



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: University Affairs Board

SPONSOR: Sandy Welsh, Vice-Provost, Students

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PRESENTER: See Sponsor

CONTACT INFO:

DATE: March 3, 2016 for March 15, 2016

AGENDA ITEM: 3 (a)

ITEM IDENTIFICATION:

Operating Plans: Student Affairs and Services, University of Toronto Mississauga – Shuttle Service Fee for UTM-Affiliated Graduate Students and UTM-Affiliated Undergraduate Students with Non-UTM Home Faculty/Division

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.

Under the Terms of Reference for the University of Toronto Mississauga Campus Affairs Committee, (CAC) Section 4, the Committee is concerned with matters that directly concern the quality of student and campus life. Campus and student services, co-curricular programs, services and facilities, and compulsory non-academic incidental fees are among the areas within the responsibility of the CAC (Section 5.1). Section 5.3.2 (a) of the Campus Affairs Committee’s Terms of Reference provides 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.” The Operating Plans for campus and student services, as well as co-curricular programs, services and facilities, are recommended to the UTM Campus Council for 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.”

Pursuant to the terms of 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* (the *Protocol*), approved by Governing Council on October 24, 1996, the UTM Quality to Service Committee (QSS) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to the Committee on these plans.

According to the terms of the *Protocol*, if QSS endorses a non-tuition fee proposal from the administration, the Campus Council may approve the fee proposal.

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, as defined by the *Protocol*, of a fee.

GOVERNANCE PATH:

1. UTM Campus Affairs Committee [For Recommendation] (March 21, 2016)
2. UTM Campus Council [For Approval] (April 20, 2016)
- 3. University Affairs Board [For Information] (April 28, 2016)**
4. Executive Committee [For Confirmation] (June 14, 2016)

PREVIOUS ACTION TAKEN:

University of Toronto Mississauga Summer Shuttle Service fee for UTM-affiliated graduate students and UTM-affiliated undergraduate students with non-UTM home faculty/division for the current fiscal year were approved at the Campus Affairs Committee meeting held on February 12, 2015, and UTM Campus Council on March 4, 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 has not met its quorum requirement for 2015-16 meetings as a result of a refusal by UTMSU to participate.

Quorum at QSS requires 'eleven members present, of whom at least six shall be students, who represent at least two of the students councils... one of which must be UTMSU'. UTMSU, through its president, reported that its executives would not participate in QSS until a set of concerns were resolved to UTMSU's satisfaction. Among the concerns expressed in meetings with the Acting Principal and Dean of Student Affairs was UTMSU's call for a change in QSS's role, from providing advice to governance on fees under the *Protocol* to instead requiring QSS's approval of fee increases before being sought through governance. As explained, this would contradict the terms of the *Protocol*, although procedural advice was offered on how changes to the *Protocol* could be explored. The refusal of UTMSU to discharge its responsibilities under the *Protocol* does not prevent fee increase requests from moving forward in accordance with the Policy. Therefore, the refusal has been interpreted as a de facto recommendation against any of the increases sought, resulting in the application of the limitations set out in section E.3 of the *Protocol*.

The proposed fee increases were previously withdrawn for consideration from the item: *Operating Plans and Fees: UTM Student Services*, as the UTI and CPI calculations were not reflected accurately; the current item has been updated to reflect this change. The increase is for UTM-affiliated graduate students and a UTM-affiliated undergraduate students with non-UTM home faculty/division only. Related changes to the Shuttle Bus fee for all other UTM registered students were included in the Student Services fee in the previous governance cycle.

The proposed fee increases are within the limits provided by the Protocol for consideration by the UTM Campus Council and its Standing Committees.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

The UTM Student Services operate without drawing substantially on the University's operating income.

RECOMMENDATION:

The proposal is presented to the University Affairs Board for information.

DOCUMENTATION PROVIDED:

Summary & Highlights and Financial Report related to the 2017 Summer Shuttle Service

*University Affairs Board - Operating Plans and Fees:
Student Affairs and Services, University of Toronto Mississauga*

Fee schedule for Shuttle: Fiscal year 2016-17

Summary & Highlights: Summer Shuttle Service

2016-17

Summary of Year-Over-Year Fee Changes Proposed to Governance

Description	Applies to:	2016 Fee		2017 Fee		Changes from Previous Year		
		\$ Full-time	\$ Part-time	\$ Full-time	\$ Part-time	%	\$ Full-time	\$ Part-time
Summer Shuttle Service Fee (assessed Fall and Winter Sessions only)	Graduate & MAM	4.41	n/a	4.60	n/a	4.22%	0.19	n/a

Highlights

University of Toronto Mississauga Summer Shuttle Service for UTM-affiliated graduate students and UTM-affiliated undergraduate students with non-UTM home faculty/division is funded by the Student Services Fee, which include the following service improvements:

UTM/St. George Service

- The implementation of a standardized scheduling system which consists of a “regular service” and “reduced service” plan; as follows:
 - Regular Service - September - April (regular academic year);
 - i. 45 weekday trips, 7 Saturday and 4 Sunday trips
 - Reduced Service - Orientation, reading week(s), study/exam periods & Summer Session;
 - i. 24 weekday trips
 - ii. Varying weekend service as determined
- The addition of two Sunday trips to the Summer Session schedule; beginning May 2016
 - Depart UTM: 9:00 am / Depart St. George: 10:15 am &
 - Depart UTM: 5:15 pm / Depart St. George: 6:30 pm
- The expansion of Sunday service during the Regular schedule; beginning January 2016
 - Effective January 2016; Addition of two (2) trips to current Sunday service; an increase to six (6) departure times from current four (4)
 - Effective September 2016; Revise Sunday times to align with Saturday service and provide a total of five (5) departure times ongoing
- The addition of Sunday service during Fall/Winter Exam Sessions; beginning April 2016
 - Addition of two (2) trips to current service during December and April Exams



2016-17

Financial Report

Financial Report	Gross Direct Expenditure	Building Occupancy Costs	Gross Direct and Indirect Expenditure	Total Income	Net Expenditure	Non-Student Use	Attribution To/(From) UTM	Net Cost For Fee Purposes	FOR APPROVAL	
									Summer 2017 Shuttle Service (Note 1)	Net Fee Grad / MAM (Note 2)
Student Services Fee										
Total Student Services Fee	4,909,495	926,578	5,836,073	999,513	4,836,560	-	228,976	5,065,536		
							Student Services Fee per session: (Full-Time)	\$157.45	\$	4.60
							(Part-Time)	\$31.49		\$162.05

Note 1: Additional Fee for UTM-Affiliated Graduate Students or UTM_Affiliated Undergraduate Students with Non-UTM Faculties/Divisions (e.g. Mississauga Academy of Medicine), that pay, in advance, for Summer Shuttle Service over two sessions (fall and winter).

Note 2: The Net Fee for UTM-Affiliated Graduate Students or UTM Affiliated Undergrad Students with on-UTM Faculties/Divisions (e.g. Mississauga Academy of Medicine), is increased to \$162.05 per session, which represents a year-over-year increase of \$6.56 per session or 4.22% (resulting from the elimination of a 2013-14 three-year temporary increase, a permanent increase of 2% and a three-year temporary increase of 4.17%)