



UTM CAMPUS COUNCIL MEETING

Thursday, March 5, 2015 at 4:10 p.m.

Council Chamber, Room 3130, William G. Davis Building

AGENDA

In Camera Session

- 1. Appointments to the 2015 UTM Nominating Committee (for approval)+**
-

Open Session

- 2. Chair's Remarks**
- 3. Report of the Vice-President & Principal**
- a. UTM Student Union (UTMSU)
 - b. UTM Association of Graduate Students (UTMAGS)
- 4. Compulsory Non-Academic Incidental Fees - Student Society Fees: UTM Student Society Proposals for Fee Increases***

Be it Resolved,

THAT subject to confirmation by the Executive Committee,

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

+ Confidential documentation included for members only

* Documentation included

** Documentation for consent item included. This item will be given individual consideration by the Campus Council only if a members so requests. Members with questions or who would like a consent item to be discussed by the Campus Council are invited to notify the Committee Secretary Mariam Ali at least 24 hours in advance of the meeting by telephone at 905-569-4358 or by email at mariam.ali@utoronto.ca

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.

5. Operating Plans and Fees: UTM Student Services

a. Advice from the Quality Service to Students Committee (QSS) (for information)

b. Operating Plans and Fees (for approval)

Be it Resolved,

THAT subject to confirmation by the Executive Committee,

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 26, 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

* Documentation included

** Documentation for consent item included. This item will be given individual consideration by Campus Council only if a members so requests. Members with questions or who would like a consent item to be discussed by the Governing Council are invited to notify the Recording Secretary Mariam Ali at least 24 hours in advance of the meeting by telephone at 905-569-4358 or by email at mariam.ali@utoronto.ca

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%).

CONSENT AGENDA **

6. Reports for Information

- a. Report 10 of the Agenda Committee (February 20, 2015)
- b. Report 9 of the Campus Affairs Committee (February 12, 2015)
- c. Report 10 of the Academic Affairs Committee (February 11, 2015)

7. Report of the Previous Meeting: Report 9 – February 5, 2015

8. Business Arising from the Report of the Previous Meeting

9. Date of the Next Meeting – April 22, 2015 at 4:10 p.m.

10. Question Period

11. Other Business

* Documentation included

** Documentation for consent item included. This item will be given individual consideration by Campus Council only if a members so requests. Members with questions or who would like a consent item to be discussed by the Governing Council are invited to notify the Recording Secretary Mariam Ali at least 24 hours in advance of the meeting by telephone at 905-569-4358 or by email at mariam.ali@utoronto.ca

An Introduction To



UTM's Campus Council

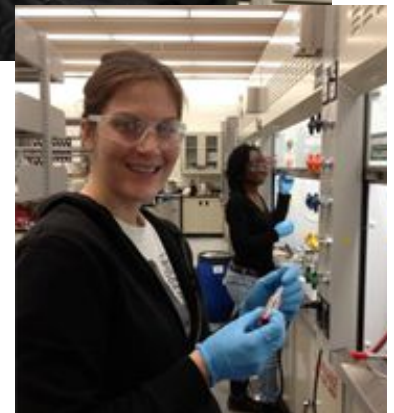
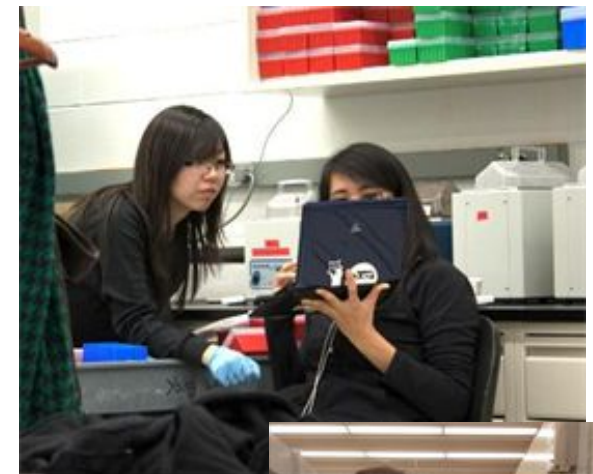
March 5, 2015

Stacey-Lynn Paiva
President, UTMAGS



We are a graduate student association representing all M.Sc., M.A., M. Biotech., MMI, BMC, and Ph.D. students affiliated with UTM.

- **Represent UTM graduate students on:**
 - UTM Campus Council, Academic Affairs Committee, Campus Affairs Committee
 - Quality to Student Services (QSS)
 - Advisory committees to the library, campus safety initiatives
 - Search and award committees
 - Direct link to **Graduate Student Union (GSU)**



We plan a variety of **social events** and help promote *professional development* for all UTM-affiliated graduate students.



Graduate population @ UTM

- **Over 500 students** currently enrolled in research- and professional-stream Masters and Doctoral programs
- *Our graduate student come from a wide variety of academic departments:*



- Anthropology
 - Cell & System Biology
 - Chemistry
 - Ecology & Evolutionary Biology
 - Geography
 - Geology
 - History of Art
 - Mathematical Sciences
 - Physics
 - Psychology
 - Sociology
- ...and many more!

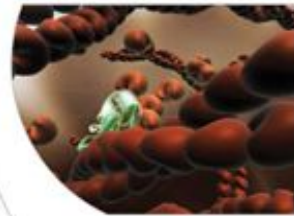


Professional Masters Programs @ UTM



BIOMEDICAL
COMMUNICATIONS
UNIVERSITY OF TORONTO

*Exploring the Visual Communication
of Science and Medicine*



- **Master of Biotechnology (M.Biotech.)**
- **Master of Biomedical Communication (M.Sc. BMC)**
- **Master of Management and Professional Accounting (MMPA)**
- **Master of Management of Innovation (MMI)**
- **Diploma in Forensic Accounting (DIFA)**
- **Master of Science in Sustainability Management (MScSM)**





Professional Development and UTMAGS

- Graduate Research Night (Office of the Vice Dean Graduate)
- Workshops for Skills Development (Robert Gillespie Academic Skills Centre)



Membership



Programs



Contact Us



Graduate Social Events @ UTMAGS

- Annual Orientation Dinner
- Monthly Breakfasts
- Halloween Lunch
- Annual Christmas Fundraising Party
- Winter Retreat to Mt. Tremblant
- Annual Year End Party
- Summer BBQs in Erindale Park





Keep tabs on us via



UTMAGS Page



@ UTMAGS_UTM



<http://utmags.sa.utoronto.ca/>

UTM Campus Council: Compulsory Non-Academic Incidental Fees – Student Society Fees: UTM Student Society Proposals for Fee Increases.

by due constitutional process in the organization. The procedures to request approval of a new fee or an increase to an existing fee shall be published in the Handbook for Student Societies.

4

Cost of Living Increases

- (a) *Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices for Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the results of a previous referendum approving the principle of a cost-of-living adjustment. In special circumstances (e.g., when a portion of a student society fee is designated for a health plan or capital project), other inflation indexes or predetermined inflation factors may be used, provided that the request is supported by the results of a previous referendum approving the use of the specific inflation index or predetermined inflation factor.*

Referendum Requirement

- (b) *Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the society's members voting in a recent referendum.*

In summary, increases which are greater than the cost of living must be supported by referendum. Other increases must be supported by a previous referendum approving the concept of annual increases by the cost of living or an explicit inflation factor. When such a provision is approved by referendum, annual increases, no greater than the Ontario Consumer Price Index of the previous December, or no greater than a specific inflation factor approved by referendum, may be requested upon approval of the board or council of the organization.

The administrative procedures are outlined in the Handbook for Student Societies, which is published by the Office of the Vice-Provost, Students and First-Entry Divisions (OVPS).

Requests for increases are brought forward to the Committee by the administration on the assurances of the student societies that due constitutional and fair procedures have been followed within the societies concerned. If a complaint is received about the process related to a fee request from a student society, the OVPS makes inquiries about the issue and, if necessary investigates the matter further as part of the assessment of the request.

GOVERNANCE PATH:

1. Campus Affairs Committee [For Recommendation] (February 12, 2015)
2. **UTM Campus Council [For Approval] (March 5, 2015)**
3. University Affairs Board [For Information] (April 28, 2015)
4. Executive Committee [For Confirmation] (May 11, 2015)

UTM Campus Council: Compulsory Non-Academic Incidental Fees – Student Society Fees: UTM Student Society Proposals for Fee Increases.

PREVIOUS ACTION TAKEN:

Requests for changes to existing student society fees and/or the establishment of new fees were approved by Council on March 5, 2014.

HIGHLIGHTS:

The following student societies have requested changes to fees charged on their behalf by the University:

Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU)

Additional information is provided in the attached memorandum from Mark Overton, Dean of Student Affairs.

The requests have been reviewed by the Office of the Vice-Provost, Students and First-Entry Divisions in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees* and are found to be in compliance. Therefore, the requests are recommended for approval.

FINANCIAL IMPLICATIONS:

There are no net implications for the campus' operating budget.

RECOMMENDATION:

Be it Resolved,

That subject to confirmation by the Executive Committee,

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

UTM Campus Council: Compulsory Non-Academic Incidental Fees – Student Society Fees: UTM Student Society Proposals for Fee Increases.

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.

If approved, the total Fall/Winter UTMSU fee will be \$127.15 per session (\$105.33 part-time), charged to all UTM undergraduate students. The total Fall/Winter UTMSU fee for Mississauga Academy of Medicine students will be \$184.80 per session.

DOCUMENTATION PROVIDED:

Compulsory Non-Academic Incidental Fees – UTM Student Society Proposals for Fee Increases



MEMORANDUM

4

TO: Members of the UTM Campus Council

FROM: Mark Overton, Dean of Student Affairs

DATE: February 26, 2015

SUBJECT: Compulsory Non-Academic Incidental Fees – UTM Student Society Proposals for Fee Increases

Requests from one UTM student society for the fee changes listed below have been received by the Office of the Vice-Provost, Students & First-Entry Divisions (OVPS), which manages the administrative processes University-wide related to student society fee requests. OVPS works with my office as necessary and keeps me informed with respect to the fee requests received from UTM student societies.

The applications have been reviewed in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees*. The requests below are found to be in compliance with these requirements and are recommended for approval.

Requests for fee increases from student societies must meet a number of requirements. Section B.4. of the *Policy for Compulsory Non-Academic Incidental Fees* outlines the University's general expectations:

Requests to change the fee collected on behalf of a student society and requests for new fees shall be approved only when evidence has been presented that the request has been authorized by due constitutional process in the organization. The procedures to request approval of a new fee or an increase to an existing fee shall be published in the Handbook for Student Societies.

Cost of Living Increases

- (a) *Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices for Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the results of a previous referendum approving the principle of a cost-of-living adjustment. In special circumstances (e.g., when a portion of a student society fee is designated for a health plan or capital project), other inflation indexes or predetermined inflation factors may be used, provided that the request is supported by the results of a previous referendum approving the use of the specific inflation index or predetermined inflation factor.*



MEMORANDUM

4

Referendum Requirement

- (b) *Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the society's members voting in a recent referendum.*

The procedures for handling fee change requests (from the *Handbook for Student Societies* published by the OVPS) also provide that requests for a fee increase must be supplied with the following:

Evidence that the request to change the existing fee (or to institute a new charge) has been authorized by due constitutional process of the organization. This evidence should include a copy of or specific reference to the section of the society's constitution which related to the mechanism for fee changes, minutes of the meeting at which the resolution to request the change was passed, details and results of any referenda related to the subject which may have been held within the division, and publicity given the matter to ensure that those who may be affected by the change are aware of the proposal, including size and purpose of the increase, and have had the opportunity to make their views known.

Normally, the administration intersects with these processes at two points. Initially, student societies are asked to seek advice from the OVPS on the wording of the referendum questions (with respect to clarity and technical language). The second point occurs after the referendum when the student society makes the formal request for a fee increase. The recommendation for approval is derived from the assessment of whether or not the society has met the requirements established in the *Policy* and relevant procedures.

Occasionally, the OVPS is asked to look into complaints about referendum procedures and compliance with relevant portions of the society's constitution and/or by-laws. The results of these investigations play a significant role in the assessment of the request and the recommendation for approval.

The assessment of requests for fee increases is normally based upon the following expectations:

1. The student society must make the request in a manner consistent with the *Policy for Compulsory Non-Academic Incidental Fees* and the University's procedures for increases to student society fees;
2. When required, there must be a positive result in a referendum for a fee increase (special conditions established by the society, such as quorum, must also be met);
3. The referendum question itself should be clear and provide enough information to students in order to gain a full understanding of the implications of the question and proposed fee for them;



MEMORANDUM

4

4. The referendum must be held in a fair manner, advertised and promoted in a reasonable manner, and the members of each organization should be given a reasonable opportunity to vote; and
5. Each organization must comply with the provisions of its own by-laws, rules of procedure, and specific policies and procedures approved by the society's board or council.

Societies which have previously received approval (by referendum) from their members for an annual cost of living increase in the society's portion of the fee may request increases, upon approval by the society's board or council, of up to the previous Ontario December-over-December cost of living increase (consumer price index) calculated by Statistics Canada. The December 2014 consumer price index for Ontario was 1.9%.

As outlined in the excerpt from the *Policy* above, where members of a society have given consent (through a previous referendum) to the concept of inflationary increases according to a specific inflation factor or measure, this inflation factor may be used. For example, the Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU) may request increases in the Mississauga Transit U-Pass portion of the UTMSU fee of up to 9%. It is important to note that when dealing with a student society request for a fee change, it is the society's own constitution, by-laws, or established policies that set the standards for acceptable results in referenda. In some cases, society constitutions establish a minimum voter turnout in order to consider a referendum result to be valid. The University has not established additional criteria with respect to valid referendum voter turnout.

In addition, with respect to both requests for increases based upon the results of a referendum, and increases which require only the approval of the society's board or council, the administration relies on the assurances of student societies that due constitutional processes and fair procedures have been followed.

Erindale College Student Union (operating as the University of Toronto Mississauga Students' Union, UTMSU)

Background:

In fall/winter 2014-15, the total UTMSU fee is \$119.17 per session for full-time University of Toronto Mississauga (UTM) students (\$97.58 part-time). The fee includes \$0.52 per session for the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) fee, \$1.00 per session for Academic Societies fee, \$0.55 per session for the Food Bank fee, \$1.08 per session for the Student Refugee Program (WUSC), and \$85.15 per session for the Mississauga Transit UPass fee.

Requests:

- i. *A cost of living increase in the Society portion of the fee.*



MEMORANDUM

4

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the society portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

ii. *A cost of living increase to the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT) portion of the fee.*

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the ECSPERT portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

iii. *A cost of living increase to the Academic Society portion of the fee.*

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the Academic Society portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

iv. *A cost of living increase to the Food Bank portion of the fee.*

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the Food Bank portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

v. *A cost of living increase to the Student Refugee Program (WUSC) portion of the fee.*

At its meeting held on November 24, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the Student Refugee Program portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.



MEMORANDUM

4

vi. *An inflationary increase in the Mississauga Transit U-Pass portion of the fee.*

In accordance with the original referendum questions, UTMSU may request increases to the Mississauga Transit U-Pass portion of the fee of up to 9.0% upon approval of a resolution by the UTMSU Board of Directors.

At its meeting held on November 24, 2014, the UTMSU Board the UTMSU Board approved a resolution to request an inflationary increase to the U-Pass portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.

vii. *An inflationary increase in the designated portion of the UTMSU fee charged to Mississauga Academy of Medicine (MAM) students for a Mississauga Transit Summer U-Pass to be charged in the Fall and Winter sessions.*

At its meeting held on November 24, 2014, the UTMSU Board the UTMSU Board approved a resolution to increase the Summer 2016 U-Pass portion of the fee.

In the course of considering this request, the Office of the Vice-Provost, Students & First-Entry Divisions has not received any complaints concerning the process leading up to the request.



MEMORANDUM

Summary of Changes

Student Societies	Summer 2015		Fall 2015		Winter 2016		Summer 2014		Fall 2014		Winter 2015	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
U of T Mississauga Students' Union (Erindale College Student Union)												
Society (cost of living increases permitted without referendum - approved spring 2006)	13.85	1.00	14.11	1.04	14.11	1.04	13.65	1.00	13.85	1.02	13.85	1.02
Student Centre Levy	12.50	3.75	12.50	3.75	12.50	3.75	12.50	3.75	12.50	3.75	12.50	3.75
On Campus First Aid Emergency Response (cost of living increases permitted without referendum - approved spring 2011)	0.52	0.52	0.53	0.53	0.53	0.53	0.51	0.51	0.52	0.52	0.52	0.52
Blind Duck Pub (refundable)	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25
Club Funding and Resources	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26
Mississauga Transit Upass (different amount for summer compared to fall and winter; increases up to 9% permitted without referendum - current provisions approved fall of 2010)	122.10	122.10	92.82	92.82	92.81	92.81	112.02	112.02	85.15	85.15	85.15	85.15
Academic Societies (cost of living increases permitted without referendum - approved spring 2007)	1.00	1.00	1.02	1.02	1.02	1.02	0.98	0.98	1.00	1.00	1.00	1.00
Food Bank (cost of living increases permitted without referendum - approved spring 2009)			0.56	0.56	0.56	0.56			0.55	0.55	0.55	0.55
Student Refugee Program (cost of living increases permitted without referendum - approved spring 2009)			1.10	1.10	1.10	1.10			1.08	1.08	1.08	1.08
TOTAL	\$154.48	\$132.88	\$127.15	\$105.33	\$127.14	\$105.32	\$144.17	\$122.77	\$119.16	\$97.58	\$119.16	\$97.58
Change From Previous Year	+7.2%	+8.2%	+6.7%	+7.9%	+6.7%	+7.9%	+6.9%	(new)	+6.5%	+7.8%	+6.5%	+7.8%
	\$ 10.31	\$ 10.11	\$ 7.99	\$ 7.75	\$ 7.98	\$ 7.74	\$ 9.36		\$ 7.27	\$ 7.09	\$ 7.27	\$ 7.09

Note: Mississauga Academy of Medicine Students also pay a fee in the Fall and Winter terms for a summer UPass. The sessional fees as of Fall 2015 are \$57.64 (Fall) and \$57.65 (Winter).



MEMORANDUM

4

Recommendation

Be it Resolved,

THAT subject to confirmation by the Executive Committee,

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.

If approved, the total Fall/Winter UTMSU fee will be \$127.15 per session (\$105.33 part-time), charged to all UTM undergraduate students. The total Fall/Winter UTMSU fee for Mississauga Academy of Medicine students will be \$184.80 per session.

