



UTM CAMPUS COUNCIL MEETING

Wednesday, March 5, 2014 at 4:10 p.m.

Council Chamber, Room 3130, William G. Davis Building

AGENDA

1. Chair's Remarks

IN CAMERA SESSION

2. Appointments to the 2014 UTM Nominating Committee (for approval)+

3. Report of the Vice-President & Principal

4. University of Toronto Operating Budget – Highlighting the UTM Budget: Presentation from Professor Scott Mabury, Vice-President, University Operations and Ms Sally Garner, Executive Director, Planning & Budget Office (for information)

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, the 2014-15 operating plans and budgets for the UTM Student Affairs and Services (including the Health & Counselling Centre, the Department of Physical Education, Athletics & Recreation, and Student Services), as presented in the documentation from Mr. Mark Overton, Dean of Student Affairs, be approved; and

THAT the sessional Athletics & Recreation Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$168.39 (\$33.68 for a part-time student), which represents a year-

+ 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

over-year increase of \$4.19 (\$0.84 for a part-time student) or 2.55% (resulting from a permanent increase of 1.94%, and a three-year temporary increase of 0.61%); and

THAT the sessional Health Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$33.67 (\$6.73 for a part-time student), which represents a year-over-year increase of \$0.66 (\$0.13 for a part-time student) or 2% (resulting from a three-year temporary increase of 2%); and

THAT the sessional Student Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$142.51 (\$28.50 for a part-time student), which represents a year-over-year increase of \$3.25 (\$0.65 for a part-time student) or 2.33% (resulting from the elimination of a 2011-12 three-year temporary increase, a permanent increase of 2% and a three-year temporary increase of 1.94%); and

THAT the sessional (Fall and Winter sessions only) Mississauga Transit Fall-Winter U-Pass Fee be increased to \$85.15 and the Summer U-Pass fee be increased to \$52.89 for a UTM-affiliated graduate student, which represent year-over-year increases of \$7.03 or 9% (resulting from a permanent increase of 9%) and \$4.36 or 8.98% (resulting from a permanent increase of 8.98%) 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 increased to \$4.68, which represents a year-over-year increase of \$0.02 or 0.43% (resulting from a permanent increase of 0.43%).

6. Compulsory Non-Academic Incidental Fees - Student Society Fees: UTM Student Society Proposals for Fee Increases* (for approval)

Be it Resolved,

THAT beginning in the Summer 2014 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 \$9.25 per session (\$9.25 part-time) (Summer Session only) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the UTMSU fee be increased as follows: (a) an increase of \$0.20 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 Food Bank portion of the fee, (c) 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, (d) an increase of \$0.02 per session (\$0.02 part-time) in the Student Refugee Program portion of the fee, (e) an increase of \$7.03 per session (\$7.03 part-time) in the Mississauga Transit U-Pass portion of the fee; and

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* Documentation included

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THAT beginning in the Fall 2014 session, the UTMSU fee charged to Mississauga Academy of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (a) an increase of \$1.50 per session in the Mississauga Transit Summer U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the University of Toronto Mississauga Residence Council (UTMRC) fee be increased as follows: (a) an increase of \$1.00 per session in the society portion of the fee.

CONSENT AGENDA **

7. Report of the Previous Meeting: Report 3 of the UTM Campus Council, February 6, 2014

8. Reports for Information

- a. Report 4 of the Agenda Committee (February 20, 2014)
- b. Report 4 of the Academic Affairs Committee (February 12, 2014)
- c. Report 4 of the Campus Affairs Committee (February 10, 2014)

9. Date of the Next Meeting – April 23, 2014 at 4:10 p.m.

10. Question Period

11. Other Business

+ Confidential documentation included for members only

* Documentation included

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**FOR INFORMATION****PUBLIC****OPEN SESSION****5**

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, 2014 for March 5, 2014

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, 1996.¹ 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 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.”

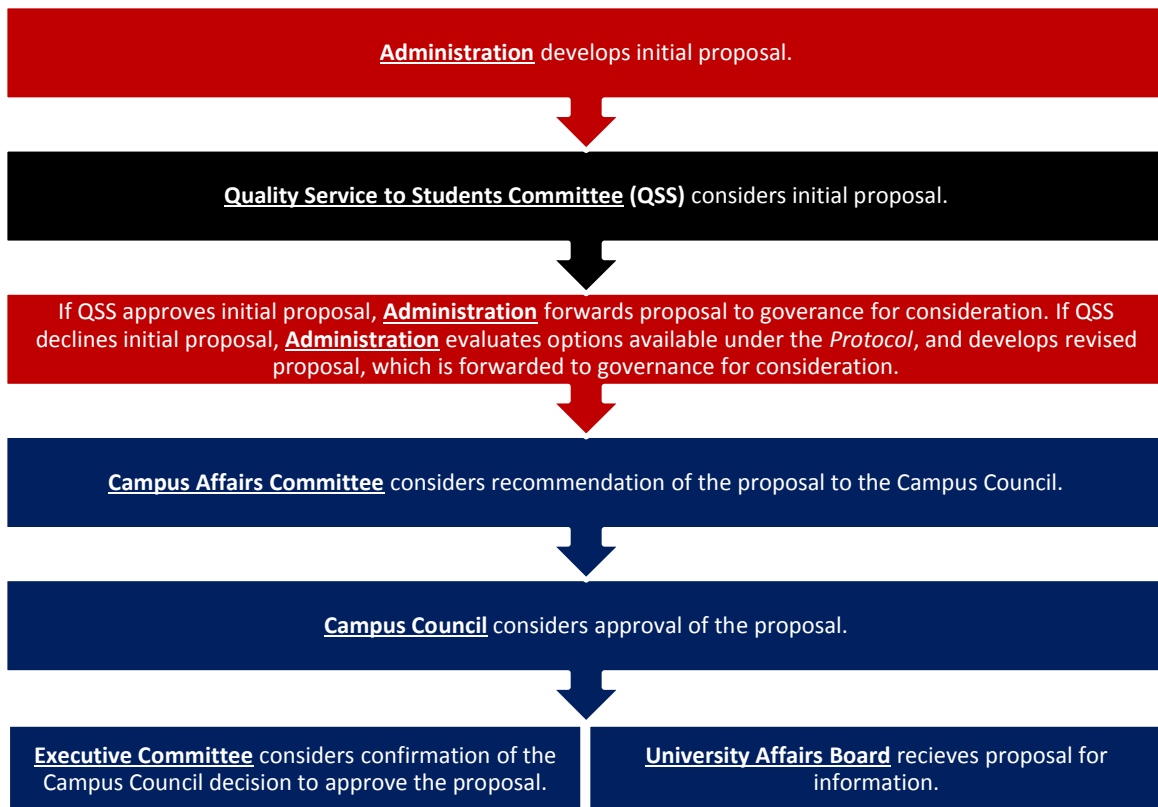
Under section D., the *Protocol* established an institutional “Council on Student Services” (COSS) and made provision for the creation of bodies within colleges, faculties and campuses, corresponding to COSS. To the present, several other bodies have been created by the councils of their respective divisions: the **UTM Quality Service to Students Committee (QSS)**, the UTSC Council on Student Services (CSS), and the Innis College Student Services Committee. 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).

¹ A change to Appendix A was approved by the University Affairs Board in November, 1997.

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 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 (■).



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,² 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. UTM Campus Affairs Committee [For Information] (February 10, 2014)
2. **UTM Campus Council [For Information] (March 5, 2014)**
3. University Affairs Board [For Information] (March 18, 2014)
4. Executive Committee [For Information] (March 27, 2014)

PREVIOUS ACTION TAKEN:

Advice from QSS in respect of the 2013-14 Operating Plans and Fees for UTM Student Affairs and Services was presented to the University Affairs Board on March 19, 2013. Increases to the Athletics and Recreation, Health Services, Student Services, and U-Pass fees were approved by the University Affairs Board on March 19, 2013. An increase to the Summer Shuttle Service Fee was approved by the University Affairs Board on March 13, 2012.

Advice from QSS on the 2014-15 Operating Plans and Fees for UTM Student Affairs and Services was submitted for information to the February 10, 2014 meeting of the Campus Affairs Committee.

