

**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL  
REPORT NUMBER 9 OF THE CAMPUS AFFAIRS COMMITTEE**

**FEBRUARY 12, 2015**

To the Campus Council,  
University of Toronto Mississauga

Your Committee reports that it held a meeting on February 12, 2015 at 4:10 p.m. in the Council Chambers, William G. Davis Building, at which the following were present:

Dr. Joseph Leydon, Chair  
Mr. Nykolaj Kuryluk, Vice-Chair  
Professor Deep Saini, Vice-President &  
Principal  
Mr. Arthur Birkenbergs  
Professor Jennifer Carlson  
Mr. Paul Donoghue, Chief Administrative  
Officer  
Professor Hugh Gunz  
Ms Melissa Holmes  
Ms Megan Jamieson  
Ms Simone Laughton  
Mr. Leonard Lyn  
Professor Amy Mullin, Vice-Principal Academic  
and Dean  
Mr. Mark Overton, Dean of Student Affairs  
Ms Judith Poë  
Mr. Moe Qureshi  
Ms. Maria Rabbat  
Mr. Andy Semine  
Ms Amber Shoebridge  
Professor Steven Short  
Dr. Gerhard Trippen

**Non-Voting Assessors:**

Ms Christine Capewell, Director, Business  
Services  
Mr. Dale Mulling, Assistant Dean, Students &  
International Initiatives

**Regrets:**

Ms Donna Coulson  
Professor Philip Clark  
Mr. Jeff Collins  
Mr. Dario Di Censo  
Dr. Giovanni Facciponte  
Mr. Taeho Lee  
Ms Minahil Minhas  
Professor Jumi Shin  
Ms Anya Todic  
Professor Anthony Wensley

**In Attendance:**

Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor  
Mr. Hassan Havili, President, UTMSU

**Secretariat:**

Mr. Patrick McNeill, Assistant Secretary of the Governing Council  
Ms Cindy Ferencz Hammond, Director of Governance, Assistant Secretary of the Governing Council  
Ms Mariam Ali, Committee Secretary

**1. Chair's Remarks**

The Chair welcomed members to the meeting and provided an update on Elections, informing members that the response from the UTM community was very positive, with all available positions for 2015-16 filled. He noted the list of candidates and constituencies that required elections was posted on the Office of the Campus Council elections website. The voting period had begun on February 9 and would end on February 20, 2015, and he encouraged the student and teaching staff constituencies to exercise their right to vote. Referring to Item 4 on the agenda, the Chair indicated that the fees recommended for

consideration fell under the jurisdiction of the *Policy for Compulsory Non-Academic Incidental Fees*, and were subject to the terms and conditions of the University's *Protocol on Non-Tuition Related Fees (The Protocol)*. He also noted that a presentation would follow that explained the governance and administrative processes, as well as the policy related provisions.

## **2. Compulsory Non-Academic Incidental Fees – Report and Analysis: 2014-15: Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor**

The Chair advised members that this item was presented for information and invited Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor to present an overview of Compulsory Non-Academic Incidental Fees - Report and Analysis 2014-15.

Ms Strong informed members that the item was an annual report prepared for the information of committee members and which had previously been provided to the University Affairs Board (UAB) in advance of their consideration of increases to compulsory non-academic incidental fees. The report provided an inventory of all compulsory non-academic fees and designations approved by the UAB and collected by the University over the past two years, including fees for other federated universities. Ms Strong noted there were 42 student societies at UofT, and listed those which were cross-divisional. She also pointed members to a graph<sup>1</sup> which demonstrated the fees for all divisions across UofT.

In response to a member's question, Ms Strong noted the MMPA Society was classified by UofT as a distinct student society, where UTM Association of Graduate Students (UTMAGS) was a subsidiary course union of the Graduate Students Union (GSU) student society. UofT offers advice to course unions considering becoming student societies.

