

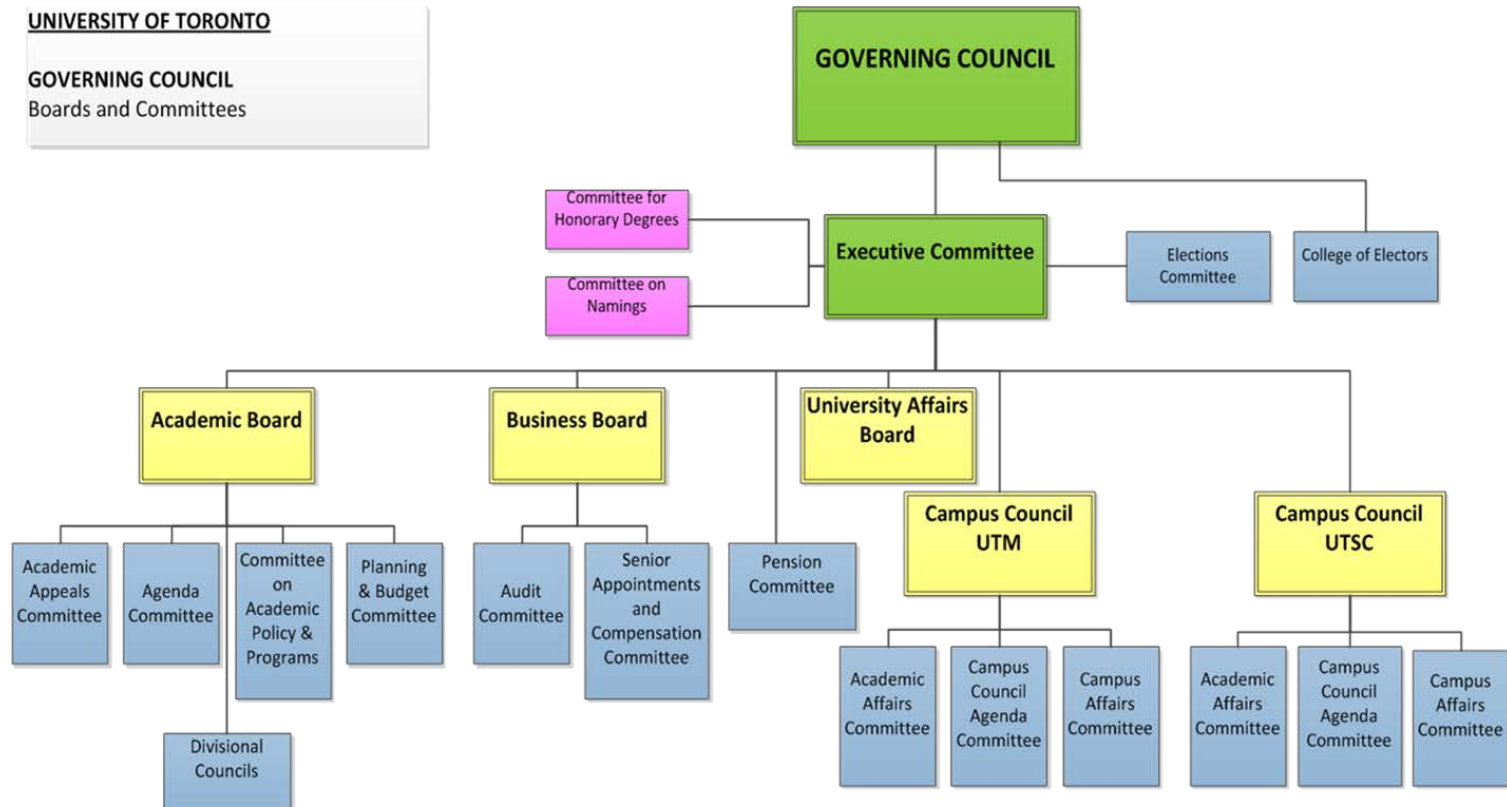
UTSC Campus Affairs Committee Orientation Session for Members

