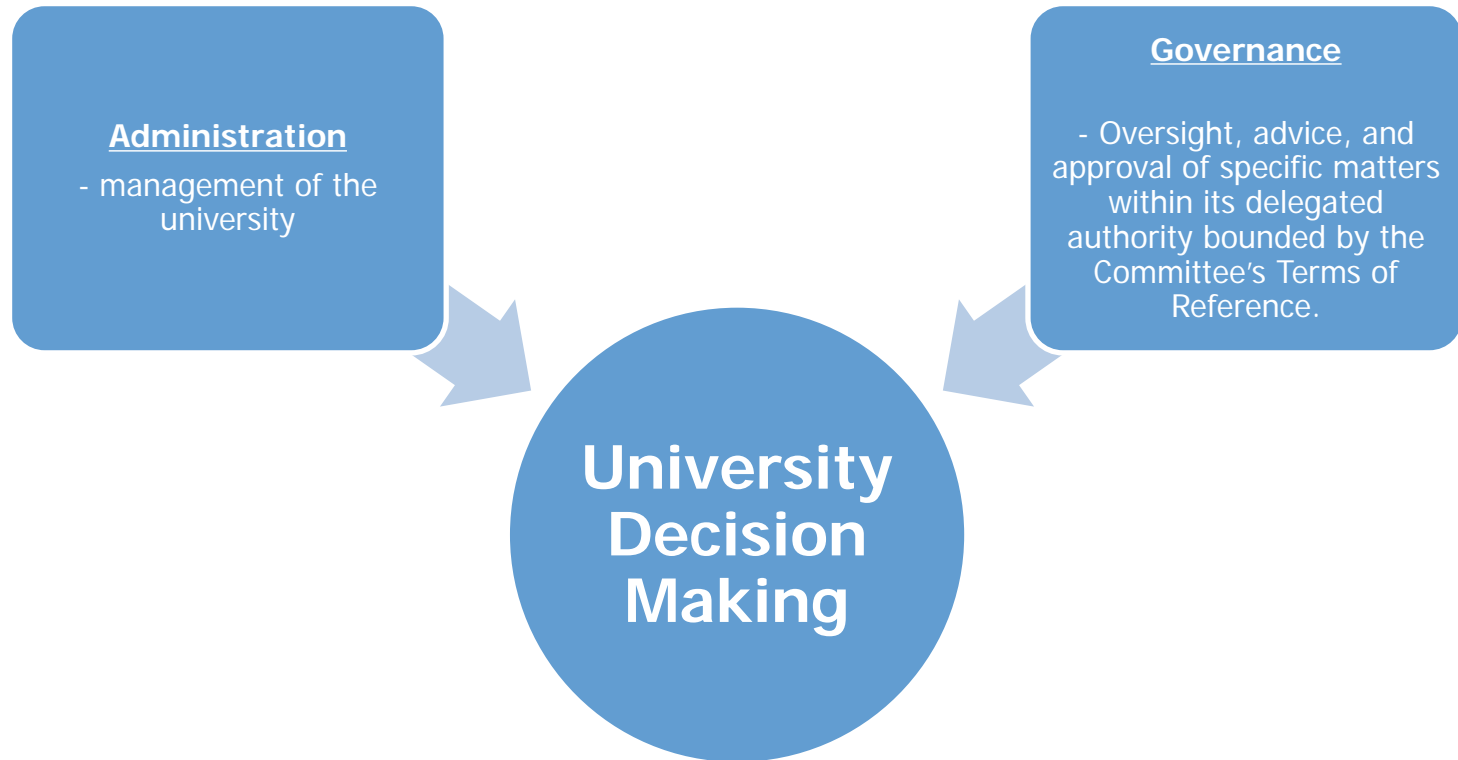


UTSC Campus Affairs Committee (CAC)