Compulsory Non-Academic Incidental Fees - Student Society Fees

Item 4

Mark Overton, Dean of Student Affairs

March 5, 2015



UTM Student Societies

Membership in student societies is automatic and based on registration

- 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



UTM Student Societies

Student society fee increases are based on

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



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

Summary of Society Fees for Approval

	Existing Fee	Proposed to CC
UTMSU	\$119.16	\$127.14 (+\$7.98)

**FOR INFORMATION****PUBLIC****OPEN SESSION**

TO: UTM Campus Council

SPONSOR: Deep Saini, Vice-President & Principal
CONTACT INFO: 905-828-5211, deep.saini@utoronto.ca

PRESENTER: Joseph Leydon, Chair, Campus Affairs Committee
CONTACT INFO: 905-828-3861, joseph.leydon@utoronto.ca

DATE: February 26, 2015 for March 5, 2015

AGENDA ITEM: 5(a)

ITEM IDENTIFICATION:

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

JURISDICTIONAL INFORMATION:

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 Campus Council.

Section 5.5 of the Terms of Reference provide that the Campus Council approves changes to compulsory non-academic incidental fees for the UTM campus. Section 5.4.1 of the Campus Affairs 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."

The Fees which fund student services provided by the University are subject to the terms and conditions of the *Policy on Ancillary Fees* (Category 1.0), the *Policy for Compulsory Non-Academic Incidental Fees* (Preamble and Section A.), and 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* (generally known as the *Protocol on Non-Tuition Fees* or simply the *Protocol*). The requirement to establish such a protocol was announced by the then Minister of Education and Training in June, 1994. The administration began negotiations with the student governments shortly thereafter and the University of Toronto *Protocol* was ultimately approved by the Governing Council on October 24, 1996. The *Protocol* is an agreement between the University and the student governments, on behalf of all students, and is considered to be University policy.

Section B.1. and Appendix B of the *Protocol* specifically provide that the following fees fall under its authority and provisions: Health Services; Student Services; Athletics and Recreation; Hart House; and the Scarborough College Athletics Fee. Student Services Fees on each campus were initially, and continue to be, fees which fund a range of programs and units; although the fees themselves may have been combined (as in the case of the St. George Health Service and Student Services fees) or renamed since the *Protocol* was introduced. Other compulsory non-academic incidental fees, which fund

UTM Campus Council: Advice from the Quality Service to Students Committee (QSS).

services operated by the University, and which were introduced after the agreement was approved, are under the *Protocol's* jurisdiction.

Section E.1. of the *Protocol* provides that the administration may “review and where necessary realign the existing budgets” within divisions of Student Services and within specified units. Any such realignment “will not imply or cause an increase in overall levels of expense funded by the fees covered by the *Protocol*, but may result in the reallocation of available resources in response to changing service demands.”

Under section D., the *Protocol* established an institutional “Council on Student Services” (COSS) and made provision for the creation of bodies within colleges, faculties and campuses, corresponding to COSS. To the present, several other bodies have been created by the councils of their respective divisions: the **UTM Quality Service to Students Committee (QSS)**, the UTSC Council on Student Services (CSS), and the Innis College Council on Student Services. COSS considers the Operating Plans and Fees for the St. George and University-wide student services and co-curricular programs, services, and facilities. These bodies are collectively referred to as the “*Protocol Bodies*.” While not formally part of the University’s governance system, the *Protocol Bodies* are created by University policy, are subject to the terms of the *Protocol*, and have some accountability to the Governing Council and, where applicable, to the divisional bodies that created them.

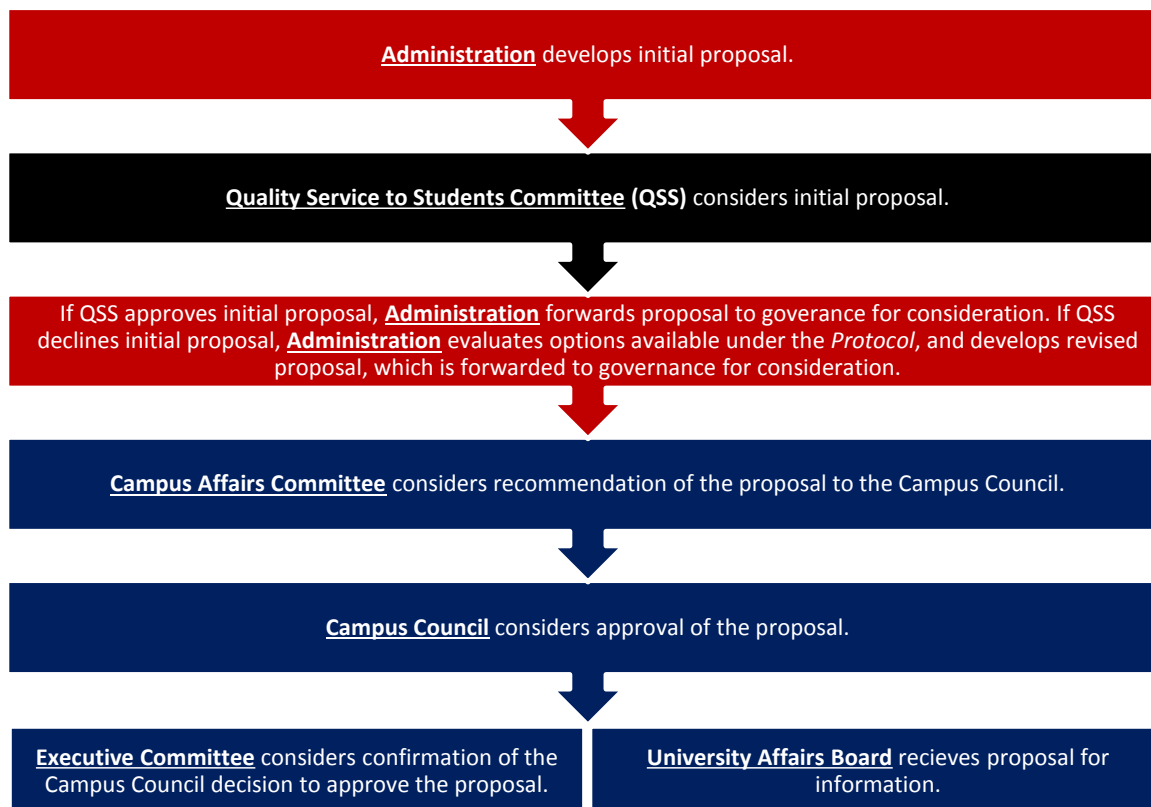
The *Protocol Bodies* have a specific role in respect of providing a “means by which students will be involved in decisions to increase compulsory non-tuition-related fees or to introduce new ones” (*Protocol*, section A.1.). In particular, section E.2., provides that “All proposals for the increase, decrease, introduction or elimination of a fee covered by this *Protocol* shall first be considered by the [relevant *Protocol Body*], whose advice on the proposed change shall be conveyed to the Governing Council.”

As is the case with much of the business of the Governing Council, pursuant to the University of Toronto Act, 1971, the Governing Council has delegated its responsibility for the consideration of *Protocol*-related fees to a number of bodies. Fees for University-wide and St. George services are considered by the University Affairs Board. Fees for UTM and UTSC services are first considered by the respective Campus Affairs Committees, which recommend approval to the corresponding Campus Councils (whose decisions are confirmed by the Executive Committee).

In governance, the administration, through the Administrative Assessors, prepares and presents proposals to relevant governance bodies for consideration and approval. Proposals are then considered and approved, declined, or referred back to the administration with advice on particular areas which should be given further attention. Alternatively, the administration might withdraw a proposal in light of the discussion of a Board or Committee, and bring it back for consideration with revisions at a later date. While the *Protocol Bodies* tend to be much more directly engaged in the consultation process related to the development of Operating Plans, the administration follows the same general process with respect to the presentation of proposals of Operating Plans and Fees to the *Protocol Bodies*.

Following consideration by the *Protocol Bodies*, the administration considers the advice provided, evaluates its options pursuant to the *Protocol*, and then brings forward its proposals to governance for consideration. The following illustration provides an overview of the manner in which *Protocol* fee proposals are developed by the Administration (■), considered by *Protocol Bodies* (■), potentially revised by the Administration (■), and then considered by the Governing Council (■).

UTM Campus Council: Advice from the Quality Service to Students Committee (QSS).



5

The attached memorandum summarizes the advice provided to the Governing Council by the Quality Service to Students Committee.

According to the terms of the *Protocol*, if the relevant Protocol Body approves an increase to, or the establishment of, a fee, or if the relevant students approve of such an increase or new fee by referendum, the Governing Council may approve the increase or fee, without restriction on the amount.

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 of a *Protocol*-related fee which is defined within the *Protocol* itself.

GOVERNANCE PATH:

1. Campus Affairs Committee [For Recommendation] (February 12, 2015)
2. **UTM Campus Council [For Approval] (March 5, 2015)**
3. University Affairs Board [For Information] (March 17, 2015)

4. Executive Committee [For Confirmation] (March 24, 2015)

PREVIOUS ACTION TAKEN:

Advice from QSS in respect of the 2014-15 Operating Plans and Fees for UTM Student Affairs and Services was presented to the Campus Affairs Committee at the meeting held on February 10, 2014, and UTM Campus Council on March 5, 2014. Increases to the Athletics and Recreation, Health Services, Student Services, U-Pass fees, and Summer Shuttle Service Fee were also approved by these bodies at these meetings.

HIGHLIGHTS:

Proposal for 2015-16:

QSS approved the following proposals from the administration:

Increase Health Services Fee from \$33.67 to \$36.23 (\$6.73 to \$7.25 part-time)

In consideration of the advice of QSS and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC which include a request for a permanent fee increase.

Decrease Summer Shuttle Service Fee for UTM-Affiliated Undergraduate and Graduate Students from \$4.68 to \$4.41

In consideration of the advice of QSS and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC which include a request for a permanent fee decrease.

Increase Fall-Winter 2015-16 U-Pass Fee for UTM-Affiliated Graduate Students from \$85.15 to \$92.81 and Summer 2016 U-Pass Fee for UTM-Affiliated Graduate Students from \$52.89 to \$57.65

In consideration of the advice of QSS and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC which include a request for a permanent fee increase.

QSS declined to endorse the following proposals from the administration:

Increase Athletics and Recreation Fee from \$168.39 to \$174.28 (\$33.68 to \$34.86 part-time)

Pursuant to the terms of the Protocol, the administration is presenting plans to the CAC which include a request for a temporary fee increase.

Increase Student Services Fee from \$142.51 to \$149.08 (\$28.50 to \$29.82 part-time)

Pursuant to the terms of the Protocol, the administration is presenting plans to the CAC which include a request for a fee increase which includes temporary and permanent components.

FINANCIAL IMPLICATIONS:

See Cover Sheet for Item 5(b) on this agenda.

UTM Campus Council: Advice from the Quality Service to Students Committee (QSS).

RECOMMENDATION:

The memorandum is presented for information.

DOCUMENTATION PROVIDED:

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



MEMORANDUM

TO: Members of the UTM Campus Council

FROM: Mark Overton, Dean of Student Affairs

DATE: February 26, 2015

SUBJECT: Advice on Fees and Operating Plans from the Quality Service to Students Committee (QSS)

5

Included in this package are the proposed Operating Plans and proposed Fees for the UTM Student Services for 2015-16. These fees are subject to the provisions of the *Policy on Ancillary Fees*, the *Policy for Compulsory Non-Academic Incidental Fees*, and 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* (generally known as the Protocol on Non-Tuition Fees or simply the Protocol).

The following UTM-related Compulsory Non-Academic Incidental Fees are subject to the three policies listed above and are charged to students via their student accounts on ROSI:

- UTM Athletics & Recreation Fee
- UTM Health Services Fee
- UTM Student Services Fee
- Summer Shuttle Services Fee (UTM-affiliated undergraduate and graduate students only)
- Mississauga Transit Fall-Winter U-Pass Fee (graduate students only)
- Mississauga Transit Summer U-Pass Fee (UTM-affiliated undergraduate and graduate students only)

The Protocol makes provision for the establishment of a body at UTM which considers proposals for changes to, or the introduction of, fees covered by the Protocol prior to the consideration of these fees by the Governing Council. This body, named the Quality Service to Students Committee (QSS) was established by the former Erindale College Council, with the agreement of the Erindale College Students' Union and the Association of Erindale Part-time Undergraduate Students. The Protocol also requires that the advice of QSS shall be conveyed to the Governing Council.

The "advice" is interpreted to mean the decisions of QSS on the proposals made by the administration to QSS (i.e., approval of a proposal, a rejection of a proposal, an absence of a decision following a proposal being made, etc.). Following the consideration of the administration's proposals by QSS, the administration lists the resolutions considered, the decisions, and the details of the voting in a memorandum to CAC. This memorandum delineates the advice to CAC. The Protocol also requires that this summary be forwarded to the chair of QSS "in sufficient time to allow representation to be made by the [QSS] to [CAC]."

The Operating Plans and budgets have been prepared with input from the directors and managers of the services, from student users of the services, from various advisory and governing bodies, and from QSS (prior to the point when the Plans were considered by QSS).

According to the terms of the Protocol, if QSS approves an increase to, or the establishment of, a fee, or if the relevant students approve of such an increase or new fee by referendum, the



MEMORANDUM

Governing Council may approve the increase or fee, without restriction on the amount.

If QSS does not approve a fee increase, the administration is entitled to seek approval by the CAC of a maximum of: (a) a permanent fee increase of the lesser of the consumer price index (CPI) increase or the University of Toronto index (UTI) increase; and (b) a temporary increase of the greater of the CPI increase or the UTI increase.

The CPI for this year is 2.0%. Generally speaking, the UTI is an indexation of a fee which takes into account changes in salary and benefit costs, occupancy costs, and changes in enrolment. It is calculated separately for each fee. The result is an "indexed fee." For comparison purposes, each fee's UTI is represented here as a percentage:

UTM Athletics and Recreation Fee: -0.52%
 UTM Health Services: 2.88%
 UTM Student Services: 7.11%

The University's very small portion of the U-Pass fees results in an indexation that is negligible. The indexation of the Summer Shuttle Fee, which is charged only to UTM-affiliated graduate students and undergraduate students registered in divisions other than UTM (e.g., Mississauga Academy of Medicine students), is included in the UTI for the Student Services Fee.

QSS Advice on Operating Plans, Budgets and Fees

For the associated compulsory non-academic incidental fees to be approved by QSS, they require the support of a majority of students present at the meeting when the votes are held, as well as a majority of the Committee overall.

At the QSS meetings held on January 16, 2015 and January 23, 2015, the administration made six proposals to QSS encapsulated in the six resolutions listed below. The outcome of each vote is provided below for the information of members of the Campus Affairs Committee (CAC) and Campus Council (CC).

1) Athletics and Recreation Fee

Proposed Resolution:

Be it resolved,

THAT the operating plan and budget recommending an increase in the Athletics and Recreation Fee to \$174.28 full-time/\$34.86 part-time per term for the 2015-16 budget year for the Department of Physical Education, Athletics & Recreation, as presented by Ken Duncliffe, be approved.

Note that this represents a year-over-year increase of \$5.89 or 3.5%.

The vote on the resolution was as follows:

In favour: 10 (including 4 students)
 Opposed: 5 (including 5 students)
 Abstentions: 0 (including 0 students)

Resolution Failed



MEMORANDUM

Pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which include a request for a temporary fee increase.

2) Health Services Fee

Proposed Resolution:

Be it resolved:

THAT the operating plan and budget recommending an increase in the Health Services Fee to \$36.23 full-time/ \$7.25 part-time per term for the 2014-15 budget year for the Health & Counseling Centre, as presented by Chad Jankowski, be approved.

Note that this represents a year-over-year increase of \$2.56 or 7.6%.

The vote on the resolution was as follows:

In favour: 17 (including 11 students)

Opposed: 0 (including 0 students)

Abstentions: 0 (including 0 students)

Resolution Passed

In consideration of the advice of QSS, and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which include a request for a permanent fee increase.

3) Student Services Fee

Proposed Resolution:

Be it resolved:

THAT the operating plans and budget recommending an increase in the Student Services Fee to \$149.08 full-time (\$29.82 part-time) per term for the 2015-16 budget year, as presented by Mark Overton, be approved.

Note that this represents an increase of \$6.57 or 4.6% upon the expiration of a temporary three-year increase of \$0.68 at the conclusion of 2014-15.

Prior to consideration of the resolution, members sought to advise on sub-components of the Student Services Fee.

*A motion recommending a decrease in the **Shuttle Service** portion of the Student Service Fee, to \$44.09 full-time (\$8.82 part-time) per term for the 2015-16 budget year, as presented by Megan Jamieson, was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.*

*A motion recommending no change in the **Career Centre** portion of the Student Service Fee, to remain at \$54.68 full-time (\$10.94 part-time) per term for the 2015-16 budget year, as presented by Felicity Morgan, was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.*



MEMORANDUM

5

A motion recommending no change in the **Child Care Support** portion of the Student Service Fee, to remain at \$8.41 full-time (\$1.68 part-time) per term for the 2015-16 budget year, as presented by Francesca Dobbin was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.

A motion recommending an increase in the **International Centre** portion of the Student Service Fee, to \$12.44 full-time (\$2.49 part-time) per term for the 2015-16 budget year, as presented by Dale Mullings, was not approved. The vote was: In favour: 9 (including 3 students); Opposed: 7 (including 7 students); Abstentions: 0

A motion recommending no change in the **Family Care** portion of the Student Service Fee, to remain at a total attribution of \$1,544 for the 2015-16 budget year, as presented, was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.

A motion recommending an increase in the **Alcohol Education & Monitoring** portion of the Student Service Fee, to \$0.78 full-time (\$0.16 part-time) per term for the 2015-16 budget year, as presented, was approved. The vote was: In favour: 17 (including 11 students); Opposed: 0; Abstentions: 0.

A motion recommending an increase in the **Space Occupied by Student Societies** portion of the Student Service Fee, to \$24.78 full-time (\$4.96 part-time) per term for the 2015-16 budget year, as presented, was not approved. The vote was: In favour: 8 (including 2 students); Opposed: 2 (including 2 students); Abstentions: 7 (including 7 students)

A motion recommending the formation of a **Recognized Groups & Co-curricular Record** portion of the Student Service Fee, at \$3.42 full-time (\$0.68 part-time) per term for the 2015-16 budget year, as presented by Dale Mullings, was not approved. The vote was: In favour: 5 (including 0 students); Opposed: 9 (including 9 students); Abstentions: 2 (including 2 students)

A motion recommending discontinuation of the **Handbook and Communications** portion of the Student Service Fee was presented by UTMSU, was approved. The vote was: In favour: 8 (including 8 students); Opposed: 7 (including 1 student); Abstentions: 2 (including 2 students)

The vote on the Student Services Fee resolution was as follows:

In favour: 8 (including 2 students)
Opposed: 7 (including 7 students)
Abstentions: 2 (including 2 students)

Resolution Failed

Pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which includes a request for a fee increase with temporary and permanent components.