HIGHLIGHTS:

QSS approved the following proposals from the administration:

Summer Shuttle Service for UTM-Affiliated Graduate Students

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

² According to the provisions for referendum delineated in the *Protocol*.

U-Pass for UTM-Affiliated Graduate Students

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

Summer Shuttle Service for UTM-Affiliated Undergraduate Students

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

QSS declined the following proposals from the administration:

Athletics and Recreation

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

Note: The **operating plan** presented to QSS for consideration included a proposal for a **permanent** fee increase of the **same amount**.

Health Services

In consideration of the advice of QSS, and pursuant to the terms of the *Protocol*, the administration presented plans to the CAC which includes a request for a **temporary** fee increase.

Note: The **operating plan** presented to QSS for consideration included a proposal for a **permanent** fee increase of a **larger amount**. With the intention of having sub-components of the Operating Plan and Fee for **Student Services** considered by QSS separately, the administration’s proposal was ruled out-of-order by the Chair of QSS. Therefore, QSS considered the following proposals which correspond to sub-components of the Operating Plan and Fee for Student Services:

QSS approved the following sub-components of the **Student Services** Operating Plan and Fee proposed by the administration:

- Shuttle Services*
- Career Centre*
- Child Care Support*
- Handbook and Communications*
- Alcohol Education & Monitoring*
- Family Care*

QSS declined the following sub-components of the **Student Services** Operating Plan and Fee proposed by the administration:

*International Centre
Space Occupied by Student Societies*

Student Services

In consideration of the advice of QSS, and pursuant to the terms of the *Protocol*, the administration presented plans to the CAC which include a request for a fee increase which includes **permanent and temporary** components.

Note: The **operating plan** presented to QSS for consideration (i.e., the initial plan for Student Services as a whole which was initially proposed by the administration, or the combined total of the sub-components ultimately considered by QSS) included a proposal for a **permanent** fee increase of the **same amount**.

FINANCIAL IMPLICATIONS:

See Cover Sheet for Item 4(b) on this agenda.

RECOMMENDATION:

The memorandum is presented for information.

DOCUMENTATION PROVIDED:

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



TO: Members of the UTM Campus Affairs Committee

FROM: Mark Overton, Dean of Student Affairs

DATE: January 27, 2014

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

Included in this package are the proposed Operating Plans and proposed Fees for the UTM Student Affairs and Services for 2014-15. 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
- Mississauga Transit Fall-Winter U-Pass Fee (full-time graduate students only)
- Mississauga Transit Summer U-Pass Fee (full-time 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

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

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 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, UTI is an indexation of a fee which takes into account changes in salary and benefit costs, revenue from other sources, 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: 1.94%

UTM Health Services: -2.61%

UTM Student Services: 6.46%

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 operating plans, budgets and 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 meeting held on January 17, 2014, the administration made six proposals to QSS encapsulated in the six resolutions listed below. As described further below, with the intention of having sub-components of the Operating Plan and Fee for Student Services considered by QSS separately, and referencing a provision in the QSS terms of reference, the Chair of QSS

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

ruled the third proposal out of order. The Chair's communication on this matter is provided later in this document. As a result, revised proposals and resolutions were considered, as delineated below.

The outcome of each vote is provided below for the information of members of the Campus Affairs Committee (CAC).

1) Athletics and Recreation

Proposed Resolution:

Be it resolved,

THAT that the operating plan and budget recommending an increase in the **Athletics and Recreation** Fee to \$168.39 full-time/\$33.68 part-time per term for the 2014-15 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 \$4.19 (\$168.39 – \$164.20) or 2.55%.

The vote on the resolution was as follows:

In favour: 11 (including 5 students)

Opposed: 6 (including 6 students)

Abstentions: 0 (including 0 students)

Resolution Failed

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 fee increase which includes permanent and temporary components.

2) Health Services

Proposed Resolution:

Be it resolved:

THAT the operating plan and budget recommending an increase in the **Health Services** Fee to \$36.35 full-time/ \$7.27 part-time per term for the 2014-15 budget year for the Health & Counseling Centre, as presented by Chad Jankowski, be approved.

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

Note that this represents a year-over-year increase of \$3.34 (\$36.35 – \$33.01) or 10.11%.

The vote on the resolution was as follows:

In favour: 9 (including 4 students)

Opposed: 6 (including 6 students)

Abstentions: 1 (including 1 student)

Resolution Failed

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 fee increase which includes a temporary component.

3) Student Services

Proposed Resolution:

Be it resolved:

THAT the operating plans and budgets recommending an increase in the Student Services Fee to \$142.51 full-time / \$28.50 part-time per term for the 2014-15 budget year for the Shuttle Service, Career Centre, Child Care Support, Handbook & Communications, Space Occupied by Student Societies, Alcohol Education & Monitoring, Family Care, and International Centre, as presented by Mark Overton and directors/managers of the respective departments, be approved.

Note that this represents a year-over-year increase of \$3.25 (\$142.51 – \$139.26) or 2.33%.

With the intention of having sub-components of the Operating Plan and Fee for Student Services considered by QSS separately, and referencing a provision in the QSS terms of reference, the Chair of QSS ruled this proposal and resolution out-of-order.¹

¹ In an email message to QSS members the day prior to the meeting, the Chair wrote: "On the agenda, Item 4c - which is a motion to consider an increase to the student society [*sic*] fee as a whole has been ruled out of order. In the Terms of Reference for QSS section 2 (b) states "to review in detail the annual operating plans and budgets for the above services and make recommendations via a double majority resolution to Governing Council on requests for fee increases for each of these fee funded services." and in Section 2(a) it lists each of the services separately. I have interpreted this section to mean that each of the services must receive a separate recommendation and therefore including them all into one "Student Service Fee" would be in violation of the Terms of Reference."

As a result, the following resolutions were substituted and considered separately by QSS. Each of the resolutions corresponds to a component of the range of services funded by the UTM Student Services Fee.

a) Shuttle Services

Resolution:

Be it resolved:

THAT the operating plan and budget recommending an increase in the **Shuttle Service** portion of the Student Services Fee to \$46.75 full-time / \$9.35 part-time per term for the 2014-15 budget year, as presented by Megan Jamieson, be approved.

Note that this, in the context of the Student Services Fee, represents a year-over-year increase of \$0.17 (\$46.75 – \$46.58) or 0.36%.

The vote on the resolution was as follows:

In favour: 17 (including 11 students)

Opposed: 0 (including 0 students)

Abstentions: 0 (including 0 student)

Resolution Approved

b) Career Centre

Be it resolved:

THAT the operating plan and budget recommending a decrease in the **Career Centre** portion of the Student Services Fee to \$54.68 full-time / \$10.94 part-time per term for the 2014-15 budget year, as presented by Felicity Morgan, be approved.

Note that this, in the context of the Student Services Fee, represents the replacement of \$2.15 from an expiring 3-year temporary increase and ultimately results in a year-over-year decrease in the fee by \$0.95 (\$54.68 – \$55.63) or - 1.71%.

The vote on the resolution was as follows:

In favour: 17 (including 11 students)

Opposed: 0 (including 0 students)

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

Abstentions: 0 (including 0 student)

Resolution Approved

c) Child Care Support

Be it resolved:

THAT the operating plan and budget recommending no change in the **Child Care Support** portion of the Student Services Fee of \$8.41 full-time / \$1.68 part-time per term for the 2014-15 budget year, as presented by Francesca Dobbin, be approved.

The vote on the resolution was as follows:

In favour: 17 (including 11 students)

Opposed: 0 (including 0 students)

Abstentions: 0 (including 0 student)

Resolution Approved

d) International Centre

Be it resolved:

THAT the operating plan and budget recommending an increase in the **International Centre** portion of the Student Services Fee to \$7.09 full-time / \$1.42 part-time per term for the 2014-15 budget year, as presented by Dale Mullings, be approved.

Note that this, in the context of the Student Services Fee, represents a year-over-year increase of \$1.38 (\$7.09 – \$5.71) or 24.18%.

