



FOR INFORMATION

PUBLIC

OPEN SESSION

TO: University Affairs Board

SPONSOR: Sandy Welsh, Vice-Provost, Students

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DATE: March 3, 2016 for March 15, 2016

AGENDA ITEM: 3 (a)

ITEM IDENTIFICATION:

Advice from the UTM Quality Service to Students Committee (QSS)

JURISDICTIONAL INFORMATION:

Section 4 of the University Affairs Board's Terms of Reference provides that the Board is responsible for "policy of a non-academic nature and matters that directly concern the quality of student and campus life." Under section 5, the Board is responsible for compulsory non-academic incidental fees for the University, as well as St. George Campus and University-wide campus and student services.

Campus and student services, co-curricular programs, services and facilities, and compulsory non-academic incidental fees for the Mississauga Campus are among the areas within the responsibility of the UTM Campus Affairs Committee.

Section 5.3.2 (a) of the UTM Campus Affairs Committee's Terms of Reference provide that "Policy matters concerning the Campus's co-curricular programs, services and facilities are the Committee's responsibility. Section 5.3.2 (b) states that "Annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee." Similarly, section 5.3.3 provides that "The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval."

Section 5.4.1 of the Committee's Terms of Reference require that compulsory non-academic incidental fees for student services "are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee."

The Fees which fund student services provided by the University are subject to the terms and conditions of the *Policy on Ancillary Fees* (Category 1.0), the *Policy for Compulsory*

Non-Academic Incidental Fees (Preamble and Section A.), and the *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees* (generally known as the *Protocol on Non-Tuition Fees* or simply the *Protocol*). The requirement to establish such a protocol was announced by the then Minister of Education and Training in June, 1994. The administration began negotiations with the student governments shortly thereafter and the University of Toronto *Protocol* was ultimately approved by the Governing Council on October 24, 1996. (A change to Appendix A was approved by the University Affairs Board in November 1997.) The *Protocol* is an agreement between the University and the student governments, on behalf of all students, and is considered to be University policy.

Section B.1. and Appendix B of the *Protocol* specifically provide that the following fees fall under its authority and provisions: Health Services; Student Services; Athletics and Recreation; Hart House; and the Scarborough College Athletics Fee. Student Services Fees on each campus were initially, and continue to be, fees which fund a range of programs and units; although the fees themselves may have been combined (as in the case of the St. George Health Service and Student Services fees) or renamed since the *Protocol* was introduced. Other compulsory non-academic incidental fees, which fund services operated by the University, and which were introduced after the agreement was approved, are under the *Protocol's* jurisdiction.

Section E.1. of the *Protocol* provides that the administration may “review and where necessary realign the existing budgets” within divisions of Student Services and within units. Any such realignment “will not imply or cause an increase in overall levels of expense funded by the fees covered by the *Protocol*, but may result in the reallocation of available resources in response to changing service demands.”

Under section D., the *Protocol* established an institutional “Council on Student Services” (COSS) and made provision for the creation of bodies within colleges, faculties and campuses, corresponding to COSS. To date, several other bodies have been created by the councils of their respective divisions: the **UTM Quality Service to Students Committee (QSS)**, the UTSC Council on Student Services (CSS), and the Innis College Council on Student Services. COSS considers the Operating Plans and Fees for the St. George and University-wide student services and co-curricular programs, services, and facilities. These bodies are collectively referred to as the “Protocol Bodies.” While not formally part of the University’s governance system, the Protocol Bodies are created by University policy, are subject to the terms of the *Protocol*, and have some accountability to the Governing Council and, where applicable, to the divisional bodies that created them.

The Protocol Bodies have a specific role in respect of providing a “means by which students will be involved in decisions to increase compulsory non-tuition-related fees or to introduce new ones” (*Protocol*, section A.1.). In particular, section E.2., provides that “All proposals for the increase, decrease, introduction or elimination of a fee covered by

this *Protocol* shall first be considered by the [relevant Protocol Body], whose advice on the proposed change shall be conveyed to the Governing Council.”

As is the case with much of the business of the Governing Council, pursuant to the *University of Toronto Act, 1971*, the Governing Council has delegated its responsibility for the consideration of *Protocol*-related fees to a number of bodies. Fees for University-wide and St. George services are considered by the University Affairs Board. Fees for UTM and UTSC services are first considered by the respective Campus Affairs Committees, which recommend approval to the corresponding Campus Councils (whose decisions are confirmed by the Executive Committee).

In governance, the administration – through the Administrative Assessors – prepares and presents proposals to relevant governance bodies for consideration and approval. Proposals are then considered and approved, declined, or referred back to the administration with advice on particular areas which should be given further attention. Alternatively, the administration might withdraw a proposal in light of the discussion of a Board or Committee, and bring it back for consideration with revisions at a later date. While the Protocol Bodies tend to be much more directly engaged in the consultation process related to the development of Operating Plans, the administration follows the same general process with respect to the presentation of proposals of Operating Plans and Fees to the Protocol Bodies.

According to the terms of the *Protocol*, if the relevant Protocol Body approves an increase to, or the establishment of, a fee, or if the relevant students approve of such an increase or new fee by referendum, the Governing Council may approve the increase or fee, without restriction on the amount.

In the absence of approval by a relevant Protocol Body or by referendum, the Governing Council may approve:

- (a) permanent increases in existing fees by a percentage less than or equal to the lesser of the Consumer Price Index (CPI) increase or the University of Toronto Index (UTI) increase;

and

- (b) temporary three-year increases in existing fees by a percentage less than or equal to the greater of the CPI increase or the UTI increase.

CPI is drawn from the University’s long-range budget guidelines, and UTI is an indexation of a *Protocol*-related fee which is defined within the *Protocol* itself.

GOVERNANCE PATH:

1. UTM Campus Affairs Committee [For Information] (February 11, 2016)
2. UTM Campus Council [For Information] (March 3, 2016)

3. **University Affairs Board [For Information] (March 15, 2016)**
4. **Governing Council [For Information] (April 7, 2016)**

PREVIOUS ACTION TAKEN:

The Vice-Provost, Students last reported advice from QSS to the University Affairs Board on March 17, 2015.

HIGHLIGHTS:

UTM's Quality Service to Students Committee (QSS) exists, in part, to provide advice to governance on the operating plans and budgets of services under the Protocol (described in the Jurisdictional Information above). QSS did not meet its quorum requirement for 2015-16 meetings, so had no advice to report on this item of business.

QSS was unable to provide advice on the following proposals from the administration:

Increase Physical Education and Athletics Fee from \$171.76 to \$175.20 (\$34.35 to \$35.04 part-time)

Pursuant to the terms of the Protocol, the administration presented plans to the CAC which included a request for permanent and temporary fee increases.

Increase the Health & Counselling Centre Services Fee from \$36.23 to \$38.44 (\$7.25 to \$7.69 part-time)

Pursuant to the terms of the Protocol, the administration presented plans to the CAC which included a request for a permanent and temporary fee increases.

Increase Student Services Fee from \$151.08 to \$157.45 (\$30.22 to \$31.49 part-time)

Pursuant to the terms of the Protocol, the administration presented plans to the CAC which included a request for permanent and temporary fee increases.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

See Cover Sheet for 3 (b) on this agenda.

RECOMMENDATION:

This memorandum is presented for information.

DOCUMENTATION PROVIDED:

None