## **3. Compulsory Non-Academic Incidental Fees - Student Society Fees: UTM Student Society Proposals for Fee Increases**

The Chair reminded members that the Committee was responsible for considering compulsory non-academic incidental fees for representative student committees and divisional student societies. The Chair noted that student society fees were subject to the terms and conditions of the *Policy on Ancillary Fees* and the *Policy for Compulsory Non-Academic Incidental Fees*. He also noted that increases which were greater than the cost of living would require support by referendum. The Chair invited Mr. Overton to provide a brief presentation<sup>2</sup>. Mr. Overton explained membership in student societies was automatic and based on registration, and listed the student societies at UTM.

In response to a member's question, Mr. Overton advised members that the student group Erindale College Special Response Team (ECSpeRT) were trained by and affiliated with St. John Ambulance and acted as medical first responders, typically before paramedics could arrive on campus. The program is largely volunteer driven. Mr. Overton and the Chair commended the group for their exemplary work.

On motion duly moved, seconded, and carried

YOUR COMMITTEE RECOMMENDED

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<sup>1</sup> A copy of this presentation is attached as Attachment A.

<sup>2</sup> A copy of this presentation is attached as Attachment B.

THAT beginning in the Summer 2015 session, the Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU) fee be increased as follows: (a) an increase of \$10.08 per session (\$10.08 part-time) (Summer Session only) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2015 session, the UTMSU fee be increased as follows: (a) an increase of \$0.26 per session (\$0.02 part-time) in the society portion of the fee; (b) an increase of \$0.01 per session (\$0.01 part-time) in the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) portion of the fee; (c) an increase of \$0.02 per session (\$0.02 part-time) in the Academic Societies portion of the fee; (d) an increase of \$0.01 per session (\$0.01 part-time) in the Food Bank portion of the fee; (e) an increase of \$0.02 per session (\$0.02 part-time) in the Student Refugee Program portion of the fee; (e) an increase of \$7.67 per session (\$7.67 part-time) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2015 session, the UTMSU fee charged to Mississauga Academic of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (a) an increase of \$4.76 per session in the Mississauga Transit Summer U-Pass portion of the fee.

#### **4. Operating Plans and Fees: UTM Student Services**

The Chair advised members that pursuant to *The Protocol* approved by the Governing Council on October 24, 1996, the UTM Quality Service to Students committee (QSS) reviewed annual operating plans, including budgets and proposed compulsory non-academic incidental fees and would then offer advice to the Committee on those plans. The Chair invited Mr. Overton to speak to Item 4a to explain the process by which student services were funded, and to discuss the requirements of *The Protocol* and role of 'Protocol bodies', such as QSS. He also noted that QSS, while not formally part of the University's governance system, was created by University policy and accountable to the Governing Council, and provided for a mechanism to receive student advice in decisions on non-tuition related fees. The Chair invited Mr. Overton to present<sup>3</sup> the item.

##### **a. Advice from the Quality Service to Students Committee (QSS)**

Mr. Overton advised members the QSS was a committee of students and administrators created as a forum on student services broadly defined, and later charged with the additional tasks of consulting with students on certain categories of compulsory non-academic incidental fees to ensure a mechanism for input into specified services and fees. He noted that QSS was guided by a protocol signed by UofT and its three primary student governments, University of Toronto Students Administrative Council (now UTSU), Association of Part-time Undergraduate Students (APUS) and Graduate Student Union (GSU). To fulfill its responsibilities on consultation, QSS utilized advisory groups on the relevant services, with each advisory group open to QSS voting members and participants, as well as students at large. Here, the directors or managers of the services provided the mission and vision of the program, shared the scope of operations, identified past priorities, and shared data on utilization, staffing and user feedback. They gathered feedback from the advisory group participants and, with that feedback and their professional expertise, provided a management report and proposal to QSS in early December.

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<sup>3</sup> A copy of the presentation is attached as Attachment C.