The vote on the resolution was as follows:

In favour: 9 (including 3 students)

Opposed: 8 (including 8 students)

Abstentions: 0 (including 0 student)

Resolution Failed

e) Handbook and Communications

Be it resolved:

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

THAT the budget recommending no change in the **Handbook and Communications** portion of the Student Services Fee of \$ \$0.43 full-time / \$0.09 part-time per term for the 2014-15 budget year, as presented by Mark Overton, be approved.

The vote on the resolution was as follows:
In favour: 17 (including 11 students)
Opposed: 0 (including 0 students)
Abstentions: 0 (including 0 student)

Resolution Approved

f) Space Occupied by Student Societies

Be it resolved:

THAT the budget recommending an increase in the **Space Occupied by Student Societies** portion of the Student Services Fee to \$24.34 full-time / \$4.87 part-time per term for the 2014-15 budget year be approved.

Note that this, in the context of the Student Services Fee, represents a year-over-year increase of \$2.66 or 12.27%.

The vote on the resolution was as follows:
In favour: 9 (including 3 students)
Opposed: 8 (including 8 students)
Abstentions: 0 (including 0 student)

Resolution Failed

g) Alcohol Education & Monitoring

Be it resolved:

THAT the budget recommending no change in the **Alcohol Education & Monitoring** portion of the Student Services Fee of \$0.76 full-time / \$0.15 part-time per term for the 2014-15 budget year be approved.

The vote on the resolution was as follows:
In favour: 17 (including 11 students)
Opposed: 0 (including 0 students)
Abstentions: 0 (including 0 student)

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

Resolution Approved

h) Family Care (as amended)

Be it resolved:

THAT the budget recommending a decrease in the **Family Care** portion of the Student Services Fee to \$0.05 full-time / \$0.01 part-time per term for the 2014-15 budget year, as presented by Francesca Dobbin, be approved.

Note that this, in the context of the Student Services Fee, represents a year-over-year decrease of \$0.01 or 16.67%.

The vote on the resolution was as follows:

In favour: 17 (including 11 students)

Opposed: 0 (including 0 students)

Abstentions: 0 (including 0 student)

Resolution Approved

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 an increase in the Student Services Fee which includes permanent and temporary components.

4) Summer Shuttle Service for UTM-Affiliated Graduate Students

Be it resolved:

THAT the proposal recommending an increase in the **Shuttle Service** fee for the Summer 2015 for **UTM-affiliated graduate students** on the Mississauga campus be increased to \$4.68 (assessed in the Fall & Winter 2014-15 sessions) be approved.

Note that this allows UTM-affiliated graduate students to support and access shuttle service in a term in which tuition would not normally be charged.

The vote on the resolution was as follows:

In favour: 16 (including 10 students)

Opposed: 0 (including 0 students)

Abstentions: 0 (including 0 student)

Resolution Approved

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

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 an increase which includes a permanent component.

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5) U-Pass for UTM-Affiliated Graduate Students

Be it resolved:

THAT the proposal recommending an increase in the Mississauga Transit Fall-Winter **U-Pass** fee for the 2014-15 budget year for **UTM-affiliated graduate students** on the Mississauga campus be increased to \$85.15 per term, and that the Mississauga Transit Summer U-Pass fee for the Summer 2015 for UTM-affiliated graduate students on the Mississauga campus be increased to \$52.89 (assessed in the Fall & Winter 2014-15 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: 0 (including 0 student)

Resolution Approved

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 an increase which includes a permanent component.

6) Summer Shuttle Service for UTM-Affiliated Undergraduate Students

Be it resolved:

THAT the budget recommending an increase in the **Shuttle Service** fee for the Summer 2015 for **UTM-affiliated undergraduate students in non-UTM home faculties/divisions (Mississauga Academy of Medicine)** be increased to \$4.68 (assessed in the Fall & Winter 2014-15 sessions) be approved.

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

The vote on the resolution was as follows:

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

In favour: 17 (including 11 students)
Opposed: 0 (including 0 students)
Abstentions: 0 (including 0 student)

5

Resolution Approved

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 an increase which includes a permanent component.

Sincerely,



Mark Overton
Dean of Student Affairs

**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, 2014 for March 5, 2014

AGENDA ITEM: 5(b)

ITEM IDENTIFICATION:

Operating Plans and Fees

JURISDICTIONAL INFORMATION:

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 5.5 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."

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 10, 2014)
2. **UTM Campus Council [For Approval] (March 5, 2014)**
3. University Affairs Board [For Information] (March 18, 2014)
4. Executive Committee [For Confirmation] (March 27, 2014)

PREVIOUS ACTION TAKEN:

The Operating Plans for UTM Student Services for the current fiscal year were approved by the University Affairs Board on March 19, 2013. The Campus Affairs Committee considered and recommended this item for approval to the UTM Campus Council on February 10, 2014.

See the documentation under item 4 (a) on this agenda concerning consideration of the administration’s proposed plans by the UTM Quality Service to Students Committee (QSS).

The current (2013-14) fees for the UTM student services are as follows:

- Health & Wellness: \$33.01 per session (\$6.60 for part-time students)
- Physical Education & Athletics: \$164.20 per session (\$32.84 for part-time students)
- Student Services: \$139.26 per session (\$27.85 for part-time students)

HIGHLIGHTS:

The experiences of Student Services and programs this past year and operating plans for 2014-15 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 \$33.67 (\$6.73 for a part-time student), which represents a year over year increase of \$0.66 (\$0.13 for a part-time student) or 2.0%;

The Department of Physical Education, Athletics & Recreation proposes an increase to the sessional fee for a full-time student to \$168.39 (\$33.68 for a part-time student), which represents a year over year increase of \$4.19 (\$0.84 for a part-time student) or 2.55%;

The Dean of Student Affairs proposes an increase to the Student Services sessional fee for a full-time student to \$142.51 (\$28.50 for a part-time student), which represents a year over year increase of \$3.25 (\$0.65 for a part time student) or 2.33%.

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 Council.

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

Be it Resolved,

THAT, the 2014-15 operating plans and budgets for the UTM Student Affairs and Services (including the Health & Counselling Centre, the Department of Physical Education, Athletics & Recreation, and Student Services), as presented in the documentation from Mr. Mark Overton, Dean of Student Affairs, be approved; and

THAT the sessional Athletics & Recreation Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$168.39 (\$33.68 for a part-time student), which represents a year-over-year increase of \$4.19 (\$0.84 for a part-time student) or 2.55% (resulting from a permanent increase of 1.94%, and a three-year temporary increase of 0.61%); and

THAT the sessional Health Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$33.67 (\$6.73 for a part-time student), which represents a year-over-year increase of \$0.66 (\$0.13 for a part-time student) or 2% (resulting from a three-year temporary increase of 2%); and

THAT the sessional Student Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$142.51 (\$28.50 for a part-time student), which represents a year-over-year increase of \$3.25 (\$0.65 for a part-time student) or 2.33% (resulting from the elimination of a 2011-12 three-year temporary increase, a permanent increase of 2% and a three-year temporary increase of 1.94%); and

THAT the sessional (Fall and Winter sessions only) Mississauga Transit Fall-Winter U-Pass Fee be increased to \$85.15 and the Summer U-Pass fee be increased to \$52.89 for a UTM-affiliated graduate student, which represent year-over-year increases of \$7.03 or 9% (resulting from a permanent increase of 9%) and \$4.36 or 8.98% (resulting from a permanent increase of 8.98%) 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 increased to \$4.68, which represents a year-over-year increase of \$0.02 or 0.43% (resulting from a permanent increase of 0.43%).