4) Fall-Winter U-Pass Fee and Summer U-Pass Fee for UTM-Affiliated Graduate Students

Proposed Resolution:



MEMORANDUM

5

Be it resolved:

THAT the proposal recommending an increase in the Mississauga Transit Fall-Winter U-Pass fee for the 2015-16 budget year for UTM-affiliated graduate students be increased to \$92.81 per term and the Mississauga Transit Summer U-Pass fee for the Summer 2016 for UTM-affiliated graduate students be increased to \$57.65 (assessed in the Fall & Winter 2015-16 sessions) be approved.

Note that these charges will not be assessed as student services fees if and when UTMAGS establishes these as student society fees.

The vote on the resolution was as follows:

In favour: 16 (including 10 students)

Opposed: 0 (including 0 students)

Abstentions: 1 (including 1 students)

Resolution Passed

In consideration of the advice of QSS, and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which includes a request for a permanent fee increase.

5) Summer Shuttle Service Fee for UTM-Affiliated Graduate Students and UTM-affiliated undergraduate students in non-UTM home faculties/divisions

Proposed Resolution:

Be it resolved:

THAT the proposal recommending the Shuttle Service portion of the Student Service fee for Summer 2016 for UTM-affiliated undergraduate students in non-UTM home faculties/divisions (Mississauga Academy of Medicine) and UTM-affiliated graduate students be decreased to \$4.41 (assessed in the Fall & Winter 2015-16 sessions) be approved.

Note that this allows UTM-affiliated undergraduate students in non-UTM home faculties/divisions and UTM-affiliated graduate students to support and access shuttle service in a term in which tuition would not normally be charged to them.

The vote on the resolution was as follows:

In favour: 13 (including 7 students)

Opposed: 0 (including 0 students)

Abstentions: 4 (including 4 students)

Resolution Passed

In consideration of the advice of QSS, and pursuant to the terms of the Protocol, the administration is presenting plans to the CAC and CC which includes a request for a permanent fee increase.

Operating Plans and Fees: UTM Student Services Item 5

5

Mark Overton, Dean of Student Affairs

March 5, 2015

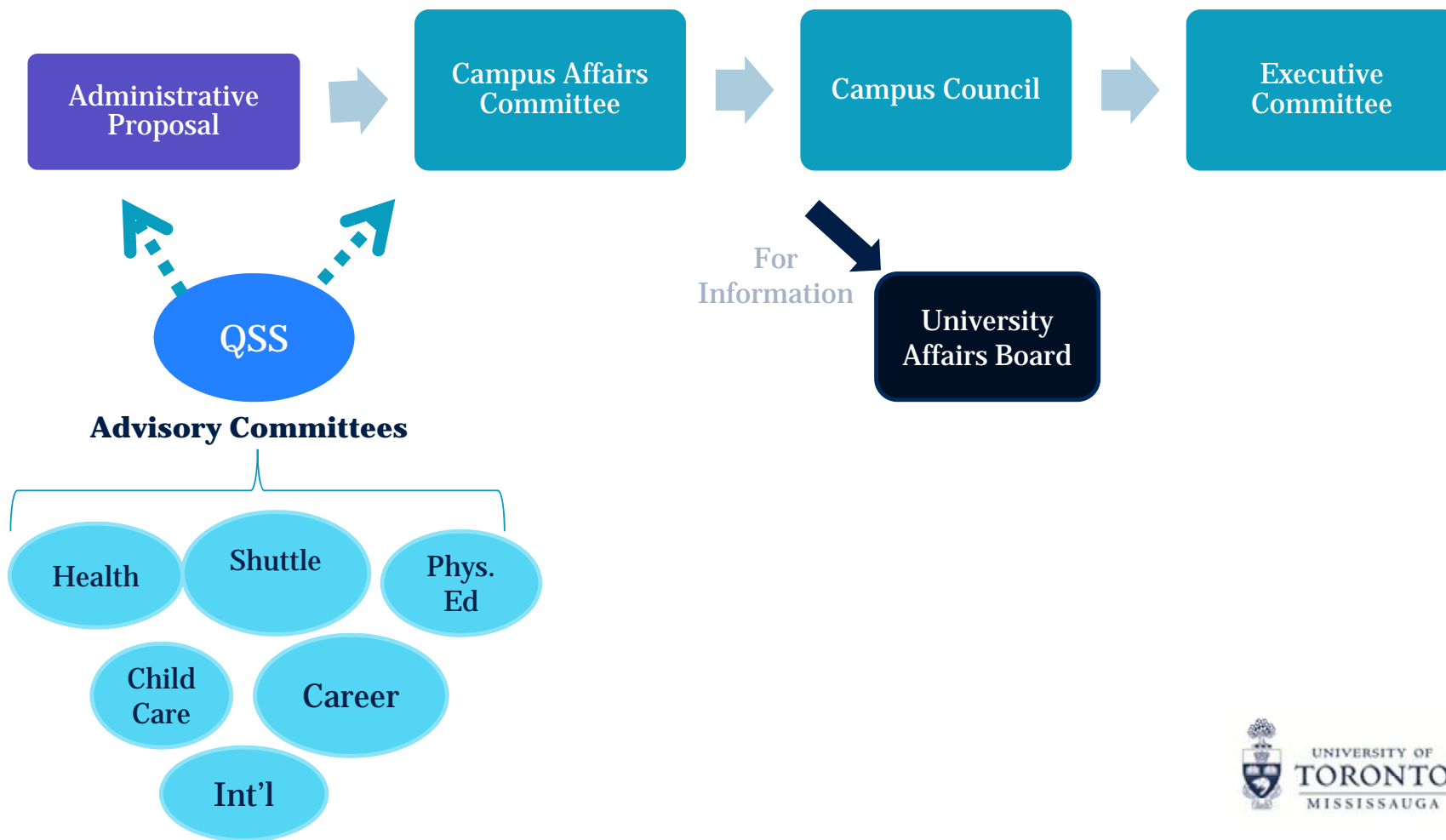


Campus services proposals for consideration

- 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 QSS the responsibility to advise on proposals related to 3 specific fees, which are conveyed to governance and summarized under agenda Item 6a



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 Campus Fees for Approval

	Existing Fee (2014-15)	Proposed to QSS	Maximum Fee allowed through Indexes in Protocol	Proposed to CC
Phys Ed & Athletics Fee	\$ 168.39	\$ 174.28	\$ 171.76	\$ 171.76 (+\$3.37)
Health Services Fee	\$33.67	\$ 36.23	\$ 35.31	\$ 36.23 (+\$2.56)
Student Services Fee	\$142.51	\$ 149.08	\$ 154.75	\$ 151.08 (+\$8.57)

Thank you

Questions?

**FOR APPROVAL****PUBLIC****OPEN SESSION**

TO: UTM Campus Council

SPONSOR: Deep Saini, Vice-President & Principal
CONTACT INFO: 905-828-5211, deep.saini@utoronto.ca

PRESENTER: Joseph Leydon, Chair, Campus Affairs Committee
CONTACT INFO: 905-828-3861, joseph.leydon@utoronto.ca

DATE: February 26, 2015 for March 5, 2015

AGENDA ITEM: 5(b)

ITEM IDENTIFICATION:

Operating Plans and Fees: UTM Student Services

JURISDICTIONAL INFORMATION:

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*, in the absence of approval by QSS (or by referendum among the relevant students), 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. Campus Affairs Committee [For Recommendation] (February 12, 2015)
- 2. **UTM Campus Council [For Approval] (March 5, 2015)**
- 3. University Affairs Board [For Information] (March 17, 2015)
- 4. Executive Committee [For Confirmation] (March 24, 2015)

PREVIOUS ACTION TAKEN:

The Operating Plans for UTM Student Services for the current fiscal year were approved by the UTM Campus Council on March 5, 2014.

HIGHLIGHTS:

See the documentation under item 5(a) on this agenda concerning consideration of the administration’s proposed plans by the UTM Quality Service to Students Committee (QSS).

The current (2014-15) fees for the UTM Student Services are as follows:

- Health & Wellness Fee: \$33.67 per session (\$6.73 for part-time students)
- Physical Education & Athletics Fee: \$168.39 per session (\$33.68 for part-time students)
- Student Services Fee: \$142.51 per session (\$28.50 for part-time students)

The experiences of Student Services and related programs this past year and operating plans for 2015-16 are summarized in the documentation provided to the Committee by Mark Overton, Dean of Student Affairs, UTM.

The Health & Counselling Centre proposes an increase to the sessional fee for a full-time student to \$36.23 (\$7.25 for a part-time student);

The Department of Physical Education, Athletics & Recreation proposes an increase to the sessional fee for a full-time student to \$171.76 (\$34.35 for a part-time student);

The Dean of Student Affairs proposes an increase to the Student Services sessional fee for a full-time student to \$151.08 (\$30.22 for a part-time student).

Several increases are also proposed to the U-Pass and Summer Shuttle Service Fees.

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

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

Be it Resolved,

THAT subject to confirmation by the Executive Committee,

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 26, 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%).

DOCUMENTATION PROVIDED:

Operating Plan and Fees Schedule



Proposed to UTM Campus Council

2015-16

	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	
Health Services Fee									
Health Services	1,438,908	56,301	1,495,209	375,000	1,120,209	(1,489)	-	1,118,720	
Total Health Services Fee								1,118,720	
						Health Services Fee per session:	(Full-Time)	\$36.23	
							(Part-Time)	\$7.25	
Phys Ed & Athletics Fee									
Athletics and Recreation	5,201,979	1,961,263	7,163,242	1,829,748	5,333,494	(29,545)	-	5,303,949	
Total Phys Ed & Athletics Fee								5,303,949	
						Phys Ed & Athletics Fee per session:	(Full-Time)	\$171.76	
							(Part-Time)	\$34.35	
Student Services Fee									
Student Services	4,538,612	884,616	5,423,228	979,882	4,443,346	-	222,560	4,665,906	
Total Student Services Fee								4,665,906	
						Student Services Fee per session:	(Full-Time)	\$151.08	
							(Part-Time)	\$30.22	
Estimated Enrollment									
Fall/Winter:	Full-Time	12,562				Total Revenue		4,665,398	
	Part-Time	961				Revenue Variance - Surplus/(Shortfall)		(508)	
Summer:	Full-Time	3,378							
	Part-Time	3,491							
Note (1) Add'l Fees for UTM-Affiliated Graduate Students:									
								- UTM Summer 2016 Shuttle Service Fee (assessed F&W 2015-16 sessions only):	\$4.41
								- Mississauga Transit Summer 2016 UPass Fee (assessed F&W 2015-16 sessions only):	\$57.65
								- Mississauga Transit Fall & Winter 2015-16 UPass Fee:	\$92.81
Note (2) Add'l Fees for UTM-Affiliated Undergraduate Students with Non-UTM Home Faculties/Divisions:									
								- MAM: UTM Summer 2016 Shuttle Service Fee (assessed F&W 2015-16 sessions only):	\$4.41
Note (3)								Student Services Fee has been adjusted	

Operating Plan: UTM Student Affairs and Services

2015-16

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

5

Description	Applies to:	2014-15 Fee		2015-16 Fee		Changes from Previous Year		
		Full-time	Part-time	Full-time	Part-time	%	\$ Full-time	\$ Part-time
Athletics & Recreation Fee	All	168.39	33.68	171.76	34.35	2.00%	3.37	0.67
Health Services Fee	All	33.67	6.73	36.23	7.25	7.60%	2.56	0.52
Student Service Fee	All	142.51	28.50	151.08	30.22	6.01%	8.57	1.72
Mississauga Transit Fall-Winter U-Pass Fee	Graduate	85.15	n/a	92.81	n/a	9.00%	7.66	n/a
Mississauga Transit Summer U-Pass Fee (assessed Fall and Winter Sessions only)	Graduate	52.89	n/a	57.65	n/a	9.00%	4.76	n/a
Summer Shuttle Service Fee (assessed Fall and Winter Sessions only)	Graduate & MAM	4.68	n/a	4.41	n/a	-5.77%	(0.27)	n/a

Highlights

UTM's Health & Counselling Centre, with the endorsement of a fee increase from the Quality Service to Students Committee (QSS), will pursue the addition of a Mental Health Nurse (1.0 FTE) to increase mental health support and efficiencies in the intake, assessment and referral process to address the increasing number of students seeking care.

UTM's Department of Physical Education, Athletics & Recreation will pursue the addition human resources and financial support to fulfill commitments related to the campus' recent membership in the Ontario College Athletics Association and/or alter the balance of student and community use to generate additional sources of revenue, while adjusting other priorities in light of the temporary indexed fee increase available.

UTM's Student Services funded by the Student Services Fee will pursue the adjustment of priorities to meet their obligations, sustain service levels where practical, and provide enhancements within the temporary and permanent fee increase components available. This may include a reduction in services to student society space, changes to the student handbook, reconsideration of staffing support for UTM's participation in the co-curricular record and services for students seeking international experiences.

**The University of Toronto Mississauga
 Department of Physical Education, Athletics & Recreation
 2015-16 Budget
 Phys Ed & Athletics Fee Calculation**

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	1,494,886	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	1,554,681	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		1,939,465
Casual/PT Salary Expenditure Base (previous year budget)	888,345	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	912,775	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		1,004,052
Indexed Salary and Benefits Expenditure Costs		2,943,517
Subtract the amount of Net Revenue from other sources (previous year)		1,803,232
Add the Non-Salary Expenditure Base (previous year)		2,100,851
Add Occupancy Costs (current year)		1,961,264
Reduce the amount by the proportion of non-student use		29,545
Add the amount attributed from St. George (current year)		-
Cost for UTI purposes		5,172,855
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
UTI Indexed Fee		\$ 167.51
\$ Amount of UTI based Increase (over adjusted fee)		\$ (0.88)
% Amount of UTI based Increase (over adjusted fee)		-0.52%
Consumer Price Index		
Fee Per Session (previous year)		\$ 168.39
Less: Removal of Old Temporary Fee (2012-13)	-	\$ -
Adjusted fee for CPI		\$ 168.39
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 171.76
\$ Amount of CPI based Increase		\$ 3.37
Combined Fee Increase		
Fee Per Session (previous year)		\$ 168.39
Less: Removal of old temporary fee (2012-13)	-	\$ -
CPI Based Fee Increase	+	\$ 3.37
UTI Based Fee Increase	+	\$ -
Indexed Full Time Fee		\$ 171.76

**The University of Toronto Mississauga
Health and Counselling Centre
2015-16 Budget
Health Service Fee Calculation**

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	719,503	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	748,283	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		933,483
Casual/PT Salary Expenditure Base (previous year budget)	287,484	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	295,389	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		324,928
Indexed Salary and Benefits Expenditure Costs		1,258,412
Subtract the amount of Net Revenue from other sources (previous year)		327,432
Add the Non-Salary Expenditure Base (previous year)		82,500
Add Occupancy Costs (current year)		56,301
Reduce the amount by the proportion of non-student use		-
Add the amount attributed from St. George (current year)		
Cost for UTI purposes		1,069,781
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
UTI Indexed Fee		\$ 34.64
\$ Amount of UTI based Increase (over adjusted fee)		\$ 0.97
% Amount of UTI based Increase (over adjusted fee)		2.88%
Consumer Price Index		
Fee Per Session (previous year)		\$ 33.67
Less: Removal of Old Temporary Fee (2012-13)		\$ -
Adjusted fee for CPI		\$ 33.67
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 34.34
\$ Amount of CPI based Increase		\$ 0.67
Combined Fee Increase		
Fee Per Session (previous year)		\$ 33.67
Less: Removal of old temporary fee (2012-13)	-	\$ -
CPI Based Fee Increase	+	\$ 0.67
UTI Based Fee Increase	+	\$ 0.97
Indexed Full Time Fee		\$ 35.31

**The University of Toronto Mississauga
Student Services
2015-16 Budget
Student Services Fee Calculation**

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	1,753,993	
Average merit/step/ATB increase/decrease for appointed staff	4.00%	
Indexed salaries	1,824,152	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		2,275,630
Casual/PT Salary Expenditure Base (previous year budget)	181,130	
Average ATB Increase/Decrease for casual/part time staff	2.75%	
Indexed salaries	186,111	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		204,722
Indexed Salary and Benefits Expenditure Costs		2,480,352
Subtract the amount of Net Revenue from other sources (previous year)		850,093
Add the Non-Salary Expenditure Base (previous year)		1,954,821
Add Occupancy Costs (current year)		883,296
Reduce the amount by the proportion of non-student use		-
Add the amount attributed from St. George (current year)		222,560
Cost for UTI purposes		4,690,936
Divide the difference by the projected weighted FTE enrolment(current year)		15,440
UTI Indexed Fee		\$ 151.91
\$ Amount of UTI based Increase (over adjusted fee)		\$ 10.08
% Amount of UTI based Increase (over adjusted fee)		7.11%

Consumer Price Index		
Fee Per Session (previous year)		\$ 142.51
Less: Removal of Old Temporary Fee (2012-13)	-	\$ 0.68
Adjusted fee for CPI		\$ 141.83
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 144.67
\$ Amount of CPI based Increase		\$ 2.84

Combined Fee Increase		
Fee Per Session (previous year)		\$ 142.51
Less: Removal of old temporary fee (2012-13)	-	\$ 0.68
CPI Based Fee Increase	+	\$ 2.84
UTI Based Fee Increase	+	\$ 10.08
Indexed Full Time Fee		\$ 154.75

Frequently Asked Questions Concerning Compulsory Fees Charged for University Operated Services

At this meeting, the administration will present the proposed operating plans and fees associated with a number of University operated student for the upcoming fiscal year. The following frequently asked questions and answers are presented for the information of members.

What policies govern fees charged for University operated student services?

Three U of T policies govern these fees: the *Policy on Ancillary Fees*; the *Policy for Compulsory Non-Academic Incidental Fees*; and 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*.¹ The *Memorandum* is commonly referred to as the *Protocol on Non-Tuition Fees* or simply the *Protocol*. The *Protocol* is considered to be both an agreement between the University and the student organizations as required by Ministry of Training, Colleges & Universities guidelines, and a policy of the University approved by the Governing Council. The policies are available on the Governing Council web site and are described on the page attached to this document.

What is the Protocol?

The *Protocol* is 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* describes the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services. Such a protocol is required pursuant to a guideline of the Ministry of Training, Colleges & Universities.

What is UTI?

UTI is the University of Toronto Index. Generally speaking, UTI is an indexation of a service's fee which takes into account changes in salary and benefit costs, occupancy costs, and changes in enrolment. It is calculated separately for each fee. The result of the calculation is an indexed

¹ Pursuant to a condition of the approval by the Governing Council in 2004 of the Scarborough Campus Students' Union (SCSU) as a 'representative student committee' of the University, the Students' Administrative Council (operating as the University of Toronto Students' Union, UTSU) continues to represent full-time undergraduate UTSC students for the purposes of the *Protocol* as an agreement. Full-time undergraduate students on the UTM campus continue to be members of UTSU and are represented by UTSU for the purposes of the *Protocol* as an agreement. Part-time undergraduate students on all three campuses are members of the Association of Part-time Undergraduate Students (APUS) and continue to be represented by this organization in respect of the *Protocol* as an agreement.

fee. For comparison purposes, it is sometimes described as a percentage increase from the previous year. Appendix C of the *Protocol* describes the method for calculating UTI. Appendix E illustrates examples of the calculations.