Mr. Overton relayed to members the advice received from the QSS body on the following fees: UTM Health Services, UTM Athletics and Recreation, UTM Student Services, and services for students enrolled in year-round programs not charged campus fees in the summer. He highlighted the following key points:

#### Physical Education and Athletics Fee:

- Students had been in general support of the range of programs and activities provided by the Department of Physical Education, Athletics and Recreation, including UTM's new membership in the Ontario College Athletic Association (OCAA) as the Varsity Eagles since this allowed students to participate in varsity level sports at UTM;
- The majority of QSS student voters did not endorse the requested fee increase, with concerns expressed over maintenance of an operating reserve which the Department deemed necessary in the event of major physical systems issues.

#### Health Service Fee:

- Students had been in support of the range of medical, counselling and health promotion activities of UTM's Health and Counselling Centre;
- There had been strong interest in increasing access to mental health care, resulting in the recommendation to add a new full-time position of mental health nurse;
- The vote was unanimously in favor of the Health Service fee increase.

#### Student Service Fee (SSF):

Subcomponents of the Student Services Fee were discussed and voted upon at QSS

- The Shuttle Service portion, which included schedule enhancements and noted lower than anticipated expenses, was endorsed;
- The Career Centre portion, which maintained service levels and some specialized programming, was endorsed;
- The Child Care portion, which benefited from an unanticipated subsidy from the Peel Region, was endorsed;
- The Alcohol Education and Monitoring portion, which supports 'safe server' training and alcohol inventory tracking, was endorsed;
- The Family Care portion, which supports on-campus workshops and individual consultations on students' family care concerns, was endorsed;
- The Student Handbook and Communications portion, which supports the awareness of student services, was not endorsed, with the suggestion that it could be merged with the UTMSU handbook. Student Affairs and Student Life would consider opportunities and challenges related to changing the way this key information was provided to students;
- The Space Occupied by Student Societies portion, which covers the custodial, maintenance and utilities costs associated with spaces assigned to student societies and student clubs, including both UTM groups and UTM's share of central groups like UTSU, was not endorsed. Students expressed a desire for other sources of revenue to be utilized to cover these expenses;
- The International Education Centre portion was not endorsed. Though support for the centre's services for inbound international students and prospective outbound exchange students were strong, some students felt that costs should be covered by other sources of funding;
- UTM had proposed a specific portion be dedicated to support for Recognized Groups and the Co-curricular Record, in response to a specific request that co-curricular record support be expanded to cover more student groups. The administration proposed additional staffing to expand UTM's support beyond its current level, to be more in line with those of St. George and UTSC, both of which funded additional staffing through a portion of their SSF. Though students were interested

in further support, they felt it should be covered by other sources of funding, and did not wish to see support for student groups be expanded out of concern for overlap with student union support.

In response to a member's question, Mr. Overton advised that the Career Centre had faced on-going challenges recruiting well-qualified staff for specialized roles, so anticipated carrying forward some unspent personnel funds into the coming year, offsetting the need for increased fees.

#### **b. Operating Plans and Fees**

The Chair noted with respect to decisions made by QSS, that the terms of *The Protocol* stated that in the absence of endorsement by QSS, the relevant governance body may approve the following: permanent increases in existing fees of less than or equal to the lesser of two inflation indexes known as Consumer Price Index (CPI) and University of Toronto Index (UTI) and temporary three year increases in existing fees of less than or equal to the greater of CPI and UTI.

The Chair invited Mr. Overton to present the item. Mr. Overton provided an overview of the three campus fees along with the subcomponents within the student services fee. He noted that the overall increase in the campus fees per term of enrolment for a UTM undergraduate student was 4.2%. Mr. Overton explained that the amount sought for the Student Services Fee was slightly more than what was originally proposed to QSS for support related to the Co-Curricular Record (CCR), within the allowances of the *Protocol*. He explained that the higher request off-set the additional cost to deliver the requested co-curricular record service support, due to severance costs at the end of the three-year term, that would not be encountered with an on-going position. Although it was recognized that having a temporary position was not ideal, administration agreed with students with respect to the value of the CCR, particularly as its popularity and use continued to expand following its introduction last year.