DOCUMENTATION PROVIDED:

Operating Plans and Fees

UTM Campus Council - Operating Plans and Fees: UTM Student Services

Proposed to **Campus Affairs Committee**



2014-15

	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	Percent of Total Cost
Health Services Fee									
Health Services	1,277,124	46,132	1,323,256	326,000	997,256	(1,432)		995,824	100.00%
Total Health Services Fee								995,824	100.00%
							Health Services Fee per session:	(Full-Time) \$33.67 (Part-Time) \$6.73	
Phys Ed & Athletics Fee									
Athletics and Recreation	4,927,625	1,878,852	6,806,477	1,803,232	5,003,245	(23,083)		4,980,162	100.00%
Total Phys Ed & Athletics Fee								4,980,162	100.00%
							Phys Ed & Athletics Fee per session:	(Full-Time) \$168.39 (Part-Time) \$33.68	
Student Services Fee									
Shuttle Service	1,882,735	-	1,882,735	500,000	1,382,735	-	-	1,382,735	32.81%
Career Centre	1,421,192	49,159	1,470,351	27,751	1,442,600	-	174,695	1,617,295	38.37%
Child Care Support	409,044	74,427	483,471	234,737	248,734	-	-	248,734	5.90%
Handbook & Communications	12,718	-	12,718	-	12,718	-	-	12,718	0.30%
Space Occupied by Student Societies	-	678,697	678,697	-	678,697	-	41,080	719,777	17.08%
Alcohol Education & Monitoring	22,478	-	22,478	-	22,478	-	-	22,478	0.53%
Family Care	-	-	-	-	-	-	1,500	1,500	0.04%
International Centre	432,411	6,954	439,365	229,683	209,683	-	-	209,683	4.97%
Total Student Services Fee	4,180,578	809,237	4,989,815	992,171	3,997,644	-	217,275	4,214,919	100.00%
							Student Services Fee per session:	(Full-Time) \$142.51 (Part-Time) \$28.50	
Estimated Enrollment									
Fall/Winter:	Full-Time	12,511					Total Revenue	4,214,807	
	Part-Time	1,046					Revenue Variance - Surplus/(Shortfall)	(112)	
Summer:	Full-Time	2,274							
	Part-Time	3,946							
Note (1) Addt'l Fees for UTM-Affiliated Graduate Students:									
								\$4.68	
								\$52.89	
								\$85.15	
Note (2) Addt'l Fees for UTM-Affiliated Undergraduate Students with Non-UTM Home Faculties/Divisions:									
								\$4.68	

UTM Campus Council - Operating Plans and Fees: UTM Student Services

Proposed to QSS



2014-15

	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	Percent of Total Cost
Health Services Fee									
Health Services	1,356,324	46,132	1,402,456	326,000	1,076,456	(1,432)		1,075,024	100.00%
Total Health Services Fee								1,075,024	100.00%
							Health Services Fee per session:	(Full-Time) \$36.35 (Part-Time) \$7.27	
Phys Ed & Athletics Fee									
Athletics and Recreation	4,927,625	1,878,852	6,806,477	1,803,232	5,003,245	(23,083)		4,980,162	100.00%
Total Phys Ed & Athletics Fee								4,980,162	100.00%
							Phys Ed & Athletics Fee per session:	(Full-Time) \$168.39 (Part-Time) \$33.68	
Student Services Fee									
Shuttle Service	1,882,735	-	1,882,735	500,000	1,382,735	-	-	1,382,735	32.81%
Career Centre	1,421,192	49,159	1,470,351	27,751	1,442,600	-	174,695	1,617,295	38.37%
Child Care Support	409,044	74,427	483,471	234,737	248,734	-	-	248,734	5.90%
Handbook & Communications	12,718	-	12,718	-	12,718	-	-	12,718	0.30%
Space Occupied by Student Societies	-	678,697	678,697	-	678,697	-	41,080	719,777	17.08%
Alcohol Education & Monitoring	22,478	-	22,478	-	22,478	-	-	22,478	0.53%
Family Care	-	-	-	-	-	-	1,500	1,500	0.04%
International Centre	432,411	6,954	439,365	229,683	209,683	-	-	209,683	4.97%
Total Student Services Fee	4,180,578	809,237	4,989,815	992,171	3,997,644	-	217,275	4,214,919	100.00%
							Student Services Fee per session:	(Full-Time) \$142.51 (Part-Time) \$28.50	
Estimated Enrollment									
Fall/Winter:	Full-Time	12,511					Total Revenue	4,214,807	
	Part-Time	1,046					Revenue Variance - Surplus/(Shortfall)	(112)	
Summer:	Full-Time	2,274							
	Part-Time	3,946							
Note (1) Addt'l Fees for UTM-Affiliated Graduate Students:									
								\$4.68	
								\$52.89	
								\$85.15	
Note (2) Addt'l Fees for UTM-Affiliated Undergraduate Students with Non-UTM Home Faculties/Divisions:									
								\$4.68	

The University of Toronto Mississauga
 Health and Counselling Centre
 2014-15 Budget
 Health Service Fee Calculation

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	680,739	
Average merit/step/ATB increase/decrease for appointed staff	5.00%	
Indexed salaries	714,776	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		891,683
Casual/PT Salary Expenditure Base (previous year budget)	238,091	
Average ATB Increase/Decrease for casual/part time staff	2.70%	
Indexed salaries	244,519	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		268,971
Indexed Salary and Benefits Expenditure Costs		1,160,654
Subtract the amount of Net Revenue from other sources (previous year)		324,000
Add the Non-Salary Expenditure Base (previous year)		69,500
Add Occupancy Costs (current year)		46,132
Reduce the amount by the proportion of non-student use		1,364
Add the amount attributed from St. George (current year)		-
Cost for UTI purposes		950,922
Divide the difference by the projected weighted FTE enrolment(current year)		14,788
UTI Indexed Fee		\$ 32.15
\$ Amount of UTI based I ncrease (over adjusted fee)		\$ (0.86)
% Amount of UTI based I ncrease (over adjusted fee)		-2.61%

Consumer Price Index		
Fee Per Session (previous year)		\$ 33.01
Less: Removal of Old Temporary Fee (2011-12)		\$ -
Adjusted fee for CPI		\$ 33.01
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 33.67
\$ Amount of CPI based I ncrease		\$ 0.66

Combined Fee I ncrease		
Fee Per Session (previous year)		\$ 33.01
Less: Removal of old temporary fee (2011-12)	-	\$ -
CPI Based Fee Increase	+	\$ 0.66
UTI Based Fee Increase	+	\$ (0.86)
Indexed Full Time Fee		\$ 32.81

Proposed Fee	2013-14	2014-15	Increase
Full Time	\$ 33.01	\$ 36.35	\$3.34 10.11%
Part Time	\$ 6.60	\$ 7.27	\$0.67 10.11%

Proposed to QSS

The University of Toronto Mississauga
 Department of Physical Education, Athletics & Recreation
 2014-15 Budget
 Phys Ed & Athletics Fee Calculation

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	1,408,507	
Average merit/step/ATB increase/decrease for appointed staff	5.00%	
Indexed salaries	1,478,932	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		1,844,968
Casual/PT Salary Expenditure Base (previous year budget)	776,565	
Average ATB Increase/Decrease for casual/part time staff	2.70%	
Indexed salaries	797,532	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		877,285
Indexed Salary and Benefits Expenditure Costs		2,722,253
Subtract the amount of Net Revenue from other sources (previous year)		1,699,361
Add the Non-Salary Expenditure Base (previous year)		2,025,591
Add Occupancy Costs (current year)		1,878,852
Reduce the amount by the proportion of non-student use		(23,083)
Add the amount attributed from St. George (current year)		-
Cost for UTI purposes		4,950,418
Divide the difference by the projected weighted FTE enrolment(current year)		14,788
UTI Indexed Fee		\$ 167.38
\$ Amount of UTI based Increase (over adjusted fee)		\$ 3.18
% Amount of UTI based Increase (over adjusted fee)		1.94%

Consumer Price Index		
Fee Per Session (previous year)		\$ 164.20
Less: Removal of Old Temporary Fee (2011-12)	-	\$ -
Adjusted fee for CPI		\$ 164.20
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 167.48
\$ Amount of CPI based Increase		\$ 3.28

Combined Fee Increase		
Fee Per Session (previous year)		\$ 164.20
Less: Removal of old temporary fee (2011-12)	-	\$ -
CPI Based Fee Increase	+	\$ 3.28
UTI Based Fee Increase	+	\$ 3.18
Indexed Full Time Fee		\$ 170.66

Proposed Fee	2013-14	2014-15	Increase
Full Time	\$164.20	\$168.39	\$4.19 2.55%
Part Time	\$32.84	\$33.68	\$0.84 2.55%

Proposed to QSS

The University of Toronto Mississauga
 Student Services
 2014-15 Budget
 Student Services Fee Calculation