What is CPI?

CPI is the inflation factor equal to the Consumer Price Index as described in the University of Toronto's *Long-range Budget Projection Assumptions and Strategies* (or its equivalent).

What are COSS, QSS and CSS?

COSS is the Council on Student Services, QSS is the UTM Quality Services to Students group, and CSS is the UTSC Council on Student Services. Collectively, these are referred to as the "Protocol Bodies." Pursuant to the *Protocol*, the main duty of the Protocol Bodies is to provide advice to the Governing Council in respect of the services' operating plans, budgets and changes in fees governed by the *Protocol*. Pursuant to the *University of Toronto Act, 1971*, the Governing has delegated authority to approve compulsory non-academic incidental fees to the University Affairs Board and to the UTM and UTSC Campus Councils (both of which receive recommendations from the respective Campus Affairs Committees). The decisions of COSS, QSS and CSS (i.e., approval or failure to approve) related to operating plans and fees of student services are conveyed to the appropriate bodies of the Governing Council when the services' plans are under consideration.

Are there limitations with respect to increases to fees charged for University operated services?

Prior to the approval by the appropriate bodies of the Governing Council, permanent increases to fees which are larger than the lessor of CPI or UTI require the approval of either: (a) approval of the relevant Protocol Body including a majority of the student members present at the meeting at which the fee proposal is considered;² or (b) the majority of the relevant students voting in a referendum.

² Some refer to this as a "double majority" (i.e., among those present and voting at a duly constituted meeting of the Protocol Body, approval of the majority of the voting members, and approval of the majority of the student voting members.).

If COSS, QSS, or CSS decline to recommend approval of operating plans and fees, what options are available to the administration?

If the relevant Protocol Body does not approve a proposed fee increase, the administration is entitled to seek approval by the Governing Council of:

- (a) a permanent fee increase of the lesser of CPI or UTI;
and
- (b) a temporary (three year) increase of the greater of CPI or UTI.

What rules govern referenda concerning increases to student services fees?

Appendix D of the *Protocol* describes the procedures for referenda for increases in compulsory non-academic incidental fees covered by the *Protocol*. It provides that referenda must be conducted by mailing ballots (i.e., via Canada Post) to applicable students. The *Protocol* does not permit referenda to be conducted electronically via the Internet.

Are student societies required to comply with the *Protocol* in respect of their own fees?

No. However, student societies are required to meet the requirements articulated in the *Policy for Compulsory Non-Academic Incidental Fees*.

Why is there more than one fee?

Some fees for some specific services have existed for many years, in some cases decades. “Student Services” fees were introduced in 1993. The Student Services fees on each campus fund a range of programs and units. The *Protocol* specifically identifies a number of fees as following under its provisions, including the respective Student Services, Health Services, and Athletics and Recreation fees for each campus.³ The Hart House fee is also explicitly identified. In practice, the University treats all fees described by Category 1 of the *Policy on Ancillary Fees* as subject to the terms of the *Protocol*. With respect to the operations funded by each fee, the *Protocol* allows for the reallocation of resources in response to changing service demands. However, the reallocation may not, without appropriate approval, result in the creation of a new service or the discontinuation of an existing service.

Why aren’t the fees indexed automatically?

The *Protocol* does not provide this as an option.

³ In 2002, the University Affairs Board approved the separation of the St. George Campus Student Services fee into two fees, the Student Affairs fee and the Student Services fee (both of which funded a range of programs and services). In 2008, the University Affairs Board approved a proposal to combine the St. George Campus Student Services, Student Affairs, and Student Affairs fees into a single fee named the Student Life Programs and Services fee.

What's the difference between compulsory non-academic incidental fees and other ancillary fees?

“Compulsory non-academic incidental fees” include those charged for student services provided by the University, student societies, and special projects. Fees charged for University operated services fall under Category 1 of the *Policy on Ancillary Fees*, are subject to the provisions of the *Policy for Compulsory Non-Academic Incidental Fees*, and fall under the jurisdiction of the *Protocol*. Other ancillary fees are charged for a variety of items and services (e.g., library fines, and cost recovery fees for equipment that becomes the property of a student). The UTM and UTSC Campus Affairs Committees and Campus Councils, and the University Affairs Board, are responsible for matters concerning compulsory non-academic incidental fees. The Business Board is responsible for matters related to other ancillary fees.

Are incidental fee increases automatically covered by OSAP and UTAPS?

Both OSAP and UTAPS consider compulsory non-academic incidental fees to be part of the amount included in the assessment.

Are incidental fees for student services refundable?

No. The University charges the applicable compulsory non-academic incidental fees to all students, with very few exceptions. There are, however, some portions of student society fees for which students may receive a refund upon request directly from the student society.⁴

How do students become aware of the services and organizations to which they pay fees?

The individual fees charged are listed in the student account information available through the web service of ROSI. Students become aware of the services and organizations through a variety of means including University print publications, the University's websites, student society handbooks, and various orientation programs including those offered by the various services.

Who can I contact in the administration for more information about compulsory non-academic incidental fees and the University's practices concerning these matters?

The Office of the Vice-Provost, Students and First-Entry Divisions can answer questions concerning these matters.

⁴ Some conditions may apply.

Brief Summary of Relevant Policies and Regulations Which Govern Compulsory Non-Academic Incidental Fees at the University of Toronto

5

There are three University of Toronto policies which govern compulsory non-academic incidental fees and charges of these fees to students:

Policy on Ancillary Fees: The *Policy* describes categories of permitted ancillary fees including fees for services provided by the University (Category 1), fees for student organizations (Category 2), fees for special projects, including capital projects funded by a student levy through a student society (Category 3), cost recovery fees (e.g., equipment), user fees and fines (e.g., library fines), and system wide fees (e.g., University Health Insurance Plan).

Policy for Compulsory Non-Academic Incidental Fees: The *Policy* provides the requirements and conditions associated with compulsory charges Categories 1, 2 and 3, outlined in the *Policy on Ancillary Fees* (i.e., student services fees, student society fees, and special projects fees). The manner in which these fees are charged is also described. Specific requirements applicable to student societies are included in the *Policy*.

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 on Non-Tuition Fees*" or simply the *Protocol* describes the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services (i.e., Category 1 of the *Policy on Ancillary Fees*). The terms of reference and rules of procedure for the Council on Student Services (COSS) is also provided. COSS has an advisory role to the University Affairs Board on the approval of St. George Campus and University-wide student services fees. Pursuant to the *Protocol*, the former faculty councils of UTM and UTSC established the UTM Quality Service to Students Committee (QSS) and the UTSC Council on Student Services (CSS) respectively. QSS and CSS provide advice to the UTM and UTSC Campus Affairs Committees and Campus Councils in relation to the consideration of student services fees charged only to students on those campuses.⁵

There is one key government guidelines on issues related to compulsory ancillary fees:

Section 5.2 of the *Ontario Operating Funds Distribution Manual* (Ministry of Training, Colleges and Universities) outlines conditions on charging non-tuition-related compulsory ancillary fees. In particular, the Ministry's guidelines require universities to establish protocols with student governments (defined as the minimum number of student organizations which have elected leadership and which when viewed in combination,

⁵Innis College has established a Student Services Committee, which provides advice to the Innis College Council, and in turn, to the University Affairs Board.

Frequently Asked Questions Concerning Compulsory Fees Charged for University Operated Services

represent all students charged compulsory fees) which set out the “means by which students will be involved in decisions to increase existing compulsory non-tuition-related ancillary fees or introduce new ones.” The University’s *Protocol* described above is mandated by this Ministry guideline. The guidelines became effective for the 1994-95 year and have not been reviewed or revised since.

**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 10 OF THE AGENDA COMMITTEE**

FEBRUARY 20, 2015

To Campus Council,
University of Toronto Mississauga

Your Committee reports that it held a meeting on February 20, 2015 at 2:00 p.m. in Room 3214, Conference room, William G. Davis Building, at which the following were present:

Mr. John Switzer, Chair
Professor Deep Saini, Vice-President &
Principal
Mr. Lee Bailey
Professor Hugh Gunz
Dr. Joseph Leydon
Ms Judith Poë

Mr. Leonard Lyn

Secretariat:

Ms. Cindy Ferencz Hammond, Director of
Governance
Ms. Mariam Ali, Committee Secretary
Mr. Lee Hamilton, Acting Assistant Secretary

Regrets:

Mr. Jeff Collins
Ms Megan Jamieson

Guests:

Mr. Mark Overton, Dean of Student Affairs

1. Chair's Remarks

The Chair advised members that the lunches with members were now completed and had provided an opportunity for members to get to know one another in an informal setting. These lunches were organized in an effort to meet with mixed constituent groups of Campus Council members to allow for an exchange of ideas on a range of governance-related matters. He noted that the Chair and Secretariat had received valuable feedback for enhancing orientation related activities and overall governance processes and felt that members had established a better shared understanding of how governance worked at UofT. The Chair noted that he was pleased with the level of engagement that members had shown for UTM Campus Council.

2. Appointments to the 2015 UTM Nominating Committee

The Chair invited Professor Deep Saini, Vice-President and Principal to present the item. Professor Saini advised members that on January 22, 2015, the Office of the Campus Council sent out a Call for Nominations for one additional student member and one additional teaching staff member of the Campus Council to serve on the Agenda Committee when it acts as a Nominating Committee. Nominations were accepted until January 29, 2015.

Meetings of the Nominating Committee would be held on April 8, May 14, and June 9, 2015, which is held as a reserve date. At these meetings, the Nominating Committee would review and recommend to Campus Council the appointment of community and alumni members to Campus Council and its Committees as well as subsequent appointments of Campus Council members to the Agenda, Academic Affairs and Campus Affairs Committees for terms beginning July 1, 2015. In response to the call for nominations for one additional student member and one additional teaching staff member of Council to serve on the Nominating Committee, two nominations were received.

In response to a member's question, the Secretary clarified that of the two nominations, one had been self-nomination.

On motion duly moved, seconded, and carried

YOUR COMMITTEE RECOMMENDS,

THAT the recommendation regarding appointments to the 2015 UTM Nominating Committee, as presented in the memorandum, dated February 13, 2015, be approved.

3. Agenda for the Meeting of the UTM Campus Council, Thursday, March 5, 2015

The committee discussed moving the presentation on Admissions and Enrolment by the Registrar, to the next meeting of the Campus Council, held on April 22, 2015. A member suggested that this would ensure the item was presented within the same cycle as the presentation to the Academic Affairs Committee (AAC) as well as coincide with and lay the foundation for the budget presentation at the same meeting of Council. The Secretariat would investigate this possibility depending on the availability of the presenter.

The Committee discussed and approved the agenda for the UTM Campus Council meeting, which would be held on March 5, 2015.

CONSENT AGENDA

4. Date of Next Meeting – Wednesday, April 8, 2015, 4:10 p.m.

The Chair reminded members that the next meeting of the Committee was scheduled for Wednesday, April 8, 2015, at 4:10 p.m. in the Room 3214 Conference Room, William G. Davis Building.

5. Report of the Previous Meeting – Report 9 – January 28, 2015

The consent agenda was adopted and the item requiring approval (Item 5) was approved.

6. Other Business

A member voiced their concern regarding the lack of student voices being heard at the Campus Council level, and noted that although students were heard at the Quality Service to Student Committee (QSS), this perspective was not conveyed to governance unless it coincided with that of the administration. The Chair noted that there was more work to be done in creating constructive ways for interactions that would facilitate increased student involvement in the consultation process, in hopes that it would assist senior administration in shaping priorities. However, he stated that he was heartened by student as well as general member engagement at the previous meeting of the Campus Council and members agreed. Another member noted that the discussion on student fees that occurred at the QSS level was presented at the Campus Affairs Committee (CAC). A member noted that the Town Hall meetings could have been such a vehicle for meaningful interactions; however those in attendance highlighted either primarily administrative issues or called for resolution of matters that were not under the control of UTM administration, such as tuition fees. Members discussed the ways in which student participation in campus life could be highlighted for members of Council, such as continuing to invite student groups to present to Council as part of the report of the Vice-President and Principal. The Chair noted the member's concern and informed the Committee that this would be a priority of the Chair going forward.

The meeting adjourned at 3:08 p.m.

Secretary
February 23, 2015

Chair

**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 graph¹ 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 presentation². 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

¹ A copy of this presentation is attached as Attachment A.

² 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 present³ 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.

³ 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.

Secretary
February 19, 2014

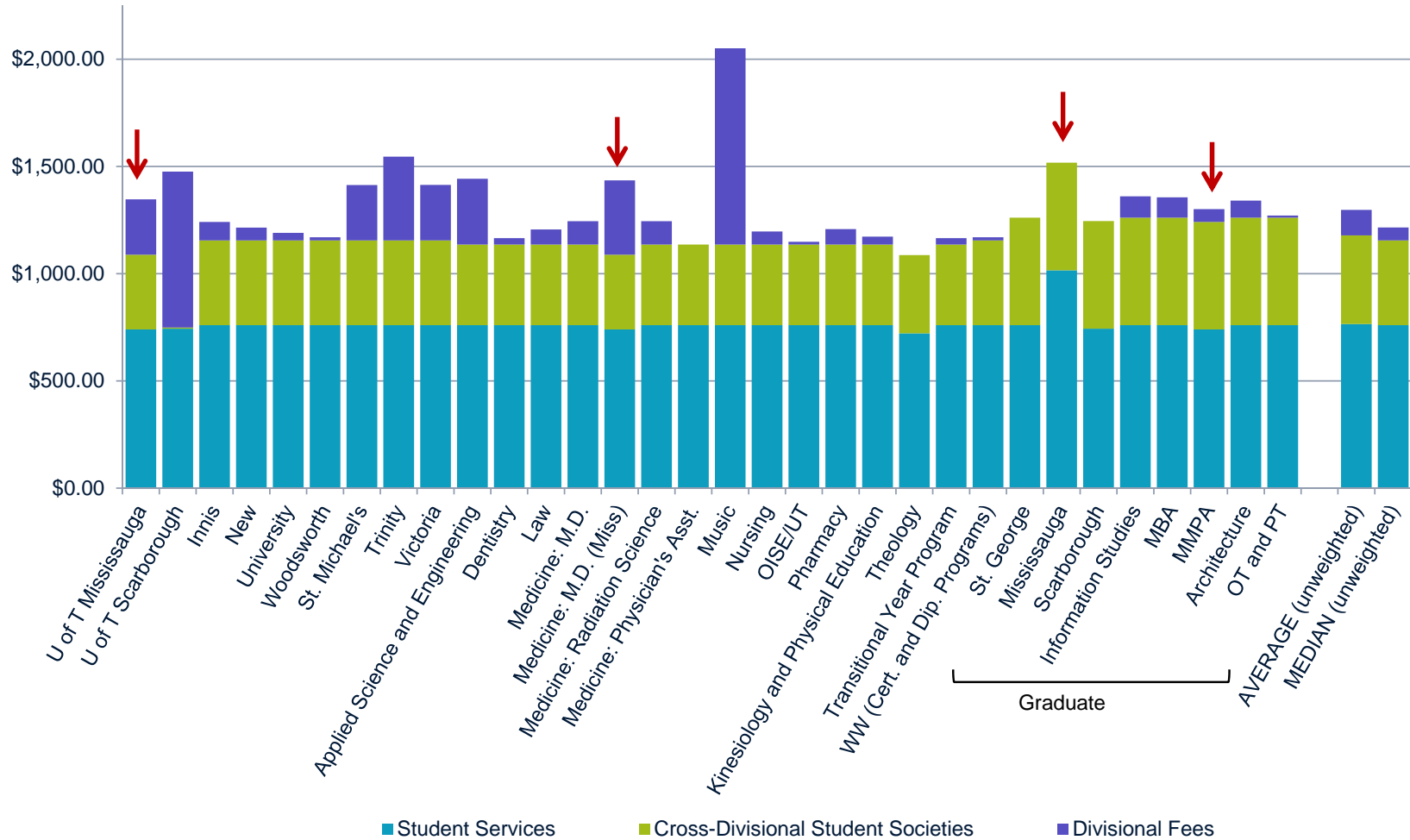
Chair

Report on Compulsory Non-Academic Incidental Fees

2014-2015



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

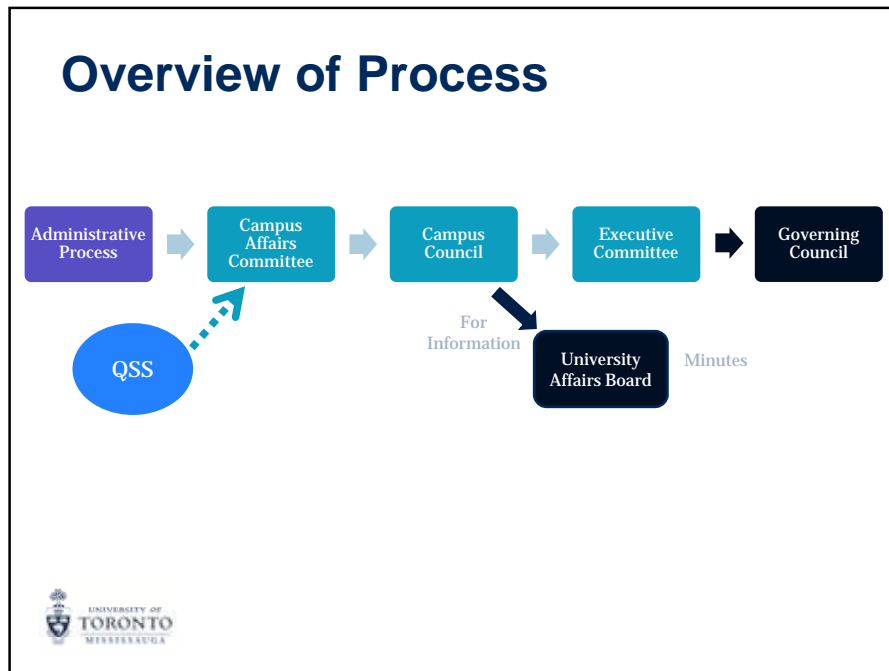
February 12, 2015



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)





- ### 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

**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 10 OF THE ACADEMIC AFFAIRS COMMITTEE**

FEBRUARY 11, 2015

To the Campus Council,
University of Toronto Mississauga

Your Committee reports that it held a meeting on February 11, 2015 at 4:10 p.m. in the Council Chambers, William G. Davis Building, at which the following were present:

Ms Judith Poë, Chair
Professor Angela Lange, Vice-Chair
Professor Deep Saini, Vice-President &
Principal
Professor Amy Mullin, Vice-Principal Academic
and Dean
Professor Bryan Stewart, Vice-Principal,
Research
Professor Ron Buliung
Professor Tracey Bowen
Professor Craig Chambers
Ms Sara da Silva
Professor Charles Elkabas
Ms Jessica Eylon
Ms Paula Hannaford
Dr. Monika Havelka
Ms Shelley Hawrychuk
Dr. Stuart Kamenetsky
Professor Yael Karshon
Professor Anna Korteweg
Ms Genevieve Lawen
Professor Heather Miller
Professor Kent Moore
Professor Brian Price
Dr. Christoph Richter
Professor Todd Sanders
Ms Laura Sedra
Dr. Joan Simalchik
Professor Alison Syme
Mr. Ian Whyte, Chief Librarian
Dr. Kathleen Wong

Non-Voting Assessors:

Ms Yen Du, Program and Curriculum Officer
Prof. Ulli Krull, Vice-Principal, Special
Initiatives
Mr. Mark Overton, Dean, Student Affairs

Regrets:

Dr. Kelly Akers
Ms Farishta Amanullah
Professor Philip Clark
Dr. Louis Florence
Mr. Kevin Golding
Professor Claudiu Gradinaru
Dr. Nathan Innocente
Professor Bernard Katz
Mr. Sheldon Leiba
Ms Alice Li
Professor Peter Loewen
Ms Maaham Malik
Ms Mariam Munawar
Ms Stacey Paiva
Professor Emmanuel Nikiema
Professor Ed Schatz
Ms Grayce Slobodian
Professor Sasa Stefanovic
Professor Holger Syme
Professor David Francis Taylor
Mr. Kumar Thapliyal
Professor Mihkel Tombak
Professor Anthony Wensley
Professor Rebecca Wittman
Professor Xiaodong Zhu
Dr. Daniel Zingaro

In Attendance:

Ms Donna Heslin, Assistant Director, External Relations, IMI
Professor Hugh Gunz, Director, IMI
Professor Shashi Kant, Director, MScSM
Mr. Aakash Patel, President, ECPS

Secretariat:

Mr. Louis Charpentier, 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. She noted the list of candidates and constituencies that required elections was posted on the Office of the Campus Council elections website. The voting period would begin on February 9 and end on February 20, 2015, and she encouraged the student and teaching staff constituencies to exercise their right to vote.