In response to a question, Mr. Overton pointed to the documentation to explain the UTI and CPI increases being sought. He explained that the Protocol allowed administration to seek the higher of the indexes on a temporary three-year basis and the lower of the indexes on a permanent basis; with the CPI used in UofT's planning being 2% and the UTI varying as it is calculated separately for each of the three fees each year. Upon follow up, Mr. Overton advised members the percentages sought were 2.0% for three years for the Athletics and Recreation Fee, 7.6% permanently for the Health Services fee and 6.01% for the Student Services Fee consisting of 2.0% permanently and 4.01% for three years.

A member asked if QSS would be aware that a higher amount could be sought if the fees were not endorsed. Mr. Overton responded that QSS members were aware of this possibility as they were provided with the CPI and UTI eligibilities.

On the request of a member, the Chair granted speaking rights to Mr. Hassan Havili, President, UTMSU. In response to a member's question, Mr. Havili stated that students were looking for the best possible services without increasing fees. Mr. Havili noted that although they supported the Health Services fee, it had been difficult for UTMSU to support other fees and felt that often the discussion and debate at QSS was not considered at CAC.

In response to a member's question, Mr. Overton clarified that QSS did not review student society fees (Item 3). In follow up, he advised members that the UTMSU student society fee had increased by approximately 7%.

On motion duly moved, seconded, and carried

**YOUR COMMITTEE RECOMMENDED**

THAT the 2015-16 operating plans and budgets for the UTM Student Services (including the Health & Counselling Centre, the Department of Physical Education, Athletics & Recreation, and Student Services), recommended by Dean of Student Affairs, Mr. Mark Overton, and described in the proposals dated February 5, 2015, be approved; and

THAT the sessional Athletics & Recreation Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$171.76 (\$34.35 for a part-time student), which represents a year-over-year increase of \$3.37 (\$0.67 for a part-time student) or 2.00% (resulting from a three-year temporary increase of 2.0%); and

THAT the sessional Health Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$36.23 (\$7.25 for a part-time student), which represents a year-over-year increase of \$2.56 (\$0.52 for a part-time student) or 7.6% (resulting from a permanent increase of 7.6%); and

THAT the sessional Student Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$151.08 (\$30.22 for a part-time student), which represents a year-over-year increase of \$8.57 (\$1.72 for a part-time student) or 6.01% (resulting from a permanent increase of 2% and a three-year temporary increase of 4.01% on the eligible portion); and

THAT the sessional (Fall and Winter sessions only) Mississauga Transit Fall-Winter U-Pass Fee be increased to \$92.81 and the Summer U-Pass fee be increased to \$57.65 for a UTM-affiliated graduate student, which represent year-over-year increases of \$7.66 or 9% (resulting from a permanent increase of 9%) and \$4.76 or 9% (resulting from a permanent increase of 9%) respectively; and

THAT the sessional (Fall and Winter sessions only) Summer Shuttle Service fee for a UTM-affiliated graduate student and a UTM-affiliated undergraduate student with non-UTM home faculty/division be decreased to \$4.41, which represents a year-over-year decrease of \$0.27 or 5.77% (resulting from a permanent decrease of 5.77%).

## **5. Assessor's Report**

Mr. Donoghue advised members that he would be presenting an overview of all Level 1 capital projects at the next meeting of CAC. He also stated that based on advice of Council members, the Committee would now receive status reports on ongoing capital projects, which would be included as regular standing items under the Consent Agenda.

### **CONSENT AGENDA**

On motion duly moved, seconded, and carried

### **YOUR COMMITTEE APPROVED**

THAT the consent agenda be adopted and that Item 6 - Report of the Previous Meeting, be approved.