University of Toronto Index		
Appointed Salary Expenditure Base (previous year budget)	1,565,950	
Average merit/step/ATB increase/decrease for appointed staff	5.00%	
Indexed salaries	1,644,248	
Average Benefit Cost Rate	24.75%	
Indexed appointed salary expenditure base		2,051,199
Casual/PT Salary Expenditure Base (previous year budget)	185,830	
Average ATB Increase/Decrease for casual/part time staff	2.70%	
Indexed salaries	190,847	
Average Benefit Cost Rate	10.00%	
Indexed Casual/PT Salary Expenditure Base		209,932
Indexed Salary and Benefits Expenditure Costs		2,261,131
Subtract the amount of Net Revenue from other sources (previous year)		766,324
Add the Non-Salary Expenditure Base (previous year)		1,795,995
Add Occupancy Costs (current year)		809,237
Reduce the amount by the proportion of non-student use		-
Add the amount attributed from St. George (current year)		217,275
Cost for UTI purposes		4,317,315
Divide the difference by the projected weighted FTE enrolment(current year)		14,788
UTI Indexed Fee		\$ 145.97
\$ Amount of UTI based Increase (over adjusted fee)		\$ 8.86
% Amount of UTI based Increase (over adjusted fee)		6.46%

Consumer Price Index		
Fee Per Session (previous year)		\$ 139.26
Less: Removal of Old Temporary Fee (2011-12)	-	\$ 2.15
Adjusted fee for CPI		\$ 137.11
Consumer Price Index		2.00%
CPI Indexed Fee		\$ 139.85
\$ Amount of CPI based Increase		\$ 2.74

Combined Fee Increase		
Fee Per Session (previous year)		\$ 139.26
Less: Removal of old temporary fee (2011-12)	-	\$ 2.15
CPI Based Fee Increase	+	\$ 2.74
UTI Based Fee Increase	+	\$ 8.86
Indexed Full Time Fee		\$ 148.71

Proposed Fee	2013-14	2014-15	Increase
Full Time	\$ 139.26	\$ 142.51	\$3.25 2.33%
Part Time	\$ 27.85	\$ 28.50	\$0.65 2.33%

Proposed to QSS



December 6, 2013

Management Report of the Health & Counselling Centre

Background

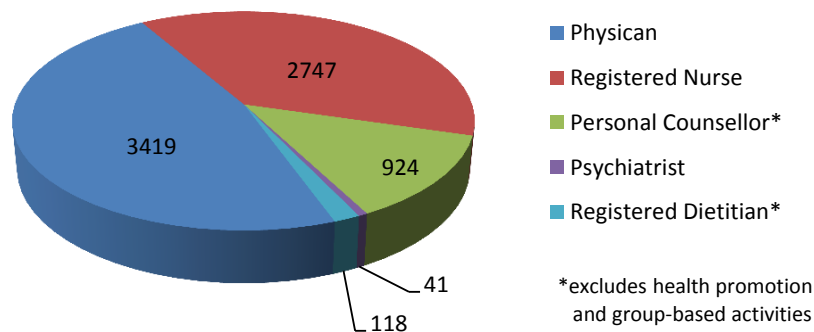
The Health & Counselling Centre (HCC) provides quality health and counselling programs and services to the students of UTM. The HCC strives to empower students in making healthier choices in order to be successful in their academic goals and future endeavours.

Operational Highlights

Clinic Services: The HCC clinical care team, consisting of family physicians, registered nurses, personal counsellors, a psychiatrist, registered dietitian and medical receptionists, support the physical, mental and emotional health of UTM students. The clinic operates during regular business hours with extended evening service two days per week. Clinical services are appointment-based with allowances for scheduling of same day medical assessments and crisis appointments.

- 900+ new users of clinical services
- Increasing complexity of mental health cases; 25% of physician visits are mental health-related; wait times for counselling is 3-4 weeks during peak periods
- Addition of second medical receptionist to streamline intake process and ensure appointments do not go unused by providing reminder calls
- Introduction of new group therapy program focusing on interpersonal relationships; group setting enhances student support and increases availability of one-on-one appointments with personal counsellor
- Registered dietitian appointments up ~50% over same period last year
- Administered record number of influenza vaccinations at 4 flu shot clinics

Health & Counselling Centre
Appointment By Service Provider



Health Promotion & Outreach: Health promotion initiatives organized by the Health Education Coordinator and student outreach teams (Peer Health Educators and Healthy Campus Crew) offer near-daily opportunities for UTM students to learn about their health and wellbeing, and to engage in healthier behaviours.

- Initiated *UTMental* project to challenge stigma surrounding mental health
- Organized *UTM Exam Jam* with campus partners to provide academic review sessions and wellness activities to support stress reduction and healthier study habits
- Year 2 of CampUS Safety Project (funded by Status of Women Canada); developed community safety plan including 4 priority areas **to enhance women’s safety**
- Developed partnership with Peel Public Health to develop the *Dress To Impress* campaign promoting safer sex practices
- 2013 Program of the Year Award from the Canadian Organization of University and College Health (COUCH) for the alcohol education initiative *YOLO...so play it safe!*
- 2013 University of Toronto Excellence Through Innovation Award for the *MoveU* healthy active living campaign

Financial Highlights

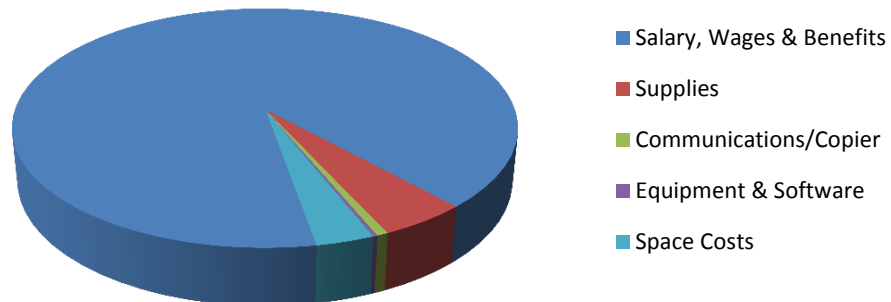
Revenue

Revenues come from two primary sources. The Student Service Fees accounts for 74% of total revenues. Medical insurance income (OHIP/UHIP) accounts for 23% of total revenues. The remaining 3% of revenue is generated from a combination of supply recovery, and recovery from the operating budget for services provided to staff and faculty.

Expenses

The most significant expense incurred by the Health & Counselling Centre is the cost of Salary, Wages & Benefits. These costs relate to the health care professionals contracted by the Centre (family physicians and psychiatrist) as well as the UTM employees that deliver the rest of Centre medical and health promotion services. Supplies and Space Costs make up the majority of additional costs, with Communications/Copier and Equipment & Software contributing a small amount to total expenses.

2013-14 Expense Forecast



Advisory Group Deliberations

The Health & Counselling Centre advisory group consisted of 10 student representatives and 2 administrative staff. The advisory group met on 29-Oct., 5-Nov., and 12-Nov.

Advisory Group **Participants: Ro'a Saafan (UTMSU), Melissa Theodore (UTMSU), Sanabel Abdulrahman (UTMSU), Rubina Hoque (UTMRC), Sonia Agha (UTMRC), Julia Huynh (UTMRC), Daniel Ball (UTMAGS), Dianne Opeña (UTMAC), Hafsa Ishtiaq (SEC), Kimberly Dieu (PHE), Clerissa Albores (HCC), and Chad Jankowski (HCC).**

The advisory group reviewed the breadth of services provided to students by the Health & Counselling Centre and explored challenges with service provision and opportunities for service enhancement. The following recommendations were made (in order of priority):

1. Additional staffing to reduce personal counselling wait-times and to better meet increased demand for mental health support from HCC health professionals.
2. Additional staffing to support existing health promotion programs to allow for additional wide-reaching and more collaborative health promotion initiatives.
3. Increase hours of operation to include weekend service or additional evening hours.