2. Student Academic Societies

The Chair noted that the Undergraduate Economics Council were unable to be present as was listed on the meeting agenda. She then invited Mr. Aakash Patel, President of the Erindale Chemical and Physical Sciences Society (ECPS) to present¹ to members on their mission and activities. Mr. Patel advised members that ECPS was an academic society that was associated with the Chemical and Physical Sciences department at UTM, whose main goals were to assist students in their academic achievements and facilitate interaction between students and faculty. He noted that ECPS had won the Canadian Society for Chemistry Student Chapters' Merit Award four times, from 2010 to 2013, and was runner up this past year. Mr. Patel provided a description of the many events which ECPS created for students throughout the year. He also informed members of the Southern Ontario Undergraduate Student Chemistry Conference, which was to be hosted by ECPS this year and indicated that planning had begun in June. The conference would provide a platform for undergraduate chemistry students from all over Ontario to display their research and would also showcase UTM faculty research.

In response to a member's question, Mr. Patel stated that ECPS had a range of students from first to fourth years in order to ensure continuity. The member followed up to ask if there were forums available for student academic societies to connect and collaborate. Mr. Patel stated that ECPS normally collaborates with the Biology student academic society, and at the start of the academic year, discussions occur at UTM Student Union training sessions as well. The Chair thanked Mr. Patel for his presentation.

3. Interim Report from the Director, Institute for Management & Innovation, Professor Hugh Gunz and Assistant Director, External Relations, Ms Donna Heslin

The Chair invited Professor Hugh Gunz and Ms Donna Heslin to provide an interim report on the Institute for Management & Innovation (IMI). The presentation² included the following key points:

¹ A copy of this presentation is attached as Attachment A.

² A copy of this presentation is attached as Attachment B.

- The goal of the institute included producing mission-focused managers and future leaders that had a combination of management skills and expertise in their chosen field;
- IMI provided an academic platform to foster close interactions and the sharing of expertise between faculty, staff and students in the related programs, along with community partners;
- Existing programs had been transferred from previous departments to IMI (specifically the Master of Management & Professional Accounting, Diploma in Investigative & Forensic Accounting and Master of Biotechnology from the Professional Graduate Programs Centre, and Master of Management of Innovation from the Institute for Health Policy, Management and Education), and IMI's identity had started to become more established in the community;
- Currently, the search for a new Director had begun. The institute was also working towards new developments including two new masters programs (Forensic Accounting and Urban Innovation) and the creation of I-CUBE;
- It was explained that I-CUBE was UTM's Campus Linked Accelerator (CLA) for early-stage business development and commercialization. The initiative was driven by interest from faculty, staff, community members, student groups and supported by Ontario Centres of Excellence (OCE) and CLA funding;
- During its early stages a working group was created, which included students, faculty involved in the area of entrepreneurship and innovation, the Research Innovation Commercialization (RIC) Centre and OCE;
- The I-Cube student management team included representatives from various disciplines across campus and as well as undergraduate and graduate students. The team had facilitated organization and marketing material for all student-led initiatives for I-CUBE;
- I-CUBE began weekly Entrepreneurship 101 webinars run by RIC Centre volunteers in September and would begin offering toolkit sessions in February;
- The RIC Centre was a tremendous resource in this development, and had provided access to mentors, guidance and free access to students for monthly networking breakfasts;
- Also in support of the initiative was the City of Mississauga's Economic Development Office, with future plans to develop programming and potential funding opportunities for I-CUBE ventures with Mississauga Business Enterprise Centre (MBEC);
- The Banting and Best Centre received funds from OCE CLA that would create one voice for all UofT CLAs and increase opportunities for future funding and ventures;
- The Innovation to Commercialization for Entrepreneurs (ICE) program would be launched in March, 2015 and would be a 5 month non-credit program open broadly to the community with a focus on UTM students and alumni.

Ms Heslin invited members to visit the IMI building to view the newly installed 3-D printer and pointed to the Annual Review booklets, which were made available to members and guests. Professor Saini commended Professor Gunz and Ms Heslin on their work during a critical time for IMI. He commented on the excitement generated on campus with the launch of I-CUBE and the abundance of entrepreneurial spirit on campus. In response to a member's question, Ms Heslin advised members that the Student Management Association was not directly tied to I-CUBE, however members of SMA were involved in I-CUBE activities.

4. New Courses: Master of Science in Sustainability Management (MScSM)

The Chair reminded members that major and minor modifications to existing degree programs were considered for approval by this Committee. The Chair invited Professor Shashi Kant, Director, MScSM to present the item. Professor Kant commented on the growing popularity of the program, noting in its

first year 145 applications were received for 30 available spots, and that amongst those recruited there was a diverse pool, including 9 international students all from different countries. For the current application period there were 150 active applications. Professor Kant advised members that the proposal was to consider the addition of two new courses, SSM2030H (Advanced Sustainability Management) and SSM2040H (Applied Sustainability Management). He explained that current MScSM students were required to take six elective courses, however many were experiencing difficulty in completing requirements as there were limited course offerings at UTM and many of the appropriate St. George courses also had limited space. Professor Kant informed members that the two new proposed courses would help extend elective course options for MScSM students by offering direct studies courses on the UTM Campus. As both courses were directed studies courses, the course content would be decided upon by the specific instructor and student involved, with the approval of the Program Director.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the two new courses proposed by the Master of Science in Sustainability Management (MScSM) program, SSM2030H (Advanced Sustainability Management) and SSM2040H (Applied Sustainability Management) offered by the Institute for Management and Innovation (IMI), recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and described in the proposals dated December 8, 2014, be approved, effective on the date specified for each course in each proposal.

5. Other Business

There was no other business brought forward.

6. Assessors` Report

Professor Mullin advised members of upcoming items, which included the closures of both the Human Resources & Industrial Relations (HRIR) and the Commerce Specialist in Human Resources programs. She invited interested members who wished to provide feedback on the draft proposals to contact Ms Yen Du, Program and Curriculum Officer, Office of the Dean. Professor Mullin also provided a brief update on the resolution to the potential Teaching Assistant strike, noting that negotiations continued in good faith. Professor Mullin also noted that UTM was committed to academic continuity.

Professor Mullin advised members that the survey results for a fall reading week showed great support from all groups on campus, and that senior administration would proceed to explore its implementation, most likely for the 2016-17 academic year. Tentative sessional dates would be provided to the UTM community shortly. In response to a member's question, Professor Mullin advised that UTM will make attempts to align start dates with the St. George Campus in September, but that this may not be possible for Winter session dates. A member asked if the fall reading week would be in addition to the time that students had prior to the exam period. Professor Mullin stated it would partially replace that period, but that the specifics of this would depend on calendar dates each year.

CONSENT AGENDA

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and that Item 7 - Report of the Previous Meeting, be approved.

7. Report of the Previous Meeting: Report 9 – January 7, 2015

8. Business Arising from the Report of the Previous Meeting

There was no business arising from the report of the previous meeting.


9. Date of Next Meeting – Thursday, March 26, 2015, 4:10 p.m.

The Chair informed members that President Meric Gertler would be attending the next meeting to discuss his Three Priorities.

The meeting adjourned at 5:07 p.m.

Secretary
February 19, 2015

Chair



Erindale chemical and physical sciences society

Office: Student centre Room 234

6

Who are we?

ECPS stands for the Erindale Chemical and Physical Sciences Society and is a student organization for chemistry and physics students, as well as earth science and astronomy. It is the student society associated with the Chemical and Physical Sciences Department at UTM.

2

Goals

- ▶ To assist students in their academic achievements
- ▶ To facilitate interaction and enhance positive relationship between the students and the faculty as well as between undergraduate students and graduate students
- ▶ To increase the awareness of chemical and physical sciences to the general public

Student



Faculty

3

Awards



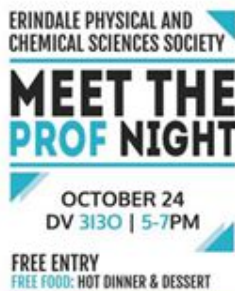
Winner (x4): 2010-2013

Runner up: 2014

4

“Fun Events”

- ▶ Opening Night
- ▶ Periodic Table Scavenger Hunt
- ▶ Meet the Prof Night
- ▶ Meet a TA/Graduate Student (in collaboration with EBS)
- ▶ Exam “De-stresser”
- ▶ Science Formal



5

Opening Night + Periodic Table Scavenger Hunt



6

Meet The Prof Night



7

"Academic Events"

- ▶ Test Packages
- ▶ Excel Workshops
- ▶ Professional Symposium



8

Professional Symposium



9

6

2015: Southern Ontario undergraduate student chemistry conference

- ▶ Provides a platform for undergraduate chemistry students from all over Ontario to display their research
- ▶ “By the students for the students” model
- ▶ 250 attendees expected

- ▶ Special Thanks:
 - ▶ UTM CPS Department
 - ▶ VP Research
 - ▶ Office of the Dean (Anticipated)

10



▶ **The Institute for Management and Innovation (IMI) is an EDU-B with:**

- ~75 faculty in non-budgetary cross-appointments
- ~25 staff
- ~320 graduate students
- Over 1000 undergraduate students

▶ IMI is now operating as the centre for cross-disciplinary management education at the University of Toronto Mississauga (UTM).

2



Institute for Management & Innovation
UNIVERSITY OF TORONTO
 MISSISSAUGA

- ▶ This collaborative institute provides students with access to:
 - Professional masters programs in biotechnology, accounting, innovation and sustainability
 - Undergraduate programs in accounting, finance, marketing and human resource management.

3



Institute for Management & Innovation
UNIVERSITY OF TORONTO
 MISSISSAUGA

- ▶ IMI is a cross-disciplinary institute producing mission-focused managers and future leaders with a combination of management skills and expertise in their chosen field.



4



- ▶ IMI provides an academic platform to foster close interactions and sharing of expertise between faculty, staff and students in the related programs, along with our community partners.



5



- ▶ **IMI-offered Programs (partner Departments):**
 - Master of Biotechnology (MBiotech; CPS, Biology, Management)
 - Master of Management of Innovation (MMI; Management)
 - Master of Management in Professional Accounting (MMPA; Management)
 - Master of Science in Sustainability Management (MScSM; Geography, Management)
 - Diploma in Forensic Accounting (DIFA; Management)


6



Institute for Management & Innovation
UNIVERSITY OF TORONTO
 MISSISSAUGA

- **IMI-supported Programs (offering Departments):**
 - Master of Science in Biomedical Communications (MScBMC; IMS)
 - Bachelor of Commerce (BCom; Economics, Management)
 - Bachelor of Business Administration (BBA; Management)
 - Honours Bachelor of Arts (HBA; Management)
 - Honours Bachelor of Science (HBSc; Management)

7




Institute for Management & Innovation
UNIVERSITY OF TORONTO
 MISSISSAUGA


- **Status**
 - Existing programs transferred to IMI from previous homes
 - MScSM in its first year
 - Identity becoming established (but much more work to do)
 - Several budgetary cross-appointments with Geography, Management to be made this year
 - IMI-sponsored conferences at UTM, UTSC
 - Search for new Director currently under way
 - New developments
 - Two Masters programs in planning
 - I-CUBE

8




 Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

- I-CUBE is UTM's Campus Linked Accelerator (CLA) for early-stage business development & commercialization
- Arose from various driving factors:
 - Faculty and staff
 - Community interest
 - Ontario Centres of Excellence (OCE), CLA funding
 - Student groups



10




Institute for Management & Innovation
UNIVERSITY OF TORONTO
 MISSISSAUGA

- **Early stages**
 - Established a working group to determine the overall goals of the accelerator and related programming
 - The team included faculty from a variety of disciplines, students, alumni, entrepreneurs, and representatives from the Research Innovation Commercialization (RIC) Centre and OCE




11



Institute for Management & Innovation
UNIVERSITY OF TORONTO
 MISSISSAUGA

- **Early stages**
 - The I-CUBE Student management team includes representatives from various disciplines across campus as well as graduate and undergraduates students
 - This team has become the conduit for the organization and marketing of all student led initiatives for I-CUBE



12




Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

- **Early stages**
 - U of T Mississauga contest held to name the accelerator- created awareness and excitement on campus
 - Interact entrepreneurship competition held for students in November- to build on excitement and reach student and community partners



13




Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

- **Working with MaRS DD**
 - Entrepreneurship 101 weekly webcast- began in September
 - Toolkits sessions to be offered a la carte- beginning in February




14



Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

- **Working with the RIC Centre**
 - Pam Banks, Executive Director has been working closely with our team to provide guidance, access to mentors and numerous additional opportunities
 - Students are provided with free access to monthly networking breakfasts
 - RIC Centre volunteers have been moderating the weekly Entrepreneurship 101 sessions



15




Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

- **City of Mississauga**
 - The economic development office is in strong support of this initiative
 - We will be working with the Mississauga Business Enterprise Centre (MBEC) to develop programming and potential funding opportunities for our ventures




16




Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

- **Banting and Best centre**
 - U of T received \$3 million from the OCE Campus Linked Accelerator (CLA)
 - This new centre has created an umbrella which draws together all the CLAs at U of T
 - Creates single voice for U of T CLAs, a greater potential for future funding, media attention and increases opportunities for the related ventures




17



Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

Recent News

- ▶ Official opening February 10th, 2015
- ▶ Program and events coordinator began January 2015
- ▶ 3-D printer was installed January 2015
- ▶ Entrepreneur in residence will join the team in February 2015
- ▶ ICE program will begin March 2015



18



Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

- ▶ **ICE Program:** Innovation to Commercialization for Entrepreneurs
 - 5-month non-credit program open broadly to the community with a focus on UTM students and alumni
 - Applications opened January 2015
 - Program will run March to August 2015



19




Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

- ▶ **ICE Program:** Innovation to Commercialization for Entrepreneurs
 - Mentor provided to each team
 - Access to EIR and faculty lead
 - Access to 3-D printer for prototyping
 - Bi-weekly Lunch and Learn sessions and networking events
 - Access to I-CUBE space
 - Potential for funding opportunities




20



Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

▶ **Credit courses**

- Building on CLA programming at St. George we will be looking into adding:
 - Entrepreneurship and Innovation-4th year course open to undergraduate and graduate students
 - Internship course in entrepreneurship-working with local start up companies for 4-month terms



21



Institute for Management & Innovation
UNIVERSITY OF TORONTO
MISSISSAUGA

I-CUBE Mission Statement

**To create a culture of innovation at
the U of T Mississauga**

Inspiration. Ideation. Innovation.



22

UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL

FEBRUARY 5, 2015

MINUTES OF THE MEETING OF THE CAMPUS COUNCIL held on February 5, 2015 at 4:10 p.m. in the Council Chambers, William G. Davis Building, University of Toronto Mississauga.

Mr. John Switzer, Chair
Ms Kelly Akers
Mr. Nabil Arif
Mr. Lee Bailey
Mr. Jeff Collins
Ms Sara da Silva
Mr. Simon Gilmartin
Mr. Kevin Golding
Ms Paula Hannaford
Ms Megan Jamieson
Mr. Nykolaj Kuryluk
Dr. Rav Kumar
Professor Angela Lange
Mr. Sheldon Leiba
Dr. Joseph Leydon
Ms Alice Li
Mr. Leonard Lyn
Ms Judith Poë
Mr. David Szwarc

Mr. Glenn Thompson
Mr. Douglas Varty

Non-Voting Assessors:

Professor Amy Mullin, Vice-Principal
Academic & Dean
Mr. Paul Donoghue, Chief Administrative
Officer

Regrets:

Professor Deep Saini, Vice-President &
Principal
Professor Hugh Gunz
Ms Mariam Munawar

In Attendance:

Mr. Ebi Agbeyegbe, VP External, UTMSU
Ms Sonia Borg, Assistant Director, Ancillary Services
Ms Christine Capewell, Director, Business Services
Bryan Chelvanaigum, VP Internal, UTMSU
Mr. Hassan Havili, President, UTMSU
Mr. Chad Jankowski, Health Education Coordinator, Health & Counselling Centre
Ms Vicky Jezierski, Director, Hospitality & Retail Services
Mr. Amir Moazzami, VP Part Time, UTMSU
Mr. Chad Nuttall, Director, Student Housing & Residence Life
Mr. Mark Overton, Dean, Student Affairs
Ms Felicia Phan, Campus Program Coordinator
Mr. Munib Sajjad, UTMSU
Ms Melissa Theodore, VP Equity, UTMSU

Secretariat:

Mr. Louis Charpentier, Secretary of the Governing Council
Ms Cindy Ferencz Hammond, Director of Governance
Ms Mariam Ali, Committee Secretary

1. Chair's Remarks

The Chair welcomed members and guests to the first meeting of the New Year. Due to the inclusion of a capital project, Item 5, on the agenda, the Chair reviewed the established process by which capital and infrastructure renewal project reports were brought forward and considered by the appropriate bodies of the Governing Council. The Chair also 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 would begin on February 9 and end on February 20, 2015, and he encouraged the student and teaching staff constituencies to exercise their right to vote.

