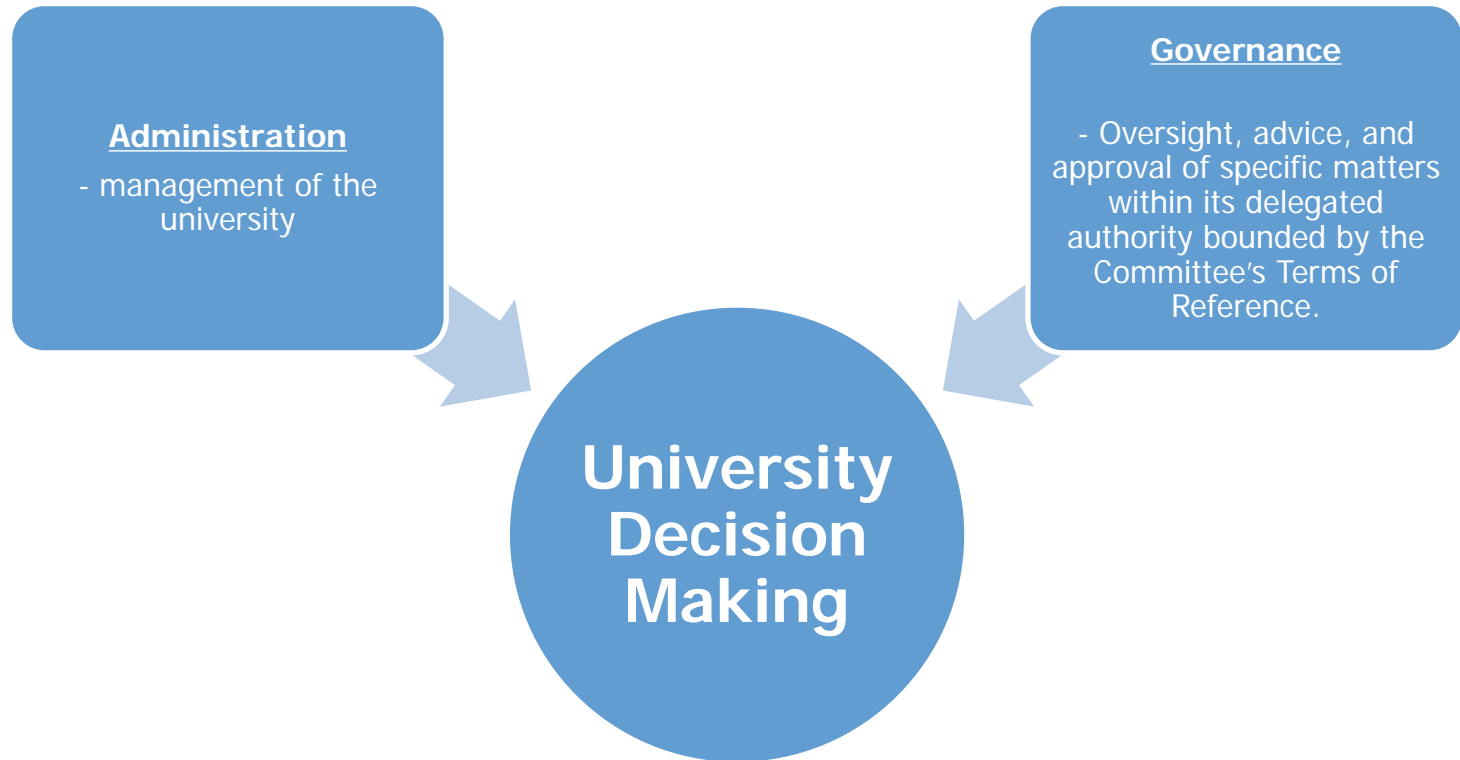


# **UTSC Campus Council (CC)**

## **Orientation of Members**

Tuesday, October 3, 2017

# Administration & Governance



## Governing Council - 50 Members

### 25 Internal

President (*ex officio*)

**12** Faculty

**8** Students

**2** Administrative Staff

**2** Presidential  
Appointees

**Claire Kennedy**  
Chair  
2017-2018



### 25 External

Chancellor (*ex officio*)