September 20, 2016

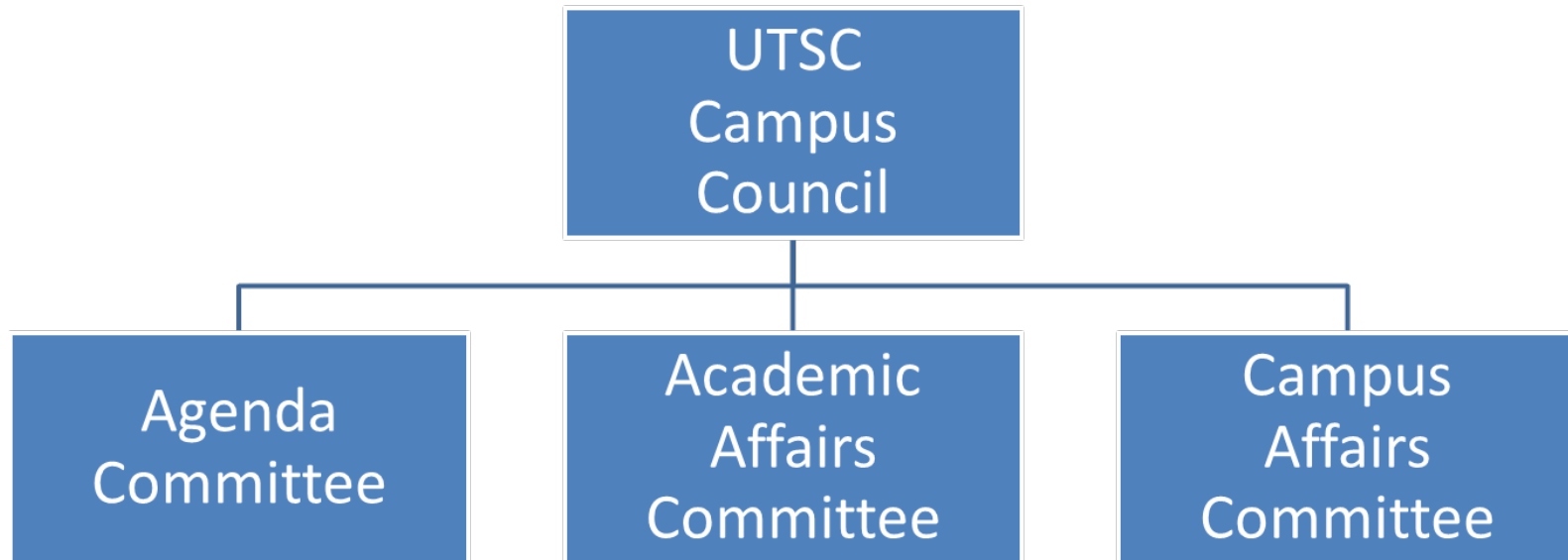
Governance Bodies at a glance

UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees



UTSC Governance Bodies



Campus Council Role

- The UTSC Campus Council and its Standing Committees were established in 2013 to improve governance oversight on all three campuses.
- Comparable to the Boards of Governing Council and comprise representatives of the five estates (Teaching staff, students, administrative staff, librarians, community members [LGIC, alumni, etc.]).
- Aimed at enhancing campus-based decision-making and ensuring accountability.

Membership: 34 members

- 4 administrative staff
- 4 community members
- 1 librarian staff
- 9 teaching staff
- 7 students
- 6 *ex officio* members
- 3 Presidential Assessors



CAC Terms of Reference

- Matters that concern the quality of student and campus life.
- Monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities for campus resources.
- Matters that impact relationships among campus units and relationships between the campus and the community at large.

CAC Areas of responsibility

- 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 and proposals for
- Extra-Departmental Units (EDU-As and Bs) (planning and resource implications)
- Relations with the campus's external community
- Student societies and campus organizations

Expectations of Members

- Represent the perspective of your constituency in debate but, in the end, **act in the best interests of the institution.**
- Read documentation in advance to facilitate informed participation.
- Alert assessors through the Secretariat of substantive questions to be asked at the meeting.
- Actively engage: prepare, participate, pose questions.