2. Report of the Vice-President & Principal

Acting Vice-President & Principal, Professor Amy Mullin conveyed Professor Deep Saini's regrets as he was unable to attend the meeting. Professor Mullin provided a brief update on the resolution to the potential Teaching Assistant strike, noting that negotiations continued in good faith. Professor Mullin also reminded members of UTM's ongoing commitment to academic continuity.

As part of the report, Professor Amy Mullin invited Mr. Vishal Thekkumpurath, Vice-President, Finance, UTM Residence Council to present¹ to members of Council. Mr. Thekkumpurath informed members that the Residence Council was a body of elected residents who were dedicated to enhancing student life and building a positive residence community. The Council organized multiple events throughout the year, both on and off campus including *Envirolympics*, *Nightmare on Residence Road*, Karaoke Night, Blue Mountain ski trip and the annual *Residence Formal*. Mr. Thekkumpurath noted that his Council's goals included increased collaborations with other governing bodies and working groups, increased sustainability on campus (through events such as garbage pick-ups and decreased usage of paper), as well as providing students increased opportunities for involvement. Professor Mullin thanked Mr. Thekkumpurath for his presentation and commended the work of the Residence Council towards creating a home away from home for UTM's residence students.

3. Health Promotion Initiatives: Mr. Mark Overton, Dean of Student Affairs, Mr. Chad Jankowski, Health Education Coordinator, Health & Counselling Centre and Ms Felicia Phan, Campus Program Coordinator, Leave The Pack Behind

The Chair invited Mr. Mark Overton, Dean of Student Affairs, Mr. Chad Jankowski, Health Education Coordinator, Health & Counselling Centre and Ms Felicia Phan, Campus Program Coordinator, *Leave The Pack Behind* to speak on health promotion initiatives at UTM. The presentation included the following key points²:

- The four core services of the Health Counselling Centre (HCC) were medical care, personal counselling, dietetics, health promotion and education. Education, leadership, advocacy and collaboration were fundamental in the promotion of a healthy student experience on campus;
- The HCC clinic has been accessed by 2813 unique patients from May, 2014 to Jan, 2015, which was approximately 1 in every 5 students;
- There had been an increase in help seeking behaviors, with mental health-related visits totalling approximately 25 percent of all visits. Simultaneously, mental health cases had also become increasingly complex;
- Health promotion and education was identified as a proactive strategy for the prevention of distress and ill-health among students, which included the use of a peer to peer outreach and education model;
- The National College Health Assessment, which was comprised of the largest amount of data collected on the health of Canadian post-secondary students, provided a rich data set of information for UTM students. This data was being used to understand the health needs and concerns of the student population.
- Ms. Phan outlined the many campaigns and events led by the HCC, some of which were collaborations with other groups on campus. A few of the events listed were: *safeTALK* (suicide alertness) trainings; *MoveU* and “*YOLO... so play it safe*”, *Exam Jam*, and the *UTMental* vlogging project;

¹ A copy of this Presentation is attached as Attachment A.

² A copy of this Presentation is attached as Attachment B.

In response to a member's question, Mr. Jankowski advised of the different ways in which faculty and staff were able to engage in health promotion initiatives, some of which included: becoming a suicide alert helper (safeTALK), offer course-review sessions for upcoming Exam Jam events, or to provide secondary analysis of NCHA data.

In response to a member's question, Mr. Jankowski explained that physician appointments for domestic students were covered by Ontario Health Insurance Program (OHIP), and for international students through the University Health Insurance Plan (UHIP). Mr. Overton added that certain counseling and health promotion were funded by the Student Service fees.

A member asked if students who had come to use the clinic, had self-identified or contacted the HCC through referrals. Mr. Jankowski noted that peer to peer referrals had been greater than before and that the HCC focused on increased training to peer leaders as well.

In response to a member's question, Mr. Overton noted that NCHA data and feedback from students and staff was incorporated when benchmarking against other colleges and universities. As a follow up, the member asked what area required improvement at UTM. Mr. Overton stated the areas of mental health and community referrals has become increasingly complex, and that due to the fact that specialists were not available on campus, non-critical cases could have a wait-time of approximately 4 to 5 weeks. He advised members that there were efforts being made to invest towards a mental health nurse in order to reduce wait-times for front-line physicians and refer relevant cases directly to appropriate specialists.

A member asked if the data provided by NCHA could be analyzed based on the time during the academic year, to identify any particular periods which caused higher rates of self-identified stress. Mr. Jankowski advised that the data could not be divided by time of the year, however there was a significant amount of data available for secondary analysis, which could be used to even greater advantage to students and staff in understanding health related issues at the university level. However, given staff resources this was being currently explored in a limited manner.

4. 2015-16 Operating Plans: UTM Service Ancillaries

The Chair informed members that the Campus Affairs Committee (CAC) considered for approval, the operating plans for all UTM service ancillaries on an annual basis. These plans included a Management Report that described the proposed services and programs offered within the financial parameters of the University's operating budget and financial policies set by the Business Board. The plan also included each ancillary's annual operating budget, as well as changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees. This year, the plans reported on actual financial results for 2013-14, the forecast for 2014-15 and projections for the five year period, 2015-16 to 2019-20. Only the proposed budget for 2015-16 was presented for approval. The Chair invited Mr. Nykolaj Kuryluk, Vice-Chair, of the CAC to advise members on discussion which occurred on this item at that committee's meeting held on January 8, 2015. Mr. Kuryluk summarized the discussion at the CAC level, noting questions regarding the renovation refresh of Starbucks, and future plans and strategies for the Conference Service ancillary.

The Chair invited Mr. Paul Donoghue, Chief Administrative Officer, Mr. Chad Nuttall, Director, Student Housing & Residence Life and Ms. Vicky Jeziarsky, Director, Hospitality & Retail Operations to present the item³. The presentation included the following points:

³ A copy of this Presentation is attached as Attachment C.

- The university's four financial objectives for service ancillaries: operate without subsidy; provide for capital renewal; maintain a 10 percent operating reserve; and, having achieved all of these objectives, to contribute to the operating budget.
- Prior to being submitted to the CAC and Campus Council, a number of bodies were involved in the consultative processes for service ancillaries, which included the review of Residence and Meal plans, Food Services and Parking with their respective advisory committees⁴;
- Challenges within the Residence ancillary included unexpected maintenance repairs and the use of *Erindale Hall* as temporary swing space during the North Phase II building expansion. The occupancy rate of 95 to 96 percent was due to 'no-shows', or students who had submitted their deposit, but did not take up residence. The accumulated deficit of \$400,000 will be eliminated by 2016-17;
- Market comparison indicated that UTM residence rates were below average when compared to other universities within the GTA and higher than those much further out, as would be expected. UTM residence rates were the lowest among U of T's 8 residences;
- UTM was at or below midpoint in a university market comparison of food service price, where UTM prices were on average the 8th lowest;
- Overall food price increases were forecasted to be 2.8% and the forecasted weighted average meal plan increased by 1.5%. UTM Meal plan rates also ranked in the middle of all Ontario Universities when compared to declining balance plans;
- Regarding the Conference Services Ancillary, challenges for the ancillary included the loss of rental space as the Academic Culture English (ACE) and other academic-related programs have grown, major growth in general summer enrolments;
- It was explained that as per industry standards, most of UTM's parking lots were at or over capacity. When compared to parking services at UTSC, St. George, York, McMaster and Credit Valley Hospital, UTM's rates were some of the lowest;
- On the subject of the Parking ancillary it was reported that since the introduction of the U-Pass demand for parking had decreased, however UTM remained a commuter campus and campus population continued to grow. In consultation with the Transportation & Parking Advisory Committee, several options were reviewed that would allow for an effective response to parking concerns;
- The predicted annual 3% increase in parking rates had generated an operating surplus that would be used towards the construction capital reserve to partially fund a second parking deck, planned for 2016 (further discussed under Item 4);

In response to a member's question, Mr. Donoghue explained that per industry standards, any occupancy count of 80% was deemed to be "at capacity", an assessment that was especially applicable to UTM where inventory was spread over several different parking lot locations.

A member commented on residence pricing noting the monthly rates appeared to be higher than market or university comparison when divided by 7 months, to which Mr. Nuttall responded that residence rates were not charged on a monthly basis and that UTM's residences primarily offered single rooms as opposed to shared rooms at most other universities. In response to a follow up question, Mr. Nuttall responded that Student Housing Advisory Committee (SHAC) were presented with the list of projects to complete on residence buildings, and were in favor of reinvesting in older buildings. Mr. Nuttall reminded members that despite a period of expansion on campus, older buildings also required reinvestment and maintenance. The member then inquired as to the cost of the removal of 100 rooms from Erindale Hall during construction of the North building. Mr. Nuttall responded that the arrangement was cost-neutral as those rooms were paid for, however there are operational impacts for example, lesser meal plans would be purchased.

⁴ The Terms of Reference and Memberships for Advisory Committees are available here:
<http://www.utm.utoronto.ca/governance/advisory-committees-terms-reference>

A member observed that the Conference ancillary had experienced a net loss for several years, and inquired into the reasons as to why the campus would continue to attempt hosting any conferences. Ms. Jezierski responded that the Conference ancillary did not only serve external requests for conferences but handled all internal requests for booking space on campus and organized many logistical aspects of events held on campus by various departments. In addition to these core services, selling space for external conferences would assist in covering costs for the department. Ms. Jezierski advised that the ancillary was looking to rebuild the service and utilize space more efficiently, while incorporating increased built space on campus into future plans.

A member inquired further about the consultations surrounding the parking, conference and food service ancillaries. Mr. Donoghue noted that the Food Services Advisory Committee (FSAC) was a very active group, and that when the food ancillary budget and management reports were presented, they were thoroughly discussed and no objections were raised. He also commented on consultation which occurred at the Transportation & Parking Advisory Committee (TPAC) which included faculty, staff and student leaders in its membership. He informed members that there had been significant discussions and a variety of alternative suggestions were researched by the administration. These options included the concept of smart parking, where smart phone apps would provide information on available parking spots; and an analysis of a variation in parking rates as advocated by student leaders, which would discount rates for students. Mr. Donoghue reported that it was found that not only would the implementation of smart parking be costly, it would not address the basic issue of capacity, since its focus was on improving efficiency. With respect to a discount on parking rates for students, analysis suggested that in order to maintain overall revenues, a 10% student discount would require a 33 percent price increase for staff and faculty. Mr. Donoghue noted that TPAC had engaged in a fulsome discussion about all of these options.

In response to a member's question regarding the selection process for students on advisory committees, Mr. Nuttall responded that the Student Housing Advisory Committee (SHAC) had representatives for the different residence types – and pointed to a detailed breakdown in the documentation provided. Mr. Donoghue noted for TPAC and FSAC, students were appointed by virtue of their position as student leaders, elected to the UTM Student Union or UTM Association of Graduate Students.

Several requests had been made from the University of Toronto Mississauga Students' Union which had not been received by the Office of the Campus Council due to a technical server error⁵. The Chair advised requesters that UTMSU could address the Council, but would be granted a single time slot. The Chair granted the speaking request to Ebi Agbeyegbe, Vice-President, External, UTMSU. Mr. Agbeyegbe addressed members of Council and urged members to shift their discussion of numbers to that of process and impact. Mr. Agbeyegbe stated that tuition and other fees continued to increase on an annual basis, and that vulnerable students were impacted most. He pointed to a set of signed petitions from students who were against the increase of ancillary fees, and numbered in the thousands. Mr. Agbeyegbe pointed to the advisory committees noting that they were informal and did not include voting powers, and emphasized a need for greater representation for students on governance bodies. He asked members of Council to vote against the motion or abstain as these fees would adversely affect students. Mr. Agbeyegbe also added that UTMSU would discuss further alternatives with the administration so as to avoid an increase in ancillary fees.

The Chair thanked the student leaders for their presentation.

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED,

THAT, the proposed 2015-16 Operating Plans and Budgets for the UTM Service Ancillaries, as summarized in Schedule 1, the service ancillary capital budgets as summarized in Schedule 5, and the rates and fees in

⁵ Subsequent to the meeting the Secretariat investigated the matter with IT staff and discovered a technical problem: while the requests were submitted via the online form, these requests were not forwarded to the Secretariat and the requesters did not receive automatically-generated error messages that their requests had not been registered. The problem was immediately corrected and the system tested.

Schedule 6, as recommended by Mr. Paul Donoghue, Chief Administrative Officer, in the proposal dated December 1, 2014 be approved, effective May 1, 2015.

5. Capital Project: University of Toronto Mississauga Parking Deck Expansion - Report of the Project Planning Committee, Project Scope, and Sources of Funding

The Chair advised members that Council considered project planning reports and recommended to the Academic Board approval in principle of such projects as was determined by the *Policy on Capital Planning and Capital Projects*. The Chair reminded members that non-financial aspects of the project planning reports were considered in *open session* and financial aspects including overall costs and amounts derived from various sources were considered *in camera*. The Chair invited Mr. Nykolaj Kuryluk, Vice-Chair, CAC to advise members on discussion that occurred on this item at its meeting held on January 8, 2015. Mr. Kuryluk advised that the short discussion on the item had been focused on whether or not the parking ancillary contributed to the campus' operating reserve. It was explained that it did not. The committee had been in support of this item.

The Chair invited Mr. Donoghue to present⁶ the item. Mr. Donoghue noted that over the past several years, there were significant improvements to the Mississauga public transit system. The most important factor in improving access to the campus using Mississauga Transit was the introduction of the UPass, which allowed unlimited use of MiWay at about one-ninth the cost of other frequent-user passes. The UPass was made available to all UTM students and paid for through a student ancillary fee. The impact of these improvements was dramatic as rates of demand for parking declined from a peak of approximately 30 spaces per 100 campus population, to between 15 to 20 spaces. Mr. Donoghue noted however that even with these changes and with continued efforts to improve public transit access to the campus, further lowering of demand for parking would be marginal: for much of the campus population, the utility of public transit service to UTM was limited.

Mr. Donoghue advised members that the proposed project was to construct a second single-level parking deck above a portion of the largest surface parking lot at the south end of the campus, located across the Recreation Athletic Wellness Centre, adjacent to the existing parking deck. The deck would contain approximately 300 spaces and would address current and longer term shortages. He noted that this would bring the total campus inventory of spaces available in 2015-16 to 2374, just under 15 spaces per 100 total campus headcount (currently 2143 spaces). This year, faculty, students and staff who were unable to find a space were directed to Temporary Lot 11, which was used for construction workers and often served a staging/mobilization purpose related to ongoing construction on the campus. In addition, in the last two years, UTM has been experiencing difficulties related to how long it took to find a parking space in the various lots, resulting in traffic backing up on campus and, at times, off campus (onto Mississauga Road and The Collegeway). This congestion has resulted in long delays for those who park, but also those that travel by bus, carpool or were dropped off.

Mr. Donoghue noted the Project Planning Committee was struck in the fall of 2014. Membership included faculty, staff and undergraduate and graduate students. Mr. Donoghue stated that until recently, a second parking deck was planned for spring, 2016. However, with the impending loss of Lot 1 in January, 2015 for the construction of the North Building Phase B, supply would decrease below what would be needed to provide an acceptable level of service to the UTM community, impeding daily operations of the campus, negatively impacting the overall student experience and UTM's community stewardship activities. As a result, it was decided to advance the target construction date by a year, to 2015.

In response to a member's question, Mr. Donoghue advised that 300 spaces would be sufficient based on enrolment growth for about 5 years. A member asked if a discounted lot, someone further from the campus, such as that at

⁶ A copy of the presentation is attached as Attachment D.

McMaster, were a possibility at UTM. Mr. Donoghue advised that this option had previously been investigated. He explained that the City would not support the use of Erindale Park for UTM parking at the expense of access by the general community. Similarly, the idea of renting space in nearby malls and using shuttle buses was explored; even where there appeared to be capacity, mall owners declined even discussing the possibilities.

A member inquired about the number of visitors who park at UTM and suggested separate rates for visitors. Mr. Donoghue responded that unfortunately there was no distinctive way to ascertain which Pay and Display tickets were purchased by students or visitors as some students would pay for parking on a day to day basis. A member added there were short term parking spaces available in front of the Davis building targeted to visitors to the campus.

A member suggested regular progress updates on capital projects to council members. With the Chair's agreement, Mr. Donoghue agreed to provide regular such reports.

On motion duly moved, seconded, and carried

YOUR COMMITTEE RECOMMENDED

1. THAT the Project Planning Committee Report for the Parking Deck Expansion at the University of Toronto Mississauga, dated November 10, 2014, be approved in principle; and
2. THAT the proposed construction of a single-level parking deck, on the site of an existing surface lot with a capacity of approximately 300 parking spaces, be approved in principle, to be funded by the UTM Parking Ancillary's Capital Reserve and internal financing to the Parking Ancillary from UTM's general Capital Reserves.

CONSENT AGENDA

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and that Item 7 - Report of the Previous Meeting, be approved.

6. Reports for Information

- a. Report 9 of the Agenda Committee (January 28, 2015)
- b. Report 8 of the Campus Affairs Committee (January 8, 2015)
- c. Report 9 of the Academic Affairs Committee (January 7, 2015)

7. Report of the Previous Meeting: Report 8 – December 8, 2014

8. Business Arising from the Report of the Previous Meeting

9. Date of the Next Meeting – March 5, 2015 at 4:10 p.m.

The Chair reminded members that the next meeting of the Council was scheduled for Thursday, March 5, 2015 at 4:10 p.m. in the Council Chamber, William G. Davis Building.

10. Question Period

A member inquired into ways for student unions to become more involved in the decision making process on campus outside of their engagement on advisory bodies. The Chair responded that as a member of the Committee to Review Campus Councils, this was one of the key issues on engagement that could be further explored. The Chair also added that student union members may put their names forward for the elected student positions on UTM Campus Council and its Standing Committees.

A member suggested the inclusion of more in-depth information surrounding consultation and the impact of consultation on items of business going forward. The Chair responded that this would be incorporated more fully in future documentation.

11. Other Business

There were no other items of business.

The Committee moved *IN CAMERA*.

12. Capital Project: University of Toronto Mississauga Parking Deck Expansion: Report of the Project Planning Committee, Total Project Cost and Sources of Funding

On motion duly moved, seconded, and carried,

YOUR COMMITTEE RECOMMENDED,

THAT the recommendation regarding the University of Toronto Mississauga Parking Deck Expansion – Financial and Planning Implications and Funding Sources contained in the memorandum from Mr. Paul Donoghue, Chief Administrative Officer, UTM, dated November 10, 2014, be approved.