**16** Lieutenant-Governor-in-  
Council (LGIC) Appointees

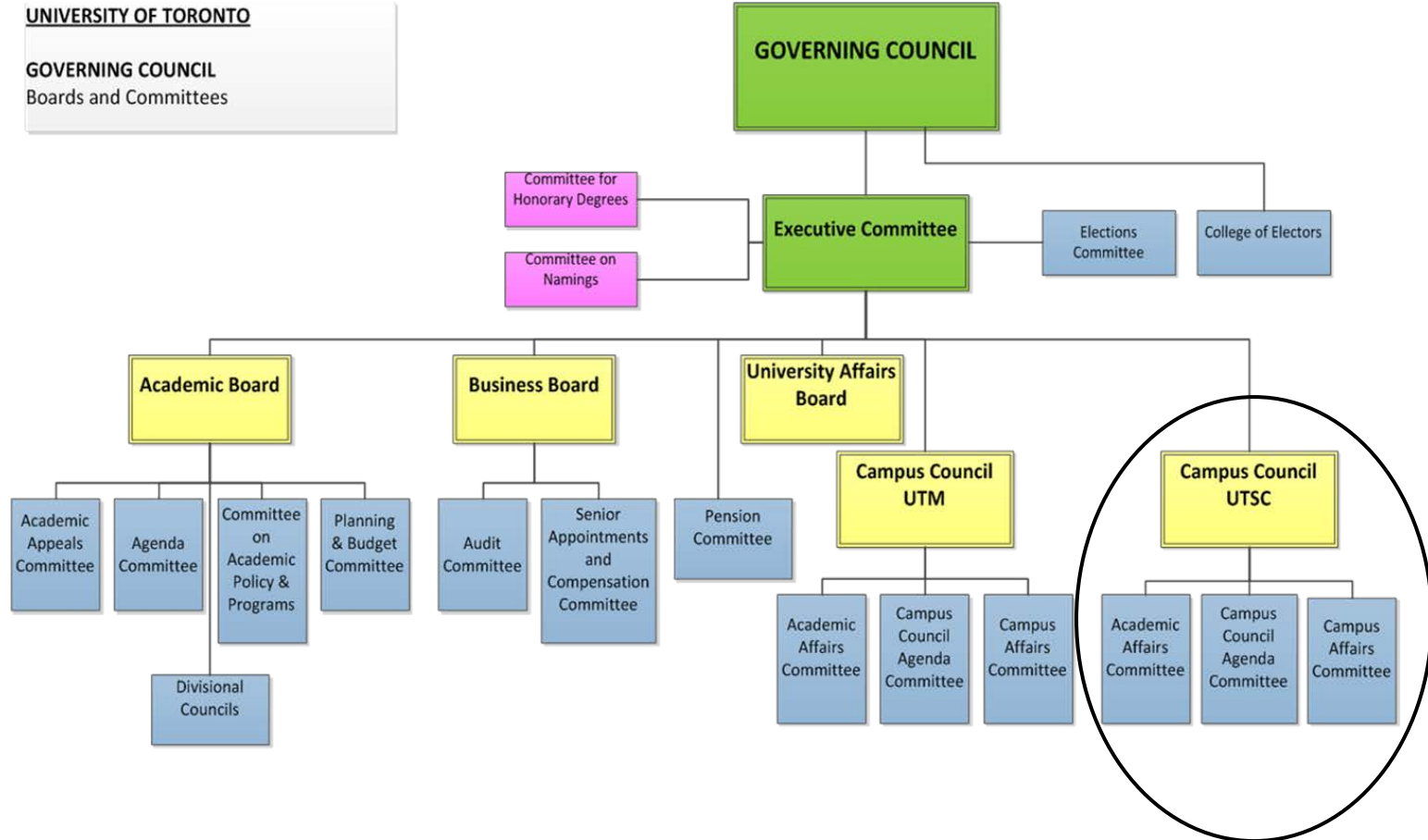
**8** Alumni



**Jane Pepino**  
Vice-Chair  
2017-18

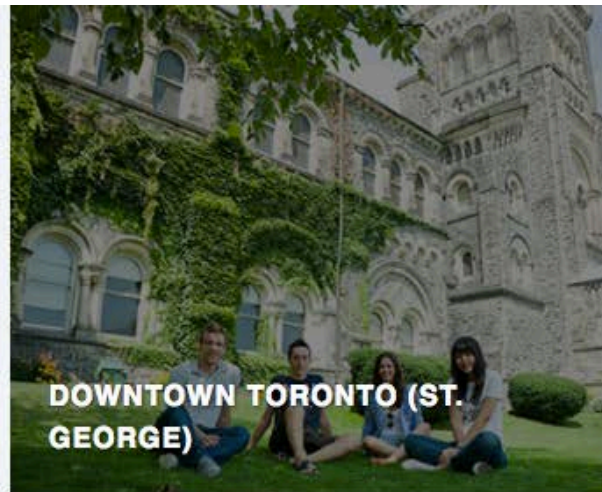


# UofT Tri-Campus Governance Structure

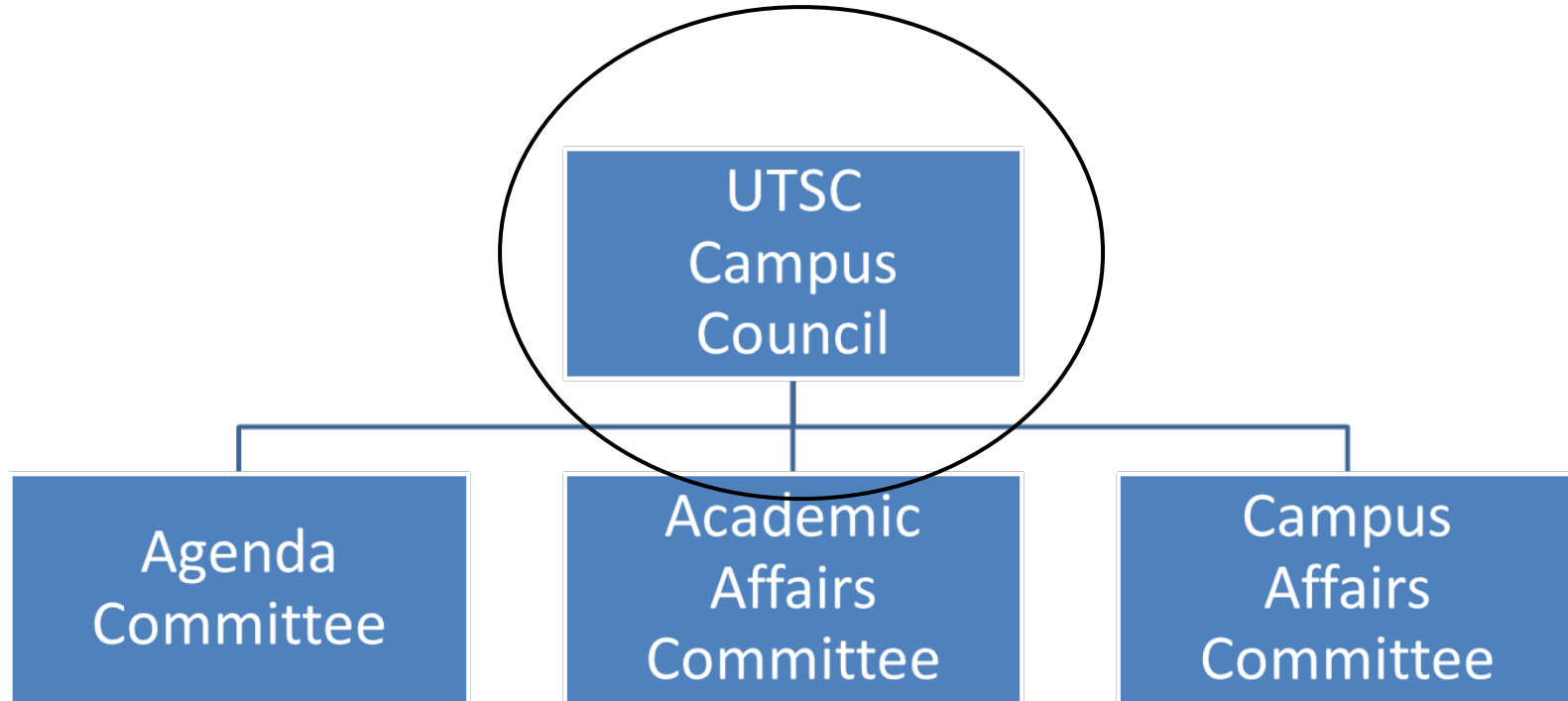


# The Establishment of UTSC Campus Council (CC) and its Committees

- 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



# Areas of Responsibilities for the UTSC CC

Academic appeals

Academic priorities  
for fundraising

Academic programs

Academic regulations

Admissions

Awards

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

Examinations and  
grading practices

Divisional Guidelines  
for the Assessment of  
Teaching and/or  
Creative Professional  
activity