2014-15 Proposal to the Quality Service to Students (QSS) Committee

The 2014-15 budget proposes the following in response to the advisory group recommendations and the administrative needs of the department:

1. Addition of an Intake Coordinator (0.75 FTE) to increase mental health supports and efficiencies in the intake, assessment and referral process:
 - Initial point of contact (after reception) for new mental health concerns
 - Perform initial intake assessments (currently performed exclusively by counsellors) and refer to appropriate next resource, e.g., personal counselling, group program, physician, community agency.
 - Provide additional same-day crisis appointments
 - Maintain up to date information about community mental health resources (e.g., shortest wait times, open groups)
 - Build relationships with community mental health agencies for more effective referrals and additional supports
2. Addition of a Health Education Program Assistant (0.75 FTE) to support the day-to-day operations and mentorship of student outreach teams. Frees up Health Education Coordinator to increase collaborations, support student groups and develop broad-reaching programming (demonstrated effectiveness of role in Fall of 2013 with addition of UTMental, Exam Jam, Dress To Impress, etc.). **Increasing the HCC's focus on prevention will reduce need for 'crisis' services by** supporting students in developing skills necessary for coping with routine challenges to health and wellbeing.

As a result, the proposed increase to the Health & Counselling Centre Student Service Fee is \$3.34 per UTM-registered or UTM-affiliated full-time student (\$0.67 for part-time student) or a 10.11% increase.

Proposed to QSS

University of Toronto Mississauga
Health & Counselling Center
Statement of Operating Results
in \$'s

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	2012-13 Actual	2013-14 Budget	2013-14 Forecast	2013-14 Variance	2014-15 Budget
Revenue					
Student Service Fee	774,100	917,355	929,855	12,500	1,075,024
Medical Insurance Income	263,488	290,000	289,785	(215)	290,000
Supplies Recovery	36,094	34,000	35,355	1,355	36,000
Staff & Faculty Recovery	1,120	1,364	1,364	-	1,432
Total Revenue	1,074,802	1,242,719	1,256,359	13,640	1,402,456
Expenditures					
Salary, Wages & Benefits	1,009,982	1,111,122	1,101,366	9,756	1,293,012
Supplies	52,128	60,000	65,387	(5,387)	70,000
Communication/Copier	6,896	8,000	8,650	(650)	9,000
Equipment & Software	1,660	1,500	3,069	(1,569)	3,500
Space Costs	42,076	41,153	41,679	(526)	46,132
Total Expenditures	1,112,742	1,221,775	1,220,151	1,624	1,421,644
Surplus (Deficit)	(37,940)	20,944	36,208	15,264	(19,188)
Carryforward, from previous year	20,920	(20,944)	(17,020)	3,924	19,188
Carryforward, to next year	(17,020)	-	19,188	19,188	-

Student Fee (per semester)

Full time	\$	33.01	\$	36.35	10.11%
Part time	\$	6.60	\$	7.27	



Management Report for the Department of Physical Education, Athletics & Recreation

Background

The objective of the UTM Department of Physical Education, Athletics and Recreation is to create a friendly and safe environment that welcomes our diverse community to participate in physical activity; offer a continuum of programming, everything from casual recreation to varsity/excellence; foster an environment of respect and fairness that promotes individual pride and UTM spirit; develop a wide range of opportunities for student leadership in support of our programs and to play an integral role in the learning environment of university, campus and community life.

Operational Highlights

- Increased staffing to satisfy the needs of the Fitness Centre and High Performance Centre
- Increased Personal Training and Strength & Conditioning Services
- Expanded week-end hours of operation, from 10:00 am – 6:00 pm to 9:00 am – 8:00 pm.
- Additional instructional classes offered
- Introduction of “EZ Facility” a new scheduling software program
- First Varsity Basketball game held at UTM campus, Oct. 2013
- Host of the Ontario Weightlifting Open Competition
- Participated in the Mississauga Marathon and the CIBC Run for the Cure events.
- High Performance/Elite athletes utilizing the RAWC facilities (Woman’s Canadian National Basketball team, Canadian National Men’s Wheelchair Basketball team, NHL Players, etc.)
- Summer Programs were a huge success, most camps sold out.
- Record number of student teams on campus (142)
- 354 part time staff (344 part time casual and 10 work study students)
- Renovated lighting within aquatic centre to meet statutory regulations
- Ongoing fitness equipment replacement program

Working Group Deliberations

Program/Service deliberations including budgets to place in a number of forums:

The Governing Council on Athletics: The members of this committee include the President of UTM Athletics Council, 3 appointed members by UTM Athletic Council, 1 undergraduate student, 1 UTM residence student, 1 graduate student, 1 alumna-alumnus, 1 administrative staff, 1 faculty member, Dean of Student Affairs and the Director of Physical Education, Athletics and Recreation

The Athletic Budget Sub-Committee: This working group is comprised of a number of staff and student representatives from the Department of Physical Education, Athletic Student Council and Residence Student Council. All students are encouraged and welcome to attend. Three meetings of this group took place with student and staff representatives from across campus including all student governments.

The working groups discussed:

- The year in review
- New budget process
- Renovations and updates
- Survey results and feedback from students and community members
- Varsity/High Performance sports on this campus
- Turf field/Fieldhouse
- Reserves

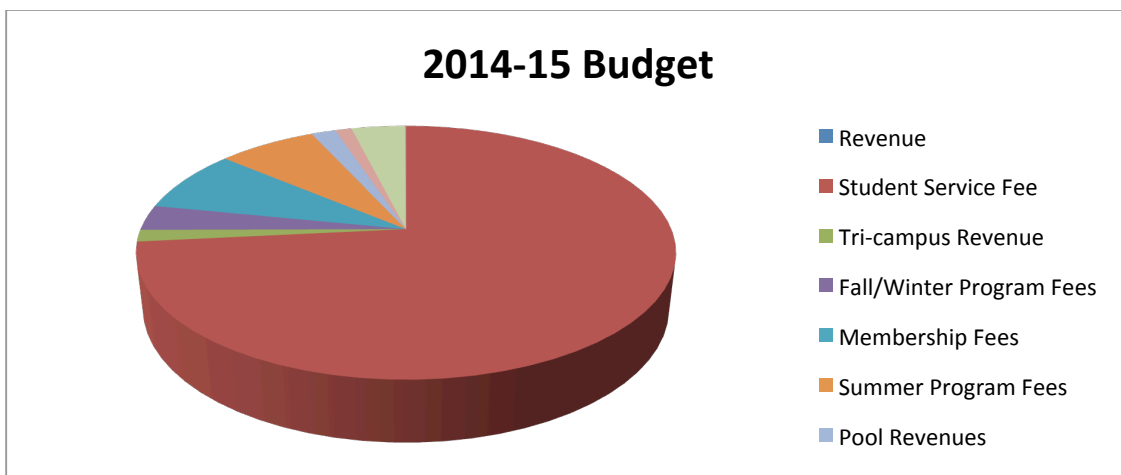
2014 –2015 Budget

Financial Highlights

The 2014 -2015 operating plan and budget has been designed to maintain and continue to strengthen the co-curricular programs and activities, facilities and services offered by the Department of Physical Education, Athletics and Recreation.