The Committee returned to open session.

The meeting adjourned at 6:37 p.m.

Secretary
February 11, 2015

Chair



What do we do?

- We organize residence-wide events both on and off campus.
- UTM Residence Council has two voting seats on Quality Student Services (QSS).
- We receive feedback and address student concerns in various QSS working group meetings.

Our Goals

- Increasing collaborations with other governing bodies and working groups.
- Providing students with more opportunities to get involved.
- Sustainability

Positions on Council

- President
- Vice President Finance
- Vice President Administration
- Vice President Community and Environment
- Vice President Social
- Vice President Residence Life
- Vice President Marketing - 2
- Executive Director
- Formal Coordinator
- Community Directors – 11
- Associates - 7

Successful Collaborations

- Vice-President & Principal Deep Saini
- Student Housing and Residence Life
- International Education Center
- Health and Counselling Centre
- UTMSU & UTMAC


Independent Events

- Envirolympics
- Nightmare on Residence Road
- Karaoke Night
- Blue Mountain Ski Trip
- Niagara Falls
- Formal





7



Student Health & Health Promotion
February 5, 2015

HCC Mission Statement

The UTM Health & Counselling Centre (HCC) provides health and counselling programs and services to the students of UTM. We strive to empower students in making healthier choices in order to be successful in their academic goals and future endeavours.

- Support students in being happy, healthy, and well
- Health is resource for everyday life
- Holistic approach – the whole person

Clinic Usage

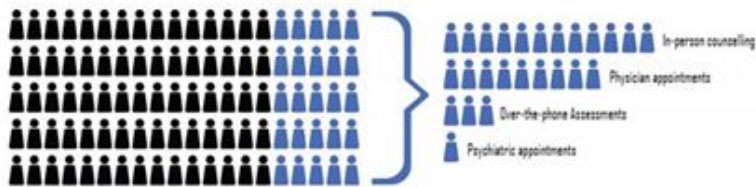
	2012-13 (May-April)	2013-14 (May-April)	2014-Present (May-Jan)
Total Visits	11,148	14,176	11,574
Physician Visits	5,142	6,408	5,296
RN Visits	3,872	5,713	4,528
Counsellor Visits	1,859	1,755*	1,492
Psychiatrist Visits	99	85**	38
Dietitian Visits	176	215	220

* short staffed for part of 2013-14 | ** reduced availability by 1 patient per day

🌟 2,813 unique patients from May 2014 – Jan. 2015

Mental Health

25% of all appointments are mental health related











- 🌟 Increase in help seeking behaviours is positive but challenging within constraints of resources
- 🌟 ~25% of all HCC visits are mental health-related
- 🌟 Increasing complexity of mental health cases

Health Promotion & Education

- 
 Promote student health and wellbeing by increasing knowledge on issues relevant to student population, and creating opportunities to engage in healthier behaviours
- 
 Focus on health promotion is a proactive strategy for prevention of distress and ill-health among students.
- 
 Peer-to-peer outreach and education model



Campaigns & Events

- 
 safeTALK (suicide alertness) trainings
 → 500+ students, staff and faculty trained
 
- 
 Health & Wellness Fair
- 
 MoveU - healthy active living initiative
 → tri-campus initiative; partner with Dept. Phys. Ed.
 
- 
 “YOLO...so play it safe!”
 → collaboration with UTM Residence Council
- 
 Suit & Tie Safer Sex Campaign
 → partner with Peel Public Health & UTM SEC
 

National College Health Assessment

Percentage of UTM students have never used alcohol

Perceived	Actual
3.9%	36.6%

Number of drinks the last time they partied/socialized

Perceived Use	Actual Use
women = 5	women = 2½
men = 4½	men = 3

Yolo...so play it safe!



- Alcohol education initiative
- Harm reduction & responsible hosting
- Non-traditional workshop (i.e., Pub)
- “Law of two feet”
- Partnership with Residence Council
- Train-the-trainer model
- 150+ participants
- Program of the Year


Canadian Organization of University & College Health




Campaigns & Events

- 
Leave The Pack Behind (tobacco)
 - peer outreach and education
 - nicotine replacement therapy & counselling



- 
Exam Jam
 - promote healthier study habits
 - 1,400-1,900 unique students








- 
UTMental Vlogging Project
 - platform for student voices on mental health

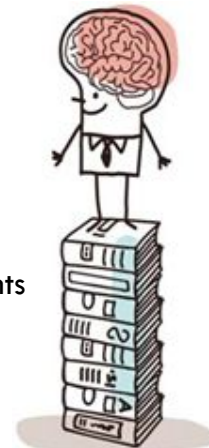
- 
Five Ways To Wellbeing
 - promotes positive mental health



Exam Jam




- 
 Promoting healthier, more productive study habits
- 
 Combines course review sessions with stress-reducing wellbeing activities
- 
 50+ academic review sessions
- 
 1,400-1,900+ unique student participants
- 
 Cross-campus partnerships (esp. Academic Dean's Office)




Campaigns & Events

- 
Leave The Pack Behind (tobacco)
 - peer outreach and education
 - nicotine replacement therapy & counselling



- 
Exam Jam
 - promote healthier study habits
 - 1,400-1,900 unique students







- 
UTMental Vlogging Project
 - platform for student voices on mental health

- 
Five Ways To Wellbeing
 - promotes positive mental health



UTMental








- 
Video Bloggers (Vloggers): 5 students + 1 alumna
- 
Platform for student voices on mental health
- 
Weekly themed videos <http://youtu.be/YMfilnwDezE>
 Introductions, Stress, Mental Illness & Stigma, Positive Psychology
- 
Mental Health 2.0 finalist

National College Health Assessment

Factors negatively impacting academic performance

	UTM	Ontario	Canada
Stress	49.6%	40.7%	38.6%
Sleep Difficulties	35.3%	28.5%	27.1%
Anxiety	34.6%	29.9%	28.4%
Internet Use / Computer Gaming	30.0%	24.0%	21.0%
Cold & Flu	25.4%	22.2%	21.6%

Staff & Faculty Engagement

-  Become a suicide alert helper (safeTALK) or suicide intervener (ASIST)
-  Incorporate health education in curriculum
 - e.g., Carbon Monoxide testing in BIO 202, Bystander Intervention guest lecture in PSY 328, Photo-novels projects in HSC 300
-  Offer a course-review session at Exam Jam (Apr 7)
-  Add physical activity breaks into lectures/workshops
 - e.g., MoveU Moments in RLG 101
-  Secondary analysis of NCHA data



7

UTM Ancillaries

UTM Campus Council
February 5, 2015



Four Financial Objectives

<u>Objective</u>	<u>Residence</u>	<u>Food Services</u>	<u>Conference Services</u>	<u>Parking</u>
Operate without subsidy	Yes	Yes	Yes	Yes*
Provide for capital renewal	Yes	Yes	n/a	Yes
10% operating reserve	Yes	Yes	Yes	Yes
Contribute to operating	No	No	No	No

Based on 2015-16

* Subject to approval of Parking Deck 2

2

Ancillary Consultation Process for Proposed Operating Plans/Budgets

Meal Plans

- Resident Student Dining Committee
 - November 24, 2014

Food Services

- Food Services Advisory Committee
 - Dec 5, 2014

Residences

- Student Housing Advisory Committee
 - October 1, 8, 21, 29

Parking

- Transportation & Parking Advisory Committee
 - Nov 27, 2014

3

Projected Revenues/Expenses 2015-2016

(\$000's)

	Residence	Food	Conference	Parking
Revenues	12,386	1,867	725	3,847
Expenses	11,998	1,945	746	2,858
Net	388	(78)*	(21)*	989
Transfers	865	-	-	**5,630
Net Income (Loss) after transfers	1,253	(78)	(21)	6,619
Net Income (Loss) after transfers 2014-15	(316)	125	(132)	560

Notes: * To be covered by Ancillaries' Operating Reserves
 ** Subject to approval of Parking Deck #2 Project

4



5

Student Housing & Residence Life

1,536 beds

- 1,471 fee-paying beds
- Mix of styles, sizes
- 2015-16 'Y' = \$12.4m

Residence Highlights & Challenges

- Occupancy rate of 96% (average about 60 empty beds) re: no-shows
- Completion of unexpected maintenance/repairs from 2013-14 expensed in 2014-15 (\$1.3m 'advance' repaid)
- Accumulated deficit of \$0.4m at end of 2015-16 will be eliminated by 2016-17
- 100 beds in Erindale Hall are being used as temporary swing space from May 2014 to August 2017

6

Proposed Residence Rate Change

- 5.5% rate increase for 2015-16
- Undergrad Fall/Winter price ranges from \$7,832 to \$8,736
- Inclusive of meal plan, total of about \$12,231
- Family & Graduate from \$859 to \$1,568 per month

7

Market Comparison

- Lowest among 8 other U of T residences
 - < Ryerson, all St. George Colleges
 - > McMaster, Brock, York, Guelph
- “All-in” pricing competitive with local, off-campus alternatives (CHMC data for 2013)

8

2014-2015 Post-Secondary Institution Residence Rates

UTSC				
Type	w/o Meal Plan	w/ Small Meal Plan	UTM Comparable	Variance
Townhouse - Single	\$ 7,285.00		\$ 7,424.00	\$ 139.00
Foley Hall - Suite	\$ 7,960.00		\$ 7,424.00	\$ (536.00)
INNIS COLLEGE				
Type	w/o Meal Plan	w/ Small Meal Plan	UTM Comparable	Variance
Residence Suite	\$ 7,985.00		\$ 7,424.00	\$ (561.00)
NEW COLLEGE				
Type	w/o Meal Plan	w/ Small Meal Plan	UTM Comparable	Variance
Residence Suite - Option 1		\$12,808.00	\$ 11,073.00	\$ (1,735.00)
Residence Suite - Option 2		\$13,308.00	\$ 11,073.00	\$ (2,235.00)
ST. MICHAEL'S COLLEGE				
Type	w/o Meal Plan	w/ Small Meal Plan	UTM Comparable	Variance
Elmsley Hall - Suite		\$ 12,183.00	\$ 11,073.00	\$ (1,110.00)
Sorbara - Suite		\$ 12,502.00	\$ 11,073.00	\$ (1,429.00)
TRINITY COLLEGE				
Type	w/o Meal Plan	w/ Small Meal Plan	UTM Comparable	Variance
Residence Suite		\$ 12,500.00	\$ 11,073.00	\$ (1,427.00)

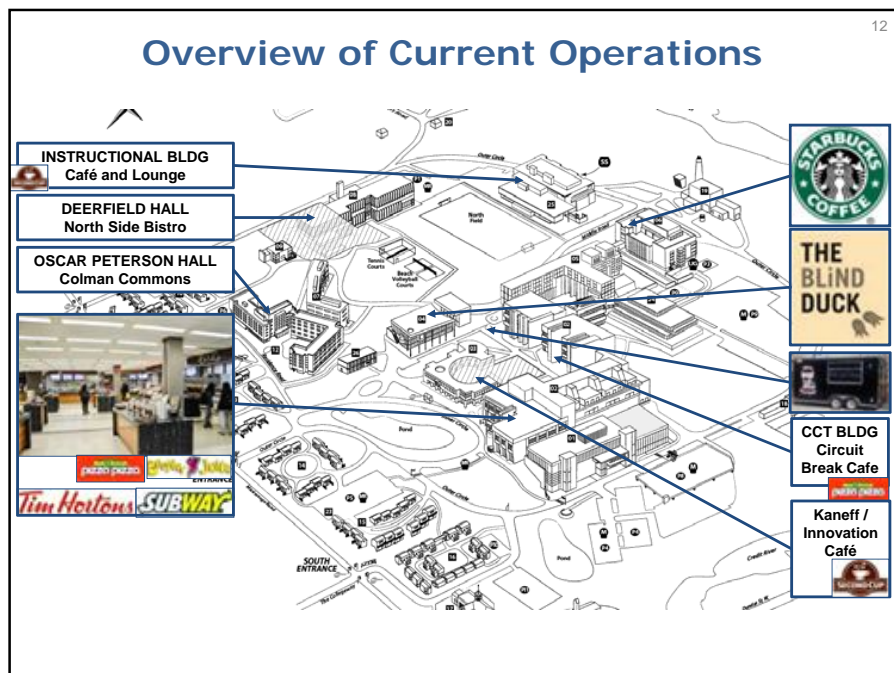
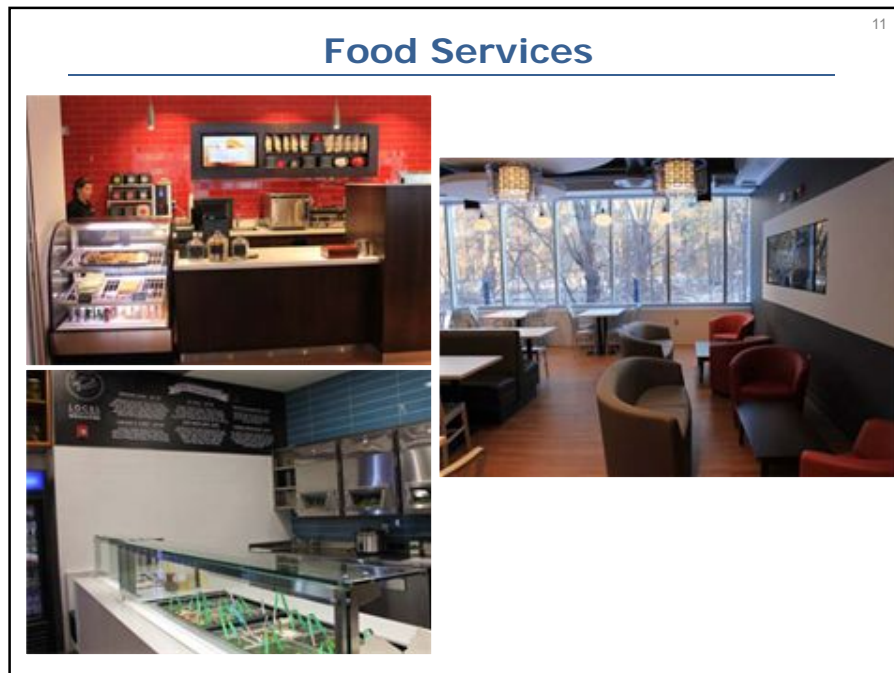
9

Residence Summary Statement of Operating Results

(\$000's)

	2013-14 Actual	2014-15 Budget	2015-16 Budget
Total Revenue	12,027	12,603	12,386
Total Expense	12,504	11,796	11,998
Operating Results before Transfers	(477)	807	388

10



Food Highlights & Challenges

- **North Side Bistro, Innovation Centre Café, and Colman Commons Renovation/Expansion**
 - Depreciation hits the books

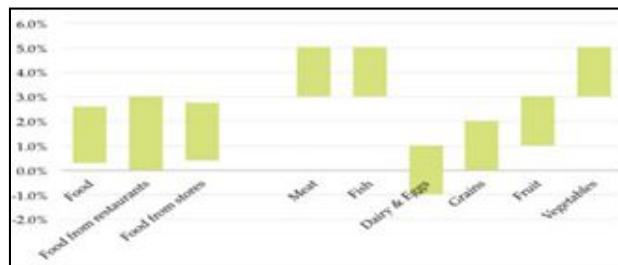
- **New Food Service Contract**
 - New Food Service Contract and possibly separate Catering Contract – reduced commission

- **Loss of 100 Erindale Hall Rooms until 2017**
 - Impact on Meal Plan Revenue

- **Food Service Development**
 - 2016 – Davis Building Food Court
 - 2017 – North Building Phase II – Tim Hortons/Support Space
 - 2018 – Starbucks 10-Year Facelift

13

Proposed Food Rate Change



Source: Food Price Report 2015, The Food Institute, University of Guelph

- Overall food price increase forecasted to be 2.8%
- Based on:
 - Analysts' forecasted CPI increase of 2.1% for food sector
 - Higher increases expected in price of meat, fish, fruit/vegetables and baked goods.
 - Increases in wages, utilities, etc.

14

Food Pricing University Market Comparison

- 33 Canadian universities participated in 2013-14 annual food price comparison survey
- Prices were submitted for 73 food and beverage items across 7 categories
- UTM food prices, on average, were 8th lowest

15

UTM Meal Plan Rates 2015-16

- Forecasted weighted average meal plan increase for 2015-16 is 1.5%

	Plan Type	Current Cost	Proposed 2015-16	Increase %
Group A	Small	\$3,649	\$3,699	1.37%
First Year and OPH Students	Light	\$3,999	\$3,999	0.00%
	Regular	\$4,349	\$4,399	1.15%
	Plus	\$4,699	\$4,799	2.13%
Group B	Small	\$1,899	\$1,949	2.63%
Upper Year and Exchange Students	Light	\$2,199	\$2,249	2.27%
	Regular	\$2,499	\$2,549	2.00%
Weighted Average				1.50%

16

Meal Plan Rates University Market Comparison

- UTM Meal Plan rates rank in the middle of all Ontario Universities with declining balance plans

Rank	University	First Year	Proposed Increase for 15/16	Proposed 15/16 First Year Rate
1	York	\$2,500	0%	\$2,500
2	Ottawa	\$2,900	?	\$2,900
3	McMaster	\$3,075	4.6%	\$3,215
4	Ryerson	\$3,303	3%	\$3,402
5	Guelph	\$3,575	3%	\$3,682
6	UTM	\$3,649	1.5%	\$3,699
7	Brock	\$3,750	4%	\$3,900
8	University College (St. George)	\$3,917	3%	\$4,035
9	Windsor	\$3,990	2%	\$4,070
10	Western	\$4,220	5%	\$4,431
11	Waterloo	\$4,080	3%	\$4,202

17

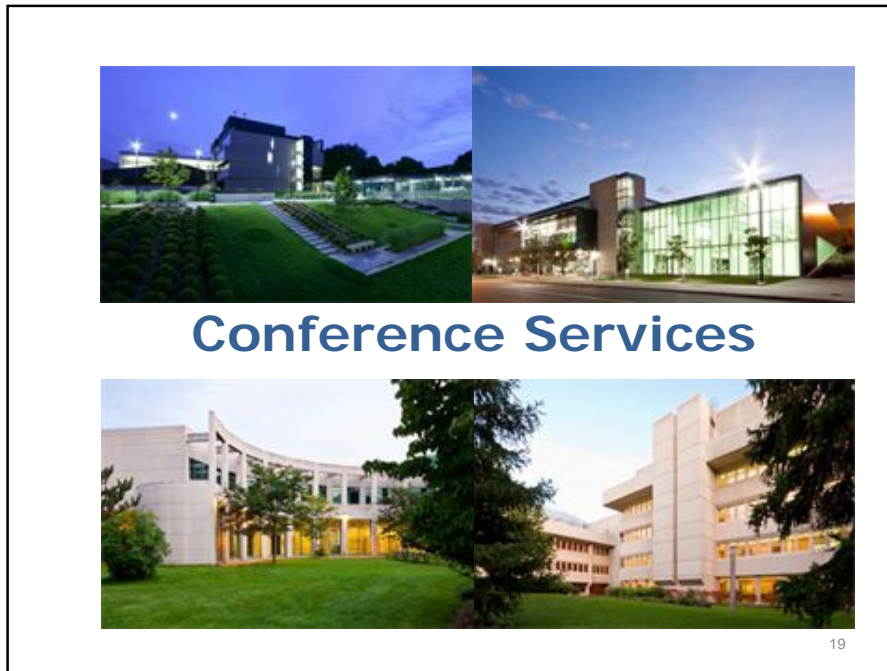
Food Summary Statement of Operating Results