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.
- Be transparent: disclose any actual, potential or appearance of a conflict.
- If in doubt, please contact the Secretariat.

Role of Members

A member's perspective

Bringing business forward

- Standing Committee & Council receive proposals for consideration from Assessors.
 - Assessors are senior administrators appointed by the President and serve as subject-matter experts to governance bodies.
 - Assessors bring forward proposals from the administration for consideration.
 - They also provide reports for information.
-

- Committee members **provide approval, oversight and advice** on items of business being brought forward.
- Items of business **can be approved, rejected or referred back** to the administration.
- Motions can be **approved, recommended for approval or confirmation**.
- Campus Council is final body of consideration at campus level; some motions passed are subject to Executive Committee confirmation.

- Administration manages the University.
- Governance is a receiver of proposals and reports from the administration.
- Function of governance is to sustain and advance the University's mission.

Leading & Managing

An Assessor's perspective

Mr. Andrew Arifuzzaman
Chief Administrative Officer, UTSC

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

Meeting Agendas

- Chair's Remarks
- Approval items
- Items for discussion and information
- Reports/Presentations
- Assessor reports
- Consent agenda
 - Items for which there may be little or no discussion/debate
 - routine or transactional in nature (e.g. minutes);
 - Members may request that a Consent agenda item be placed on the regular Agenda in advance of the meeting.
- Other business
- *In camera items*

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

Meeting materials

- Agenda packages are finalized and posted a week prior to the Committee meeting.
- Non-confidential meeting material is posted to the UTSC Campus Council website:
<http://www.utsc.utoronto.ca/governance/campus-affairs-committee-2016-17>
- Members are informed of substantive updates to packages.

Diligent Boards



- Only tool used to distribute confidential meeting documentation to members.
- Password protected.
- Instructions for setup: <http://uoft.me/governanceportal>
- Help is available 24/7: 1-866-262-7326

Meeting Types

Open Session:

- Open to members of the University, the public, the media, up to room capacity. Most Council, Board and Committee meetings meet in open session.

Closed Session:

- 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.

In Camera:

- 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.

The Role of the Secretariat

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

Contacting the Secretariat

Ms Amorell Saunders N'Daw

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

Ms Rena Prashad

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>



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 Affairs Committee)
3. **2016-17 UTSC Campus Affairs Committee Membership List**
Includes the names of members' and the constituency they represent.
4. **2016-17 Presidential Assessors**
Includes information on the members of the University's administration who bring forward business to governance bodies.
5. **2016-17 UTSC Campus Affairs Committee Meeting Schedule**
6. **2016-17 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**

*Governing Council, University of Toronto
Consolidated Calendar of Business*

Campus: UTSC

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Cont
CYCLE_02													
Annual Report: Academic Appeals, UTSC	OCCUTSC	<input checked="" type="checkbox"/>		CYCLE_02								FI	-
Appointments: UTSC Campus Council Nominating Committee	OCCUTSC	<input type="checkbox"/>			CYCLE_02	CYCLE_02						FA	-
Current-year Campus and Institutional Operating Budget, UTSC	VPUO	<input type="checkbox"/>	CYCLE_02			CYCLE_02						FI	-
Out-of-Cycle Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_02								FA	-
Update on the University's Sexual Violence Action Plan	PROVOST	<input type="checkbox"/>	CYCLE_02			CYCLE_02						FI	-
CYCLE_03													
Capital Project: Student Residence, UTSC	CAOUTSC	<input type="checkbox"/>	CYCLE_03			CYCLE_03	CYCLE_03	CYCLE_03		CYCLE_03	CYCLE_03	FA	-
External Reviews--TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_03								FI	-
Operating Budget: Themes and Priorities, UTSC	CAOUTSC	<input type="checkbox"/>	CYCLE_03			CYCLE_03						FI	-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_03								FA	-