Orientation

Wednesday, September 13, 2017

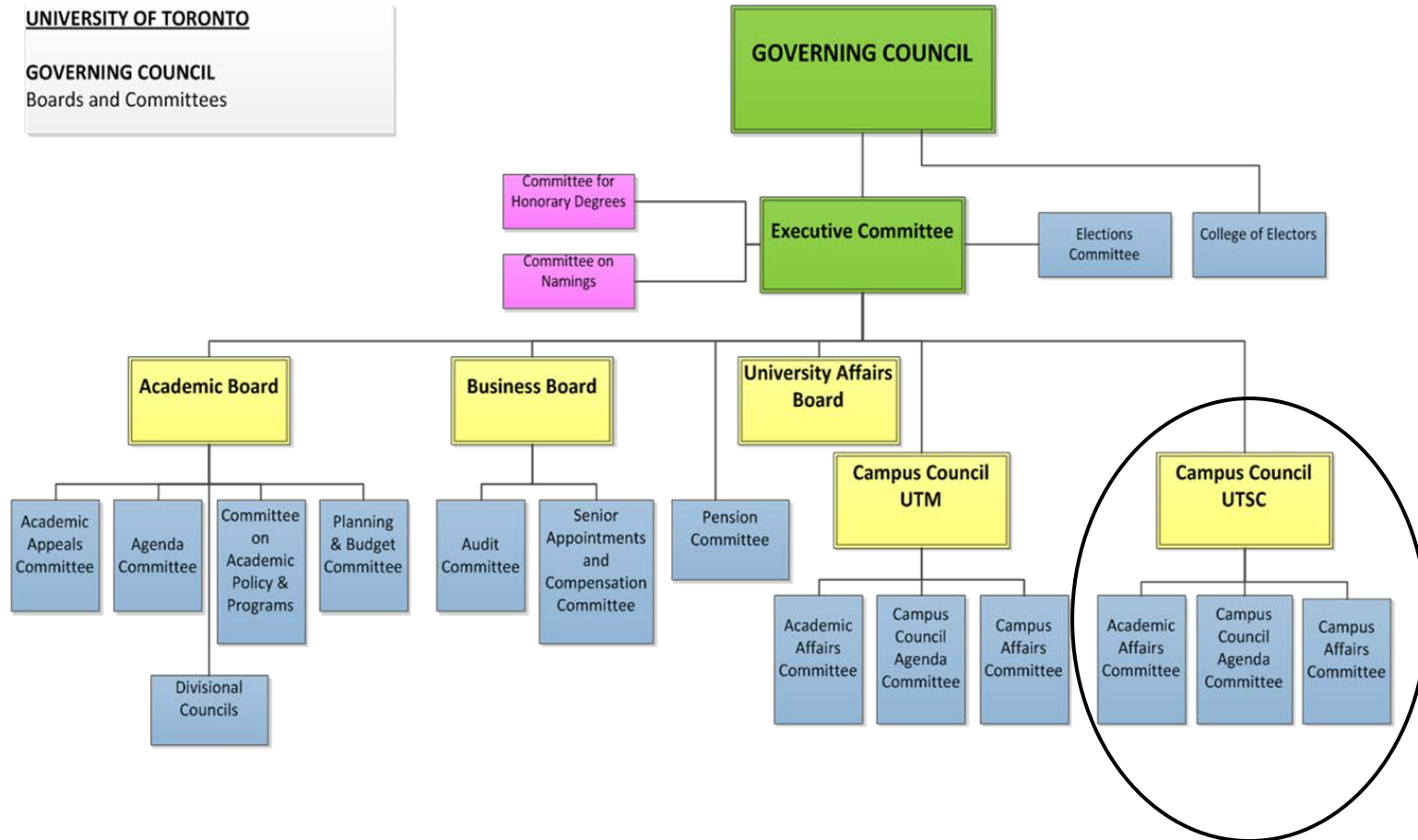
Administration & Governance



UofT Tri-Campus Governance Structure

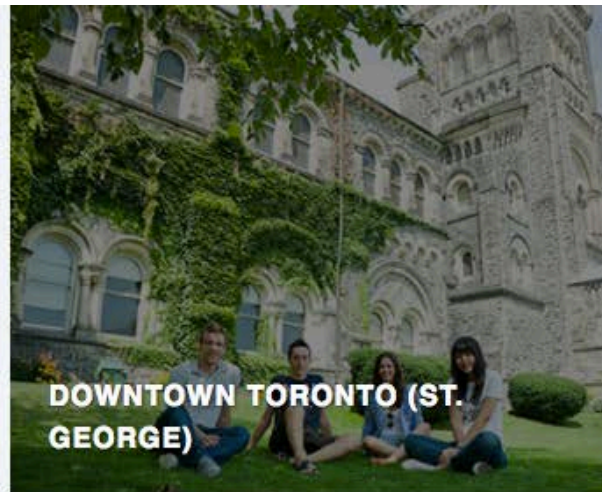
UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees

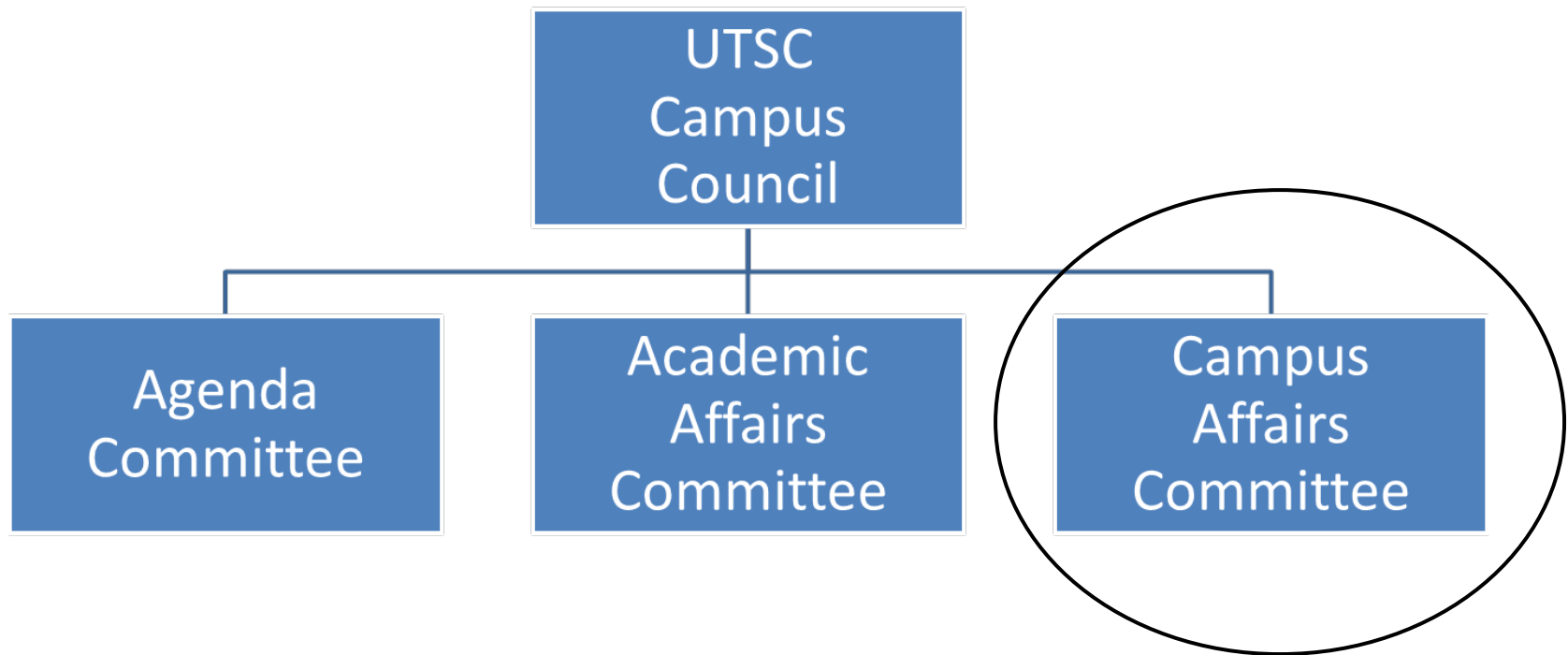


The Establishment of UTSC Campus Council and its Committees

- The UTSC Campus Council and its Standing Committees was established in 2013 to improve governance oversight on all three campuses;
- The governance processes are aimed at enhancing campus-based decision-making and accountability;
- The Council is comparable to a Board of Governing Council and comprise representatives of the five estates: teaching staff, students, administrative staff, librarians, community members [LGIC, alumni, etc.].



UTSC Governance Bodies



CAC Membership Composition

4 Administrative Staff

4 Community Members

1 Librarian Staff

7 Students

9 Teaching Staff

6 *Ex-Officio* Members

3 Presidential Assessors

Total= 34 Members

2017-18 CAC Presidential Assessors



Voting Assessor

Mr. Andrew Arifuzzaman, Chief Administrative Officer



Voting Assessor

Prof. William Gough, Vice-Principal, Academic and Dean



Voting Assessor

Mr. Desmond Pouyat, Dean of Student Affairs



Non-Voting Assessor

Ms Liza Arnason, Assistant Dean, Student Life,
Community Outreach & International Experience



Non-Voting Assessor

Ms Helen Morissette, Director, Financial Services

Mandate and Responsibilities of the CAC

Student & Campus Life

- Campus and student services.
- Co-curricular programs, services, and facilities.
- Compulsory non-academic incidental fees.
- Student societies and campus organizations

Planning issues & priorities

- Campus master plan
- Relations with the campus's external community
- Establishment, termination, or restructuring of academic units and proposals for EDU As and Bs

Budgets

- Capital plans, projects, and space

The role of Committee Members

Approve,
recommend,
confirm etc.
business items

Offer advice

Provide
oversight



Types of Decisions made by the Committee

Approve

Reject

Referred
back to the
Administration
with advice

Withdrawn by the
administration



Expectations of Members

Prepare and
attend
meetings

Pose
thoughtful
questions

Participate in
discussions

Act in the best
interest of the
University



Meeting Agendas

- Agendas are set based on the Calendar of Business, which is an overview of all anticipated business to be transacted in the governance year;
- Agendas are approved two to three weeks before the Committee meeting by the agenda planning group;
- The Calendar of Business is updated regularly and posted on the UTSC governance website



Strategic Topic/Discussion

- Typically, at each meeting an Assessor will share a strategic topic/discussion item with the Committee.
- Members are invited to share their suggestions for potential Strategic Topic/Discussion ideas within the Committee's area of responsibility as per its Terms of Reference.
- Submit your suggestions to the Office of the UTSC Campus Council at:
campuscouncil@utsc.utoronto.ca

Guidelines on Attendance at Meetings

Open Session

- Open to members of the University, the public, the media, up to room capacity. Most governance bodies meet in open session.