(in \$000's)

	2013-14 Actual	2014-15 Budget	2015-16 Budget
Total Revenue	9,495	9,529	10,737
Total Cost of Sales & Service	7,504	7,719	8,870
Contribution Margin-Net Revenue	1,991	1,810	1,867
Total Expense	1,365	1,701	1,945
Operating Results before Transfers	626	109	(78)*

Note: * To be funded from Food Service Operating Reserves

18



Conference Highlights & Challenges

- Limited Space for large-group dining
- Accommodation Limits
 - Residence repairs/maintenance during summer
 - Residence use for ACE & other programs
 - Loss of 100 rooms in Erindale Hall
- Meetings and other activities space
- Continued growth in summer enrolments

20

Conference

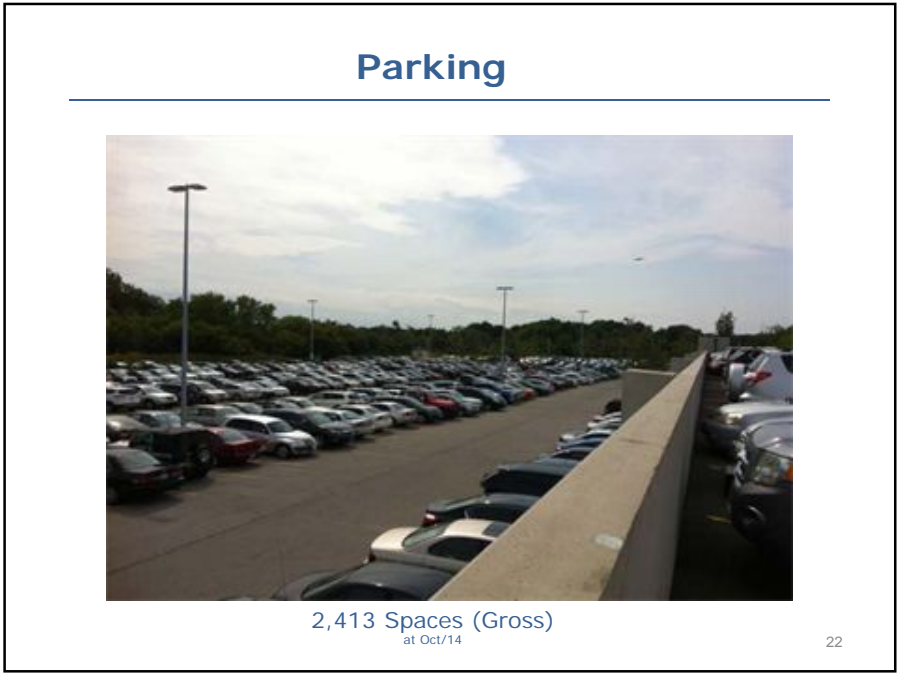
Summary Statement of Operating Results

(\$000's)

	2013-14 Actual	2014-15 Budget	2015-16 Budget
Total Revenue	710	799	725
Total Expense	740	859	746
Operating Results before Transfers	(30)	(60)	(21)*

Note: *To be funded from Conference Services Operating Reserve

21



Parking Highlights & Challenges

- Campus population growing
- Lots near capacity - Sept to Nov
- Estimated need for expansion of the deck in 2015, one year earlier than previously anticipated
- All net revenues are earmarked for expansion of deck in a Construction Reserve
- Financing of new deck will come from General UTM Capital Reserves, repayable over 10 years

23

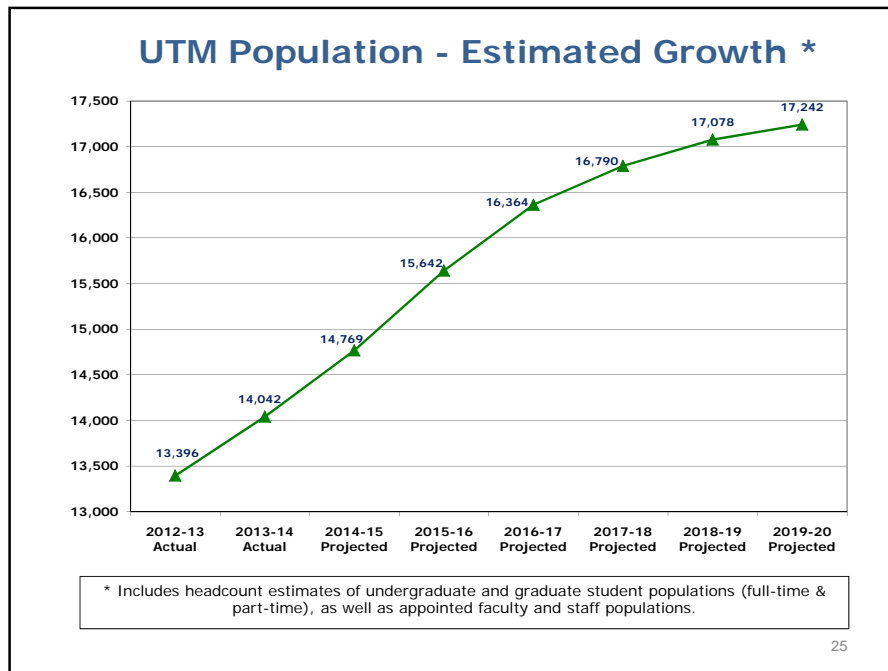
Average and Peak Parking Utilization: Fall Semester 2013 & 2014

As a percentage

		2013			
Parking Area	Capacity (Net)	September 2013 Average	September 2013 Peak	October 2013 Average	October 2013 Peak
P1	63	65%	92%	95%	108%
P4	350	66%	103%	73%	102%
P5	184	58%	76%	69%	78%
P8	872	76%	101%	89%	97%
P9	234	88%	103%	100%	102%
CCT Garage	361	60%	90%	77%	88%
Total Net	2064				

		2014			
Parking Area	Capacity (Net)	September 2014 Average	September 2014 Peak	October 2014 Average	October 2014 Peak
P1	63	56%	81%	60%	71%
P4	350	82%	112%	64%	82%
P5	187	53%	66%	50%	54%
P8	949	84%	99%	82%	96%
P9	233	92%	103%	96%	101%
CCT Garage	361	71%	94%	70%	85%
Total Net	2143				

24



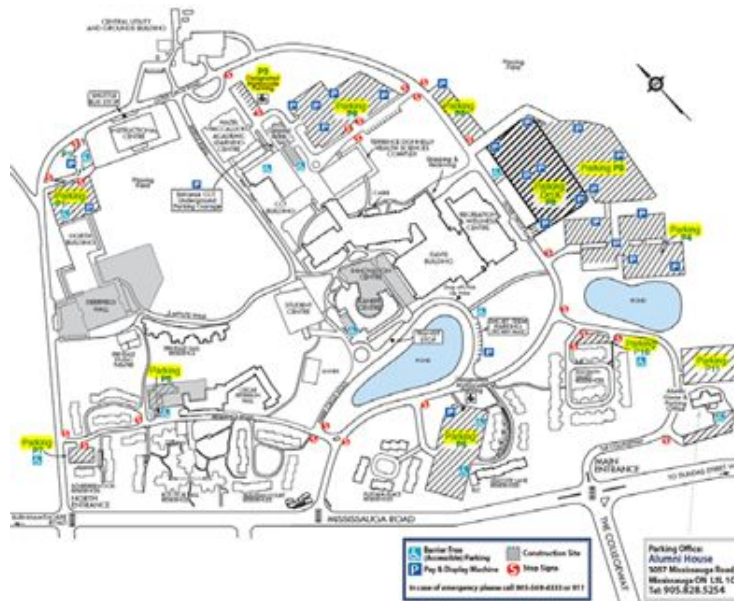
- ### Proposed Parking Rate Change
-
- Permits will increase 3%, (annual 3% increase implemented in 2010/11)
 - Range from \$570 (8-month) or 12-month @ \$684 to \$990 (competitive)
 - **Increases:** from \$16.60 (8-month) or 12-month @ \$19.93 to \$28.86
 - **Monthly Increase:** \$2.10 (8-months) or 12-month @ \$1.80 to \$2.40 (L Timmy's Coffee @ \$1.90)
 - Pay & Display maximum daily rate to increase by \$1 to \$14 (last increased 7 years ago)
- 26

**University of Toronto Mississauga
Parking Services
Competitor Rates - 2014-15
in \$'s**

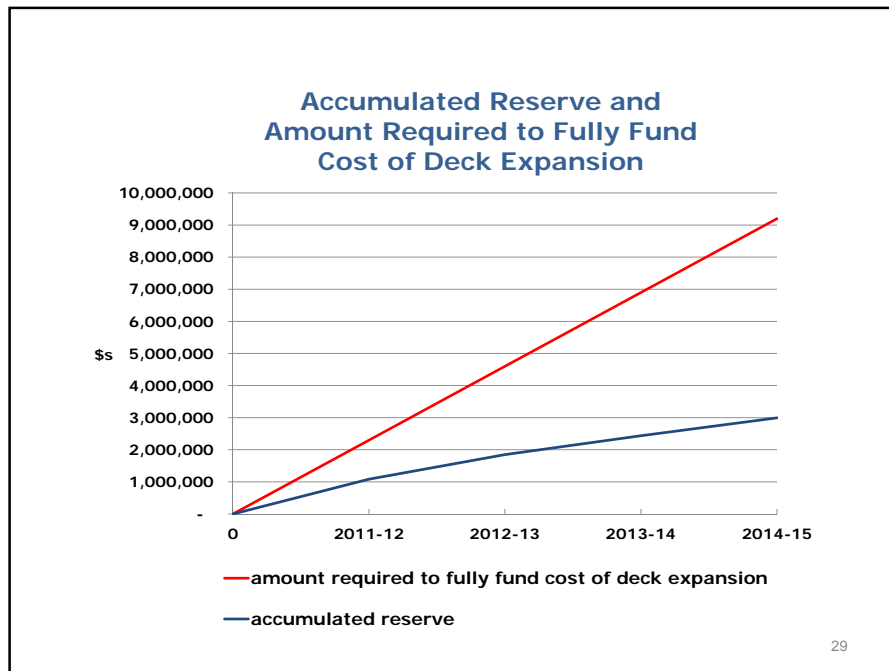
	<u>UTM</u>	<u>UTSC</u>	<u>St. George</u>	<u>York</u>	<u>McMaster</u>	<u>Credit Valley Hospital</u>
Reserved:						
Most expensive	961.96	1,086.72	2,976.00	1,676.69	1,212.00	N/A
Least expensive	961.96	835.92	1,560.00	1,370.24	339.00	N/A
Unreserved:						
Most expensive	686.53	N/A	1,308.00	1,453.63	N/A	948.00
Least expensive	664.27	N/A	1,308.00	1,065.82	N/A	948.00

27

Parking Lots



28



Parking Summary Statement of Operating Results

(\$000's)

	2013-14 Actual	2014-15 Budget	2015-16 Budget
Total Revenue	3,336	3,370	3,847
Total Expense	<u>2,526</u>	<u>2,548</u>	<u>2,858</u>
Operating Results before Transfers	<u>810</u>	<u>822</u>	<u>989*</u>

Note: * To be directed to Parking Ancillary's Capital Reserve and used toward cost of Parking Deck #2

30

Summary



Schedules 1, 5 and 6

31

Thank You

Motion

Discussion & Questions

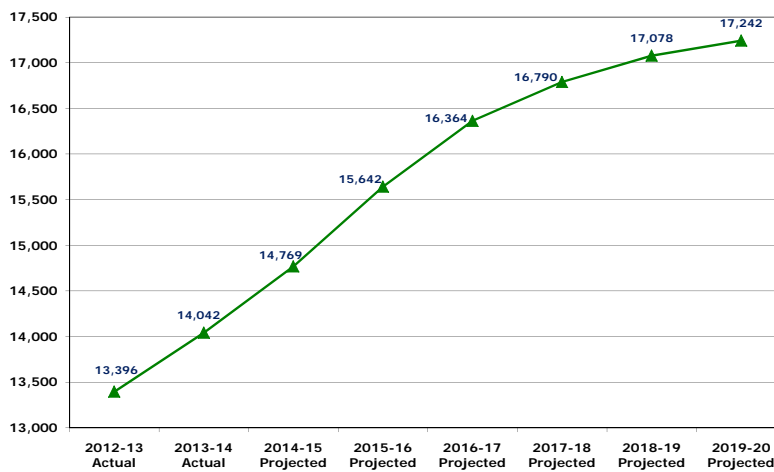
32

Capital Project: Parking Deck Expansion

UTM Campus Council
February 5, 2015



UTM Population - Estimated Growth *



* Includes headcount estimates of undergraduate and graduate student populations (full-time & part-time), as well as appointed faculty and staff populations.

Parking Space Demand Analysis

	2013-14 Actual	2014-15 Estimate	2015-16 Estimate without Deck 2	2015-16 Estimate with Deck 2
Campus population	14,042	14,769	15,642	15,642
Gross parking spaces (September)	2,402	2,413	2,348	2,648
Less those not usable by everyone	(338)	(270)	(268)	(277)
Net spaces usable by everyone	2,064	2,143	2,080	2,371
Net usable spaces / campus population	14.7%	14.5%	13.3%	15.2%
<hr/>				
Permits issued to mid-October	2,750	2,937		
<hr/>				
Waitlist (unreserved Lots 4 & 8)	326	293		
<hr/>				
Waitlist - Oct 31	-	-		
<hr/>				

3

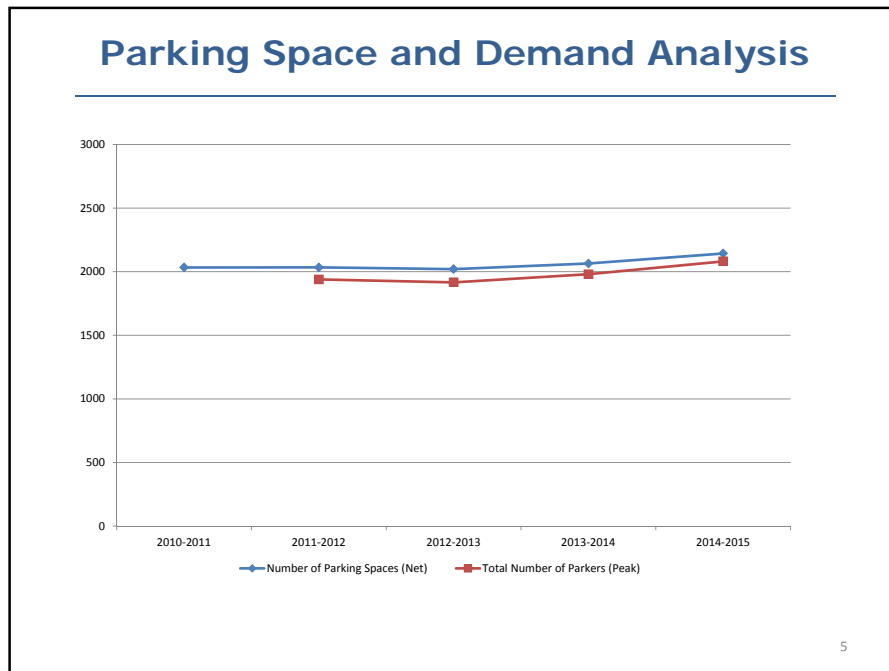
Average and Peak Parking Utilization: Fall Semester 2013 & 2014

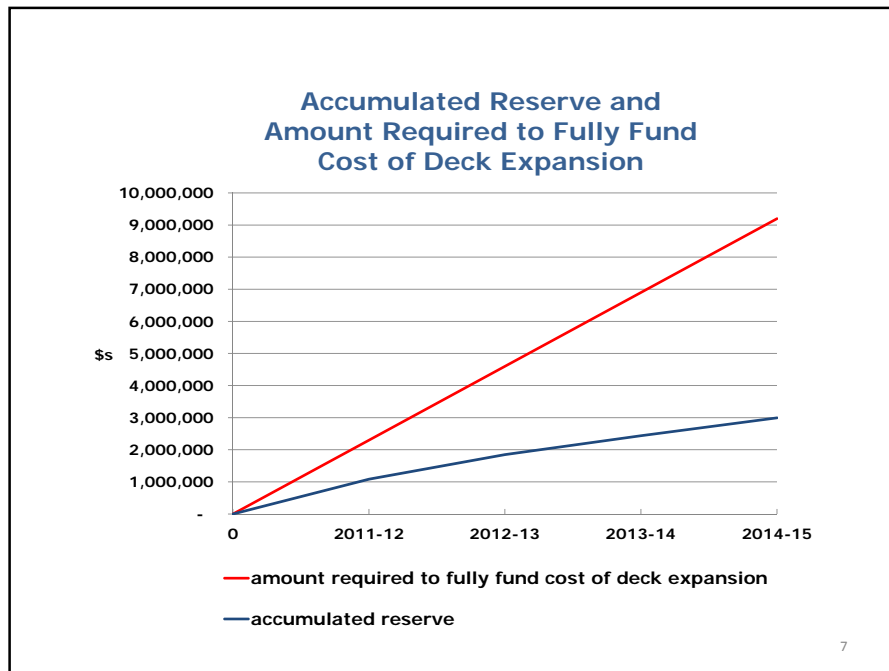
As a percentage

		2013			
Parking Area	Capacity (Net)	September 2013	September 2013	October 2013	October 2013
		Average	Peak	Average	Peak
P1	63	65%	92%	95%	108%
P4	350	66%	103%	73%	102%
P5	184	58%	76%	69%	78%
P8	872	76%	101%	89%	97%
P9	234	88%	103%	100%	102%
CCT Garage	361	60%	90%	77%	88%
Total Net	2064				

		2014			
Parking Area	Capacity (Net)	September 2014	September 2014	October 2014	October 2014
		Average	Peak	Average	Peak
P1	63	56%	81%	60%	71%
P4	350	82%	112%	64%	82%
P5	187	53%	66%	50%	54%
P8	949	84%	99%	82%	96%
P9	233	92%	103%	96%	101%
CCT Garage	361	71%	94%	70%	85%
Total Net	2143				

4





Thank You

Motion

Discussion & Questions

8