## **6. Report of the Previous Meeting: Report 8 – January 8, 2015**

**7. Business Arising from the Report of the Previous Meeting**

**8. Date of Next Meeting** – Monday, March 23, 2015, 4:10 p.m.

**9. Other Business**

Professor Deep Saini, Vice-President & Principal announced that he had been appointed as honorary Coach for the UTM Eagles Badminton team, and stated he looked forward to the team winning the next Championship.

The meeting adjourned at 5:07 p.m.

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Secretary  
February 19, 2014

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Chair

# Report on Compulsory Non-Academic Incidental Fees

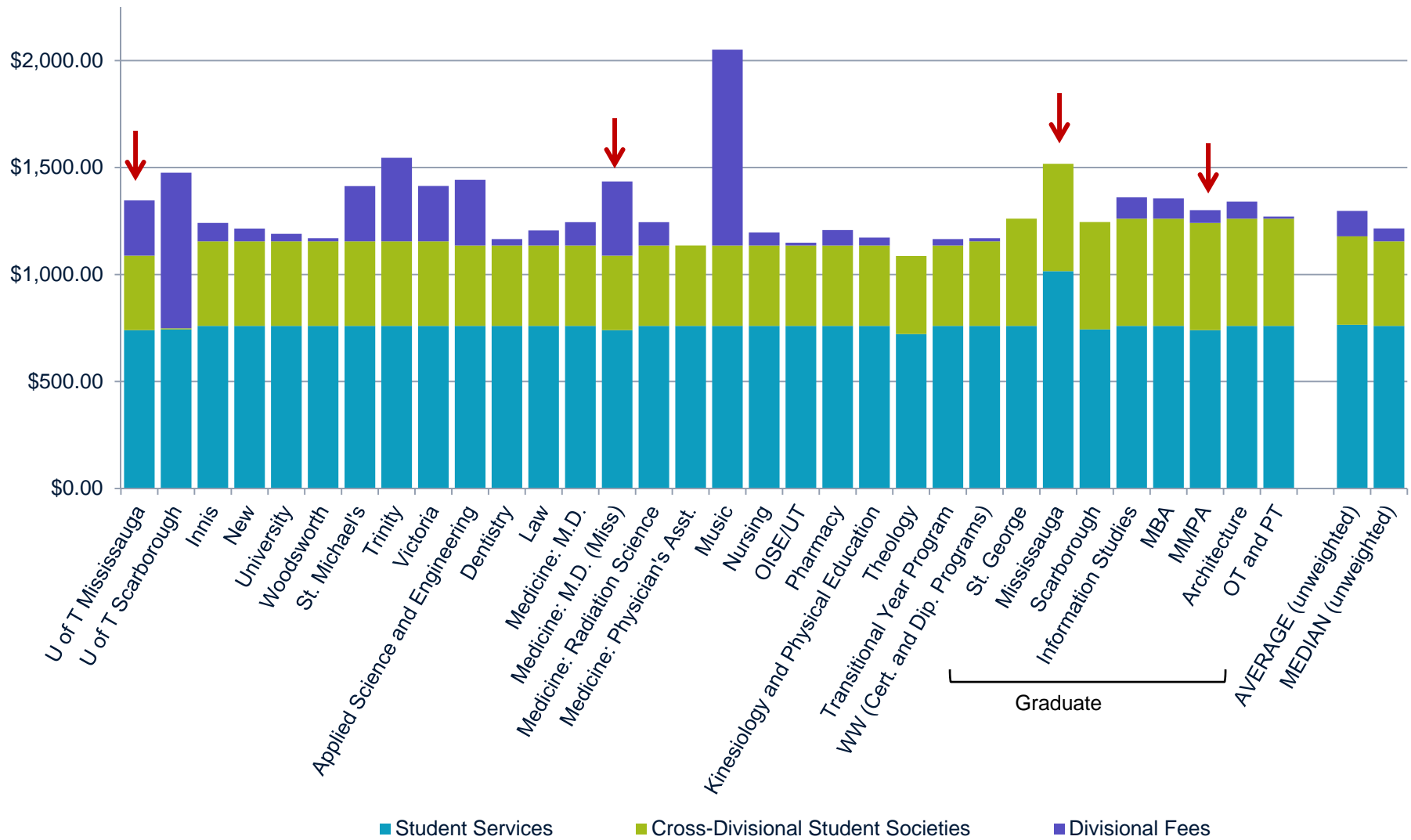
2014-2015



UNIVERSITY OF  
TORONTO



# Typical Fall/Winter Incidental Fees (Full-time Students)



## **Compulsory Non-Academic Incidental Fees - Student Society Fees**

### **Item 3**

Mark Overton, Dean of Student Affairs

February 12, 2015



## **UTM Student Societies**

Membership in student societies is automatic and based on registration

Student society fee increases are based on

- a referendum or
- a cost of living increase or escalation factor approved by a previous referendum



## **UTM Student Societies**

- UTM Students Union
  - UTM undergraduate full-time and part-time students
  - UTM-affiliated undergraduates in non-UTM faculties/divisions
- Residence Council
- UTM Athletics Council
- The Medium
- CFRE (Campus Radio)
- MMPA Student Society

\*Note that UTMAGS is not a distinct student society, but instead operates under the UofT wide Graduate Student Union



## **Student society proposals for consideration**

- UTMSU funds a range of programs & services, including Union, Food Bank, ECSpeRT first aid emergency response, Academic Societies, WUSC Student Refugee Program, Undergrad. Mississauga Transit U-Pass

