council on Student Services, and makes provision for the creation of the UTSC Council of Student Services as the body through which students would be involved in decisions to increase compulsory non- tuition fees, or to introduce new ones. From September until the consideration of the operating plans and fees, which this year is January 21st, there are regular meetings of CSS where each department presents its programs and services, achievements, and challenges. Members have an opportunity to ask questions, and voice opinions. The process is meant to be educational, and informative in a way that builds understanding prior to members having to make final decisions about supporting budgets.

The operating plans, and the 2016-17 Student Services Fee Budget to be presented to CAC on February 8th are prepared following the consultative and advisory process as required in the *Protocol* and defined in the CSS Terms of Reference. The Health and Wellness and the Athletics and Recreation Budgets also follow the same process. Most student members of CSS also sit on Advisory committees to each of the Departments. These advisory bodies are another way for the student members of CSS to provide input on the services and programs offered as well as the budgets that support them.

While these advisory bodies are not required by the *Protocol*, they do act in the spirit of the agreement in that they provide an additional, and in depth opportunity for most CSS

student members to learn, understand, and contribute their advice to the services and budgets they are asked to support. The CSS and the Advisory Group process does allow ample, yet tight time lines for the budgets to be closely examined, discussed, and reviewed. This review also includes oversight from the finance committee of CSS.

The finance committee of CSS is chaired by the Dean of Student Affairs, and is comprised of presidents of the Scarborough College Student Union, the Scarborough College Athletics association, the Graduate Students Association, and the Residence life Council. All are voting members of CSS. It is an overarching group that is able to see and discuss with the Dean the full picture of all budgets, and the overall impact on the student fee of any proposed increases. This body also acts in an advisory capacity with respect to the office of student affairs and any budget changes that impact the budget of the office of student affairs.

Prior to the final recommendation to CSS an additional step is a final pre-budget meeting with CSS Student representatives. It will be held to allow all student voters (15) a final preview and discussion prior to the budgets being presented for a decision (vote) at the CSS table.

It should also be noted that for a budget, and in particular a recommendation of a fee increase, to be passed by CSS, it requires a simple majority of student voting members present at the time of the vote. Should a budget vote fail, the requested increase cannot move forward as presented, and instead a formula provided for under the *Protocol* may be invoked. This formula provides for a calculation to be made using the Consumer Price Index (CPI) defined under the University's long-range budget guidelines, and a University of Toronto Index (UTI) defined in the *Protocol*, to arrive at an increase which is then brought forward through CAC for recommendation to Campus Council.

As required by the *Protocol*, the decisions of CSS, whether positive or negative, will be conveyed to the Campus Affairs Committee (CAC) when the Operating Plans and Fees are presented to the Committee for consideration. At that point, the CSS decisions are considered advice to the Committee.

The process of budget preparation is also very strongly supported by departmental business officers working in tandem with the campus financial services team. Regular budget reviews throughout the year for variance analysis also takes place so as to address any emerging challenges and to ensure overall financial accountability.

STUDENT SOCIETY FEES:

Student society fees collected by the university on behalf of UTSC student societies will also be brought through CAC on February 8th. Student societies in the context used here, applies to all student organizations for which the university collects compulsory non-academic incidental fees. Student Societies represent and are accountable to particular constituencies. Membership in a given student society is automatic once a student is duly registered. The fees that support student societies are compulsory.

Given the considerable sums of money collected to support student societies across the university the university believes it has an obligation to the students who support the societies to ensure the funds are properly accounted for and that societies function in an orderly and democratic fashion (Handbook for Student Societies office of the Vice-Provost, Students 2013-14 online edition). The collection and remittance of Student Society fees are subject to the terms and conditions outlined in the *Policy for Compulsory Non-Academic Incidental Fees*.

Pursuant to the *Policy*, student societies must have constitutions and/or by-laws. The constitutions and bylaws must include the following provisions: regular financial reports, annual audits, availability of records to any concerned member of their constituency, and appropriate accounting and financial procedures must be adhered to. The *Policy* also provides that increases to student society fees require either a positive result in a fairly conducted and recent referendum, or in the case of cost of living increases, consent provided through a previous referendum approving the principle of a cost of living increase.

At present, given the role of student societies across the university, and their overall contribution to campus life and the student experience the office of Vice-Provost

Students continues its oversight role with respect to student societies as a whole, and this includes the process around the collection of fees, and the related accountabilities. Prior to being brought to CAC, student society fees and the process surrounding them will have been reviewed through the office of the vice provost students.

At UTSC, The Department of Student life in conjunction with the Office of Student Affairs provides local liaison with student societies, and of course works with the Vice-Provost's Office on any issues related to the functioning of student societies here at UTSC. Provided that the societies have met the requirements of the *Policy* and the guidelines delineated in the Handbook for Student Societies, I will bring the requests for fee increases forward to the Committee for consideration at the next meeting.

Student Housing and Residence Life:

This is an ancillary operation, and must be financially self-sustaining. The fees charged to students are the major source of revenue that sustains the operation. A housing advisory committee provides advice to the Director of housing services on matters related to the service including fee increases. Once the financial and operating plans are developed and discussed as part of the UTSC ancillary operations process, they are then discussed as part of a central process; the Service Ancillaries Review group (SARG). This budget then is part of the campus operating budget process around ancillaries. The CAO's portfolio is very involved in the process alongside the Student Affairs portfolio which holds accountability for housing and Residence life.