Revenues

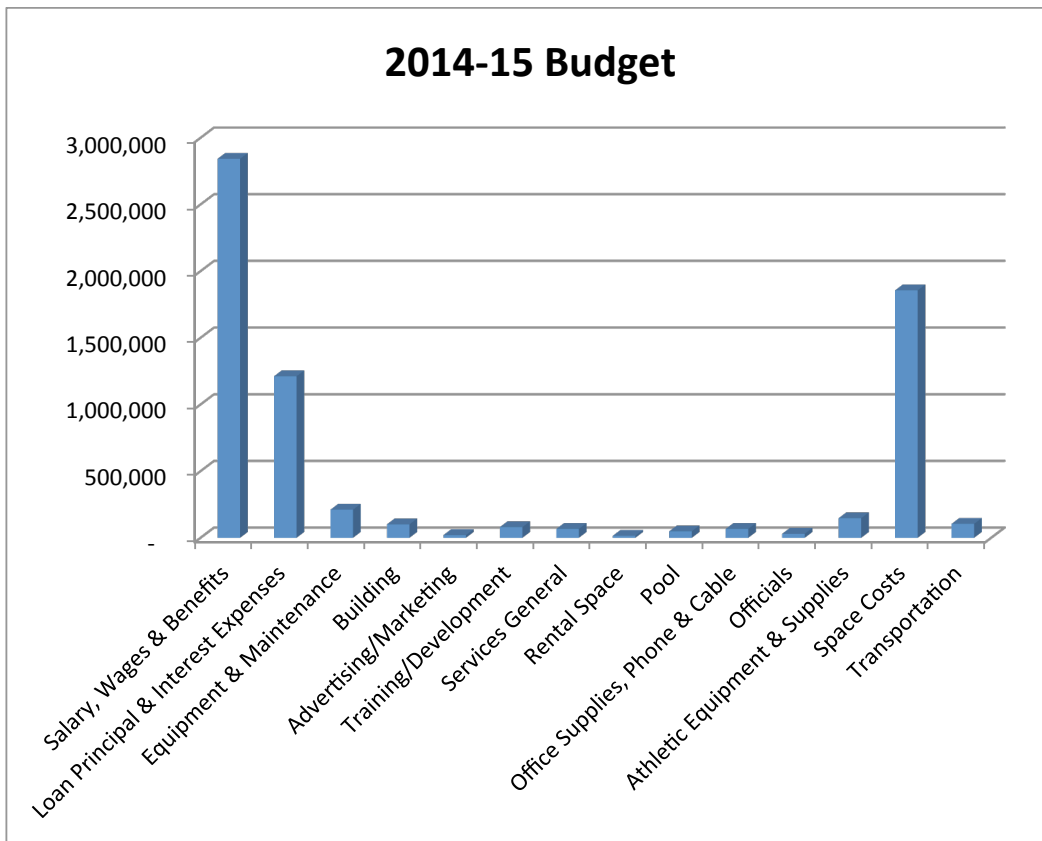
Revenues come from a variety of sources including: Student Service Fees, Community Membership Fees, Staff Plan A/B Fees, Locker and Towel Service, Can Fit Pro Courses, Personal Training and Assessments, Intramural Programs, Instructional Classes, High Performance Centre, Basketball Leagues, Summer Camps, Facility Rentals and Tri-Campus support. Some loss in field rental and membership revenue is expected from the loss of a long term contract. Student Service Fees represent 73% of total revenues. The remaining 27% come from the various sources noted above.



Expenses

Significant expense increases over last year incurred in the cost of Salary, Wages & Benefits. These costs are largely due to contractual obligations related to staff employed in the department. It is worthy to note that we currently have 375 staff working in various capacities throughout the year, the majority of whom are students. Other significant expenses increases incurred in space cost including utilities, caretaking, field maintenance and administrative overhead. Expenses for building, equipment and maintenance, pool operation, mortgage, advertising and marketing, training and development, technical services, ice rentals, officials, athletic equipment, transportation and general services and supplies remained relatively consistent over last year.

With the anticipated introduction of high performance sport on the UTM campus additional travel expenses have been included in next year’s budget.



Reserve

We continue to maintain the capital reserve. A capital reserve is a prudent business practice established to cover the expense of catastrophic failure on one of the major building systems (such as the moveable pool floor, dehumidification system, filtration system, moveable pool bulkhead) and for future upgrades and improvements to ensure that our indoor and outdoor facilities are up-to-date. It is recommended

that a reserve of approximately 10% of operating expenditures be maintained for these purposes. Our current balance is \$509,507. This amount will be closely monitored and reviewed annually to ensure it is adequate to meet future demands.

Recommendation

On the recommendation of the working groups the proposed 2014 - 2015 Athletic student service fee per term is \$168.39 full time and \$33.68 part time. This is a 2.55% increase over the prior year. This represents an increase of \$4.19 for full time students and \$0.84 for part time.

Proposed to QSS

University of Toronto Mississauga
 Department of Physical Education, Athletics & Recreation
 Statement of Operating Results
 in \$'s

5

	2012-13 Actual	2013-14 Budget	2013-14 Forecast	2013-14 Variance	2014-15 Budget
Revenue					
Student Service Fee	4,325,789	4,563,147	4,654,105	90,958	4,980,162
Tri-campus Revenue	101,353	95,021	101,353	6,332	101,353
Fall/Winter Program Fees	246,704	209,308	219,917	10,609	218,461
Membership Fees	537,005	551,450	555,075	3,625	543,775
Summer Program Fees	365,139	376,819	403,581	26,762	476,023
Pool Revenues	91,613	90,200	100,000	9,800	119,000
Service Fees	85,417	77,593	79,542	1,949	79,463
Facility Rentals	308,877	293,970	326,079	32,109	260,157
Team Travel Recovery	5,000	5,000	5,000	-	5,000
Total Revenue	6,066,897	6,262,508	6,444,652	182,144	6,783,394
Expenditures					
Salary, Wages & Benefits	2,509,084	2,611,334	2,634,893	(23,559)	2,842,051
Loan Principal & Interest Expenses	1,211,367	1,211,367	1,211,367	-	1,211,367
Equipment & Maintenance	126,052	216,986	216,000	986	210,665
Building	189,345	85,000	85,000	-	100,733
Advertising/Marketing	32,396	20,000	20,000	-	20,000
Training/Development	79,545	80,000	80,000	-	80,000
Services General	46,183	65,000	66,517	(1,517)	66,430
Rental Space	19,371	20,000	20,000	-	15,000
Pool	27,538	48,923	48,923	-	48,923
Office Supplies, Phone & Cable	68,816	74,815	66,719	8,096	66,459
Officials	24,638	30,000	30,000	-	30,000
Athletic Equipment & Supplies	146,801	133,500	141,268	(7,768)	146,980
Space Costs	1,545,076	1,723,099	1,741,494	(18,395)	1,855,769
Transportation	53,447	40,000	54,432	(14,432)	104,294
Total Expenditures	6,079,659	6,360,024	6,416,613	(56,589)	6,798,671
Surplus (Deficit)	(12,762)	(97,516)	28,039	125,555	(15,277)
Carryforward, from previous year	-	97,516	(12,762)	(110,278)	15,277
Carryforward, to next year	(12,762)	-	15,277	15,277	-

Student Fee (per semester)				
Full time	\$	164.20	\$	168.39 2.55%
Part time	\$	32.84	\$	33.68

University of Toronto Mississauga
 Department of Physical Education, Athletics & Recreation
 Statement of Capital Reserve
 in \$'s

Capital reserve, opening balance	509,507	411,991	509,507	97,516	509,507
Transfer from Surplus (Deficit)		-		-	
Capital reserve, closing balance	509,507	411,991	509,507	97,516	509,507



Management Report of the Shuttle Bus Service

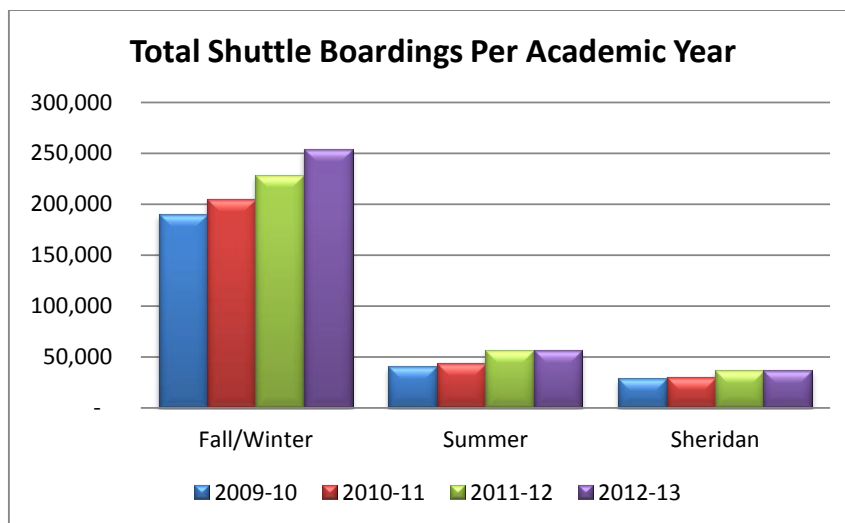
The objective of the UTM Shuttle Bus is to provide safe, cost-effective, customer-oriented transportation for UTM students to and from the U of T St. George campus and Sheridan College, Trafalgar campus. UTM students pay for use of the bus through the student service fee. Non-UTM students and others may ride the bus for a fare.