Closed Session

- Restricted to members of the governance body and individuals whose presence is considered by the body to be necessary (normally members of the administration). A motion is 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*). A motion is needed to go into *in camera*.


Diligent Boards governance portal



- Only tool used to distribute confidential meeting documentation to members
- Password protected
- Instructions for setup:
<http://uoft.me/governanceportal2017-18>
- Help is available 24/7: 1-866-262-7326

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

The Role of the Secretariat/Office of the UTSC Campus Council

- Provide support to the Committee Chair and Committee members:
 - Advises members on all governance matters related to the Committee;
 - Communicates Committee decisions to impacted parties;
 - A neutral liaison between the administration and governance; and
 - Manages governance records and maintain Council and Committee membership

Contacting the Secretariat

Ms Rena Prashad

Governance Coordinator, UTSC

rparsan@utsc.utoronto.ca

416-208-5063

Office- Room BV 502



More Information on University Governance

UTSC Governance

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

Governing Council

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

Thank you

Question?



Committee Members' Quick Reference Guide to On-Line Resources

You are encouraged to familiarize yourself with these resource documents in advance of the first meeting. Please click on each hyperlink for more information.

1. **Organizational Chart of the Governing Council**
2. **Terms of Reference (UTSC Campus Affairs Committee)**
3. **2017-18 UTSC Campus Affairs Committee Membership List**
Includes the names of members' and the constituency they represent.
4. **2017-18 Presidential Assessors**
Includes information on the members of the University's administration who bring forward business to governance bodies.
5. **2017-18 UTSC Campus Affairs Committee Meeting Schedule**
6. **2017-18 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_01													
Annual Report: Academic Appeals, UTSC	OCCUTSC	<input checked="" type="checkbox"/>		CYCLE_01								FI	-
Appointments: UTSC Campus Council Nominating Committee	OCCUTSC	<input type="checkbox"/>			CYCLE_01	CYCLE_01						FA	-
Graduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_01									-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_01									-
CYCLE_02													
Current-year Campus and Institutional Operating Budget, UTSC	VPUO	<input type="checkbox"/>	CYCLE_02			CYCLE_02						FI	-
Graduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_02									-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_02									-

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_03													
2018-19 Sessional Dates	REGUTSC	<input type="checkbox"/>		CYCLE_03								FI	-
Graduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_03									-
Operating Budget: Themes and Priorities, UTSC	CAOUTSC	<input type="checkbox"/>	CYCLE_03			CYCLE_03						FI	-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_03									-
CYCLE_04													
Compulsory Non-Academic Incidental Fees – Report and Analysis: 2017-18	PROVOST	<input checked="" type="checkbox"/>	CYCLE_04									FI	-
Graduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_04									-
Operating Plans and Fees: Student Affairs and Services - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_04	CYCLE_04		FA	YES
Operating Plans: Service Ancillaries - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_04	CYCLE_04		FA	YES
Student Societies: Requests for Fee Increases - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_05	CYCLE_04		FA	YES
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_04									-

*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_05													
Appointments: 2018-19 UTSC Campus Council Community Members	OCCUTSC	<input type="checkbox"/>			CYCLE_05	CYCLE_05						FA	-
Graduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_05									-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_05									-

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: Community Partnerships and Engagement-UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06A									FI	-
Annual Report: Police Services - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06A						CYCLE_06A			FI	-
Annual Report: Recognized Campus Groups - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_06A						CYCLE_06A			FI	-
Annual Report: Vice-Principal, Research- UTSC	VPRUTSC	<input checked="" type="checkbox"/>		CYCLE_06A		CYCLE_06A						FI	-
Appointments: 2018-19 UTSC Campus Council Standing Committee Assignments	OCCUTSC	<input type="checkbox"/>			CYCLE_06A	CYCLE_06A						FA	-
External Reviews: Departments TBC	VPADUTSC	<input type="checkbox"/>		CYCLE_06A								FI	-
Graduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_06A									-
The University's Budget Incorporating UTSC's Budget Envelope	VPUO	<input type="checkbox"/>	CYCLE_06A			CYCLE_06A						FI	-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_06A									-