Governing Council, University of Toronto
Consolidated Calendar of Business

Campus: UTSC

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_04													
2017-18 Sessional Dates	REGUTSC	<input type="checkbox"/>		CYCLE_04								FI	-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_04								FI	-
CYCLE_05													
Compulsory Non-Academic Incidental Fees – Report and Analysis: 2016-17	PROVOST	<input checked="" type="checkbox"/>	CYCLE_05									FI	-
Memorandum of Agreement (MOU)- Combined Degree Programs and Facilitated Transfer Pathways	VPADUTSC	<input type="checkbox"/>		CYCLE_05								FI	-
Operating Plans and Fees: Student Affairs and Services - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_05			CYCLE_05			CYCLE_04	CYCLE_04		FA	YES
Operating Plans: Service Ancillaries - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_05			CYCLE_05			CYCLE_04	CYCLE_04		FA	YES
Student Societies: Requests for Fee Increases - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_05			CYCLE_05			CYCLE_04	CYCLE_04		FA	YES
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_05								FI	-

*Governing Council, University of Toronto
Consolidated Calendar of Business*

Campus: UTSC

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Cont
CYCLE_06A													
Annual Report: Vice-Principal, Research- UTSC	VPRUTSC	<input checked="" type="checkbox"/>		CYCLE_06A		CYCLE_06A						FI	-
Appointments: 2017-18 UTSC Campus Council Community Members	OCCUTSC	<input type="checkbox"/>			CYCLE_06A	CYCLE_06A						FA	-
External Reviews--TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_06A								FI	-
Graduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_06A								FA	-
Graduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_06A								FI	-
The University's Budget Incorporating UTSC's Budget Envelope, UTSC	VPUO	<input type="checkbox"/>	CYCLE_06A			CYCLE_06A						FI	-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_06A								FI	-

Governing Council, University of Toronto
Consolidated Calendar of Business

Campus: UTSC

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Cont
CYCLE_06B													
Annual Report: Community Partnerships and Engagement-UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06B									FI	-
Annual Report: Police Services - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06B						CYCLE_06A			FI	-
Annual Report: Recognized Campus Groups - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_06B						CYCLE_06A			FI	-
Appointments: 2017-18 UTSC Campus Council Members' Standing Committee Membership	OCCUTSC	<input type="checkbox"/>			CYCLE_06B	CYCLE_06B						FA	-
Out-of-Cycle New Courses	VPADUTSC	<input type="checkbox"/>		CYCLE_06B								FA	-

Your Governance IQ

1. How many members sit on the UTSC Campus Council?

- a. 34
- b. 28
- c. 61
- d. 15

2. Which individuals bring business items forward to the Council and/or Committees for consideration?

- a. Students
- b. Secretariat
- c. Administrative Staff
- d. Assessors

3. How often is the Calendar of Business updated?

- a. Annually
- b. Monthly
- c. Weekly
- d. Daily

4. There are _____ standing Committees of the UTSC Campus Council.

- a. 1
- b. 2
- c. 3
- d. 4

5. At a UTSC Campus Council or Standing Committee meeting, a business item can be:

- a. Approved
- b. Rejected
- c. Referred back to the administration
- d. All of the above

6. Normally, how many times during the governance year do the UTSC Campus Council and its Standing Committees meet?

- a. 4
- b. 8
- c. 6
- d.10

7. What Committee sets the agenda for the UTSC Campus Council?

- a. Agenda Committee
- b. Academic Affairs Committee
- c. Campus Affairs Committee
- d. All of the above

8. Which information is included on governance cover sheets?

- a. Assessor information
- b. Governance path
- c. Motion
- d. all of the above

9. The Agenda Committee and Agenda Planning Meetings take place in:

- a. open session
- b. closed session
- c. *in-camera*
- d. none of the above

10. Diligent Boards is the UTSC governance_____:

- a. professional development initiative for Council/Committee Members
- b. online resource for meeting documentation
- c. the teleconference company used by the Secretariat
- d. a new governance Committee for exemplary staff