Relations with the  
campus's external  
community

Research planning

Student societies and  
campus organizations

# CC Membership Composition

2 Administrative Staff/Librarian

11 Community Members

4 Students

6 Teaching Staff

5 *Ex-Officio* Members

1 Presidential Assessors

**Total= 28 Members**



# 2017-18 CC Presidential Assessors



**Voting Assessor**  
**Prof. Bruce Kidd**  
**Vice-President and Principal, UTSC**



**Non-voting Assessor**  
**Mr. Andrew Arifuzzaman**  
**Chief Administrative Officer**



**Non-voting Assessor**  
**Prof. William Gough**  
**Vice-Principal, Academic and Dean**

# The role of Committee Members

Approve,  
recommend,  
confirm etc.  
business items

Offer advice

Provide  
oversight



# Types of Decisions made by the Council

Approve

Reject

Referred  
back to the  
Administration  
with advice

Withdrawn by the  
administration





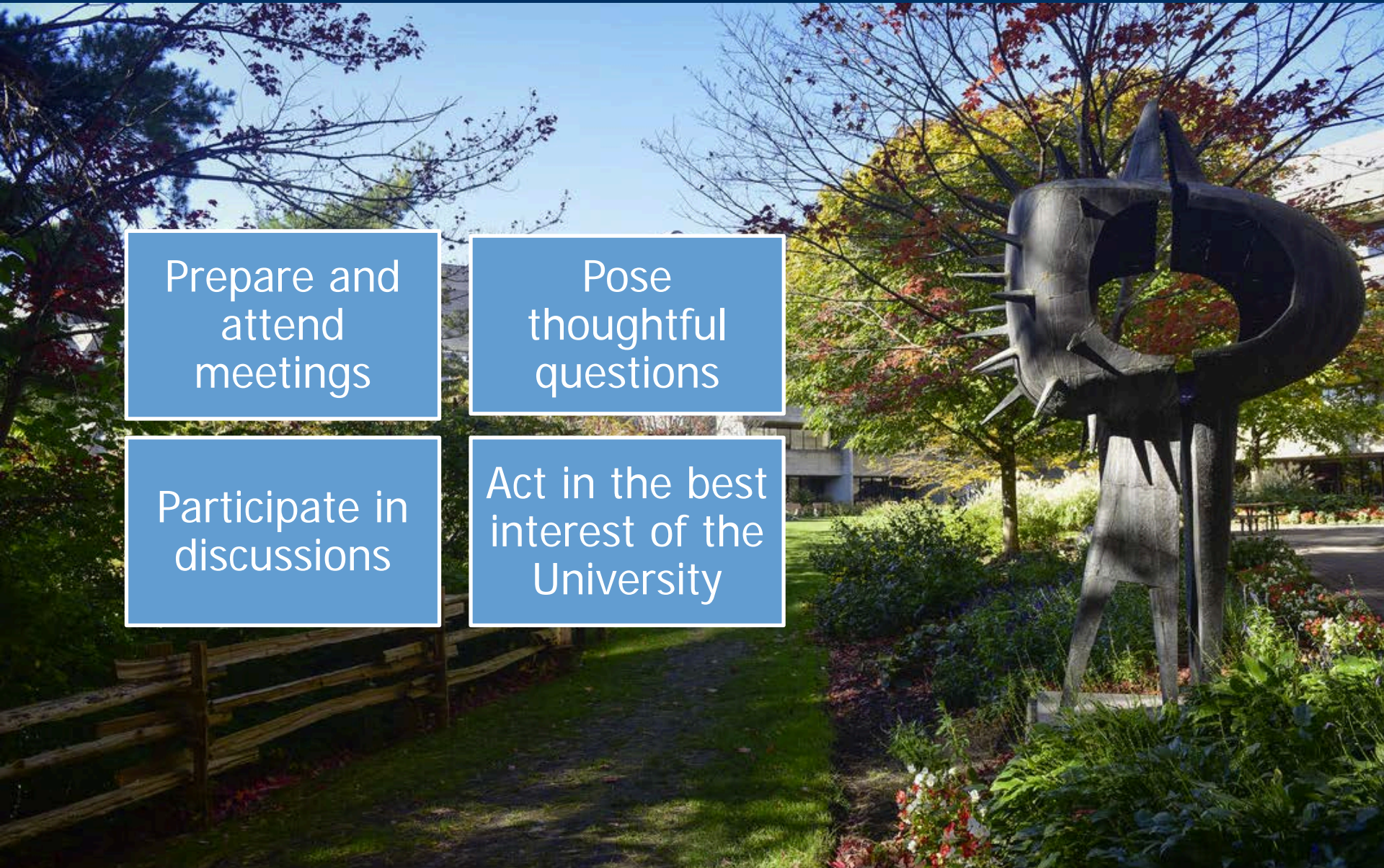
# Expectations of Members

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



# 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

## Cover Sheets

- 1 General
- 2 Header Information
- 3 Sponsor & Presenter
- 4 Jurisdictional Information
- 5 Previous Action Taken
- 6 Highlights
- 7 Recommendation

 <b>UNIVERSITY OF TORONTO</b>		OFFICE OF THE GOVERNING COUNCIL
<b>FOR RECOMMENDATION</b>	<b>CONFIDENTIAL</b>	<b>CLOSED SESSION</b>
<b>TO:</b>	Name of Governance Body	
<b>SPONSOR:</b>	Name, Position, Division/Department/Unit	
<b>CONTACT INFO:</b>	Phone Number, Email Address	
<b>PRESENTER:</b>	Name, Position, Division/Department/Unit	
<b>CONTACT INFO:</b>	Phone Number, Email Address	
<b>DATE:</b>	Date Prepared for Date of Meeting	
<b>AGENDA ITEM:</b>	Item Number	
<b>ITEM IDENTIFICATION:</b>		
The full name of item as listed on the agenda appears here.		