## **Operating Plans and Fees: UTM Student Services Item 4**

Mark Overton, Dean of Student Affairs

February 12, 2015

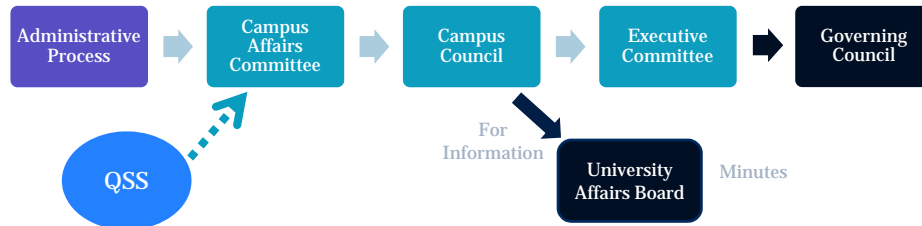


## **Campus services proposals for consideration**

- UTM Health Services Fee
- UTM Athletics and Recreation Fee
- UTM Student Services Fee (funds a range of programs & services)
- Summer campus services for enrolled students not assessed fees in the summer (establishes summer service access for research-stream graduate students, some professional masters graduate students, and MAM)



## Overview of Process



## QSS process

- Quality Service to Students Committee (QSS)
  - 17 voting members (11 student voters; 6 voters from administration) plus many non-voting student and administrative participants)
- Not a part of governance; governed by policy and protocol on non-tuition fees
- Protocol assigns to UTM QSS the responsibility to advise on proposals related to specific fees, which are conveyed to governance and summarized under agenda Item 4a



## QSS process

### Consultation process

- Advisory groups met on operations (Nov. & Dec.)
- Budget/Fee proposals discussed with QSS by UTM services' directors/managers (Dec. & Jan.)

### Voting

- Endorsement required both a majority of voters and a majority of student voters present (a 'double-majority')
- Conducted Jan. 16 and 23, 2015



## Summary of Fees for Approval

	Proposed to QSS	Maximum Fee allowed through Protocol	Seeking approval from CAC/CC
Phys Ed & Athletics Fee	\$ 174.28	\$ 171.76	\$ 171.76
Health Services Fee	\$ 36.23	\$ 35.31	\$ 36.23
Student Services Fee	\$ 149.08	\$ 154.75	\$ 151.08