Student Affairs and Services

Presentation to UTSC Campus Council
February 3, 2016



STUDENT AFFAIRS & SERVICES

Budgets that follow CSS Process

- Student Services Fee budget
- Health & Wellness Centre budget
- Athletics and Recreation budget



STUDENT AFFAIRS & SERVICES

What is CSS?

- CSS is the Council on Student Services
- The CSS is described in the Policy on Compulsory Non-Academic Incidental Fees known as the '**Protocol**' and is the responsible body of students involved in decisions to increase fees



STUDENT AFFAIRS & SERVICES

Composition of CSS

The following fifteen(15) student members shall be voting members of the Council; they must be eligible for registration at UTSC.

- President of the Graduate Students' Association Scarborough (GSAS)
- President of the Scarborough College Athletic Association (SCAA)
- President of the Scarborough Campus Students' Union (SCSU)
- President of the Scarborough Campus Residence Council (SCRC)
- Vice President Academic & University Affairs of the SCSU
- Vice-President Equity of the SCSU
- Vice-President External of the SCSU
- Seven (7) undergraduate students appointed by the SCSU to represent full-time and part-time UTSC students - none of whom serves on the SCSU as a voting Director, officer, or permanent full-time staff. One should be an International student and one should be a Resident student
- One graduate student, appointed by the GSAS, to represent graduate students at large



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The CSS Process

- Presentations by departments followed by Q&A
- Advisory groups meet for each department
- Finance Committee meetings
- Budget preview meeting and presentations mid-January to CSS student voters (**Tuesday January 12, 2016**)
- Additional meetings held as necessary to answer questions and provide information
- Final Budget Presentation and Vote (**Thursday January 21, 2016**)



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CSS Budget Vote

- All members have a vote
- Only the student vote determines the outcome
- A simple majority of student votes required to pass a budget



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When a Budget is not approved

The Administrative Assessor is permitted by *the Long-term Protocol on the Increase or Introduction of Compulsory Non-Tuition related Fees* (The Protocol) to recommend a fee increase to the appropriate governing body (Campus Affairs Committee and Campus Council).



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The administration is entitled to seek approval by Governing Council (Campus Affairs Committee and the Campus Council) of:

- (a) A **permanent fee increase of the lesser** of the CPI increase or the UTI increase
and
- (b) A **temporary (up to 3 year) increase of the greater** of the CPI increase or the UTI increase.



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CPI (Definition- Student Services)

CPI is the inflation factor equal to the **Consumer Price Index** as described in the University of Toronto's Long-range Budget Projection Assumptions and Strategies (or its equivalent).

UTI: University of Toronto Index

UTI is an indexation of a service's fee

- Accounts for changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes in enrolment.
- Calculated separately for each service's fee.



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Permanent and Temporary Increases

Permanent increase:

The lesser of the UTI increase or the CPI increase.

And

Temporary increase (up to 3 years)

The greater of the UTI increase or the CPI increase.

Examples:

UTI = 3.6% CPI = 2.0%	UTI > CPI	Permanent Increase CPI = 2.0%	Temporary Increase UTI = 3.6%
UTI = 1.3% CPI = 2.0%	CPI > UTI	Permanent Increase UTI = 1.3%	Temporary Increase CPI = 2.0%



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How it Works

Previous Year Fee

Less Temporary Increase from 3 years ago

Any temporary increases from previous years.

Add UTI increase

Changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes in enrolment

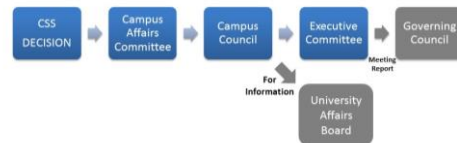
Add CPI increase

Add CPI (this year's CPI is 2%). Calculated based on the previous year's fee less any temporary increases.

New Fee

New Fee for the year.

Approval Process Summary



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Administrative support of the process

- Strongly supported by Campus financial services team
- Departmental and Student Affairs business officers
- Tri-campus Input



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Other Business to come before CAC

- Student Society Fees
- Ancillary Student Housing and Residence Life operating plan



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Student Society Fees

- Collected by University on behalf of student societies
- These are also compulsory non-academic incidental fees



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Student Societies

- Student Organizations accountable to particular constituencies
- Example at UTSC include the
 - Scarborough Campus Student Union (SCSU)
 - Scarborough Campus Athletics Association (SCAA)
 - Scarborough Campus Residence Council (SCRC)
 - Fusion Radio
 - The Underground



STUDENT AFFAIRS & SERVICES

University's Assumed Obligations to Students

- To ensure societies function in an orderly and democratic fashion
- To ensure funds are properly accounted for



STUDENT AFFAIRS & SERVICES

Society Requirements

- To have constitutions
- Bylaws must have provisions for regular financial reports, annual audits and access to records for members
- Appropriate accounting and financial procedures must be adhered to



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Oversight Role : Office of Vice Provost Students

- Fee collection process and related accountabilities
- Fees are first vetted through the Vice Provost Student's office prior submission to CAC, to ensure proposed increases are appropriate and adhere to the rules governing fee increases for the various societies, such as limits imposed by referendums.
- Many student society fees are increased by CPI which for student societies are defined by 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. (*Policy for Compulsory Non-Academic Incidental Fees*)
- Department of Student Life & Office of Student Affairs liaises between Student Societies & Vice Provost Students to assist in coordination of the process



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Student Housing and Residence Life

- An ancillary operation that must be financially self sustaining
- Reports through Student Affairs but as an ancillary, is part of the ancillary operations process under the CAO and will come to CAC under the ancillaries umbrella



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Contact Us



Deanstaff_UTSC



<http://uoft.me/utscstudentaffairs>



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