<b>JURISDICTIONAL INFORMATION:</b>		
Jurisdictional information related to the item and the Governance Body's role is specified here.		
<b>GOVERNANCE PATH:</b>		
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)		
<b>PREVIOUS ACTION TAKEN:</b>		
Previous action taken is delineated here.		
<b>HIGHLIGHTS:</b>		
In respect of the Body's terms of reference, the highlights of the proposal are summarized here.		
<b>FINANCIAL IMPLICATIONS:</b>		
The financial implications of the proposal are outlined in this section.		
<b>RECOMMENDATION:</b>		
Be It Recommended to the Next Governance Body:		
THAT the action be taken, to be effective on the date specified.		
<hr/>		
<b>DOCUMENTATION PROVIDED:</b>		
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](mailto: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



## **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 Council)**

**3. 2017-18 UTSC Campus Council 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 Council 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 Conf
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	-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_01								FA	-
University Mandated Leave of Absence [DRAFT POLICY]	PROVOST	<input type="checkbox"/>				CYCLE_01						FI	-
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									-
Provost's Priorities	PROVOST	<input type="checkbox"/>				CYCLE_02						FI	-
Undergraduate Curricular Changes	VPADUTSC	<input type="checkbox"/>		CYCLE_02									-
University Mandated Leave of Absence Policy	PROVOST	<input type="checkbox"/>				CYCLE_02						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 Conf
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 Conf
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									-