Operational Highlights

Bus service departs the UTM campus and the St. George campuses generally every 20 minutes during weekdays. Less frequent service is provided on Saturdays, Sundays and at night, during Reading Week, examination periods and in the summer. Buses also provide service to students travelling between UTM and Sheridan College based on ridership demand patterns. Copies of the bus schedules are attached as Appendix 1 and 2.

Overall ridership of the shuttle buses to/from St. George and Sheridan has increased over the past several years due to various factors including:

- Student-initiated requests for additional trips to accommodate academic needs.
- Increased collaboration between campuses resulting in more cross-campus initiatives.
- Growing campus population.
- Affordability and environmental benefits of mass transit service use.



The Student Service fee increased approximately 2.0% in 2010-11 and 6.3% in 2011-12, while total ridership has increased more significantly in each of these two years (7.4% and 15.3%, respectively).

Financial Highlights

Revenues

Revenues come from two primary sources. Student Service Fees account for 72% of total revenues. The Student Service Fee of \$46.58 for 2013-14 per full-time UTM student, per semester allows unlimited access to the shuttle bus service. The remaining 28% of the revenue is generated from the sale of shuttle bus tickets or passes to non-UTM students, faculty and staff.

Expenses

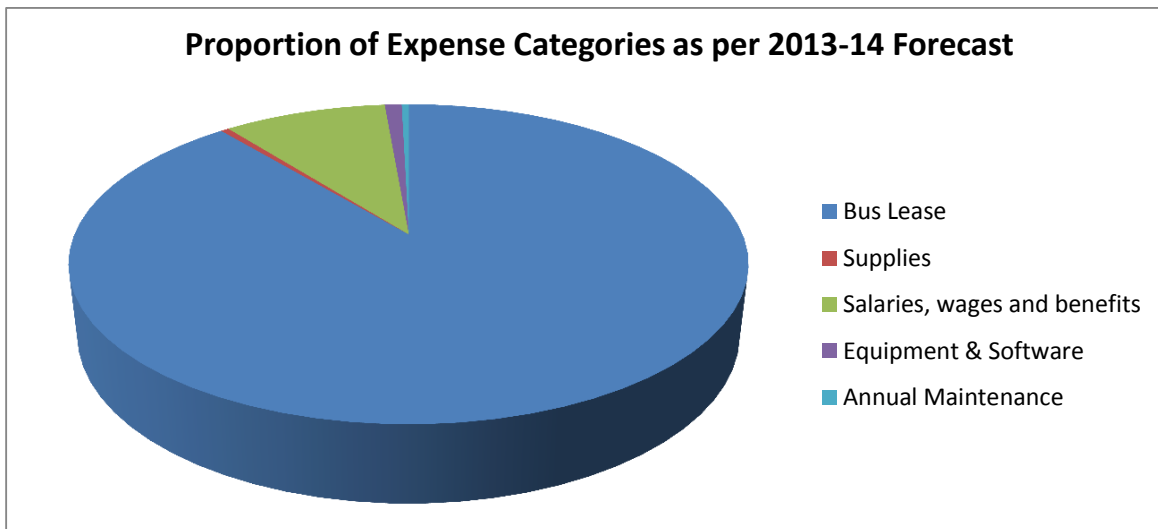
The most significant expense incurred by the shuttle bus service is the cost of the bus lease. The bus lease includes all operating costs related to the buses, and includes but is not **limited to the drivers' salaries and benefits, driver training, insurance, bus** acquisition costs, maintenance and mechanics, fuel, repairs, and use of the dispatch service.

Salaries, wages and benefits relate to UTM employees working for the shuttle bus service. This would include any full-time, part-time or casual employee of the University who monitor and update the shuttle bus schedule, review and respond to enquiries, administer bus ticket sales, and prepare and monitor the budget.

Supplies expense is minimal and mainly related to the printing of bus tickets and schedules.

In 2013-14 a ticket vending machine was installed at the UTM shuttle bus layby. The ticket machine provides an added enhancement that serves students who may encounter a validation issue with their TCard, or forgot their TCard and are unable to board the bus without a ticket, as well as those who are fare-paying passengers. The ticket vending machine allows ticket sales before and after the hours of operation of in-person sales sites and is conveniently located at the shuttle bus layby for immediate assistance.

Therefore, the 2013-14 expenses include a one-time cost for the purchase of the ticket vending machine of \$17,559 and an annual maintenance cost of \$7,485, as per forecast. The maintenance costs include the collection of and reconciliation of cash, processing of credit card transactions, maintenance of the machine, etc.



Advisory Group Deliberations

The Shuttle Service advisory group met three times, on Thursday October 10, Thursday October 17 and Thursday October 24, and was comprised of three (3) student representatives and three (3) UTM administrative staff from the Transportation Services office and Business Services.

2014-15 Proposal

Proposal to the Quality Service to Students committee (QSS)

The advisory group reviewed current services and provided input and feedback on options. The following service recommendations received significant support from participants.

UTM/St. George Service

1. The addition of two Saturday trips to the summer schedule; May – August
 - Depart UTM: 9:00 am / Depart St. George: 10:00 am &
 - Depart UTM: 4:15 pm / Depart St. George: 5:15 pm
2. Extend one existing Regular schedule Monday – Thursday trip to include Fridays as well beginning January 2014
 - Depart UTM: 6:55 pm / Depart St. George: 7:55 pm

UTM/Sheridan Service (Effective January 2014)

3. Amend the existing 3:10pm bus departing from Sheridan to 3:15pm*
4. Amend the existing 7:15pm bus departing from Sheridan to 7:25pm (and adjust the corresponding UTM 6:20pm to 6:30pm)*
5. Amend the existing 8:25am bus departing from UTM to 8:15am (to assist with traffic delays)*
6. Add a corresponding UTM departure to the existing 12:20pm Sheridan return on Tuesday and Thursday only (approx. 11:30am UTM departure)*

Note: No additional costs are associated with the above UTM/Sheridan service enhancements which are marked by an asterisk (*).

Other service issues were also discussed and responses, if available, were presented to the individual or advisory group as appropriate.

As a result, the proposed increase to the Shuttle Bus is an increase to \$46.75 per UTM-registered or UTM-affiliated full-time student (\$9.35 for a part-time student) or 0.36%.

University of Toronto Mississauga
Shuttle Bus
Statement of Operating Results
in \$'s

	2012-13 Actual	2013-14 Budget	2013-14 Forecast	2013-14 Variance	2014-15 Budget
Revenue					
Student Service Fee	1,241,114	1,294,527	1,300,936	6,409	1,382,735
Fare Revenue	491,382	430,000	499,333	69,333	500,000
Total Revenue	1,732,496	1,724,527	1,800,269	75,742	1,882,735
Expenditures					
Salary, Wages & Benefits	141,738	152,148	169,634	(17,486)	180,541
Bus Lease	1,490,297	1,567,073	1,629,068	(61,995)	1,736,570
Supplies	6,186	6,500	8,419	(1,919)	8,500
Equipment & Software	-	23,278	17,559	5,719	-
Annual Maintenance	239	15,323	7,485	7,838	10,000
Total Expenditures	1,638,460	1,764,322	1,832,165	(67,843)	1,935,611
Surplus (Deficit)	94,036	(39,795)	(31,896)	7,899	(52,876)
Carryforward, from previous year	(9,264)	39,795	84,772	44,977	52,876
Carryforward, to next year	84,772	-	52,876	52,876	-

Student Fee (per semester)

Full time	\$	46.58	\$	46.75	0.36%
Part time	\$	9.32	\$	9.35	



Management Report of the Career Centre

The Career Centre's mission is to engage students in career development throughout their time at UTM and for two years after graduation. The Centre helps students to make career plans, based on self-knowledge and career information; seek relevant experience; make relevant networking connections and to learn the process of lifelong career management. Our aim is that students and recent graduates are able to act more purposefully and independently in their career development and develop skills to establish, advance and maintain their careers. We seek to accomplish this through collaboration with UTM partners, tri-campus partners and external partners such as alumni, employers, parents and industry representatives.

Operational Highlights

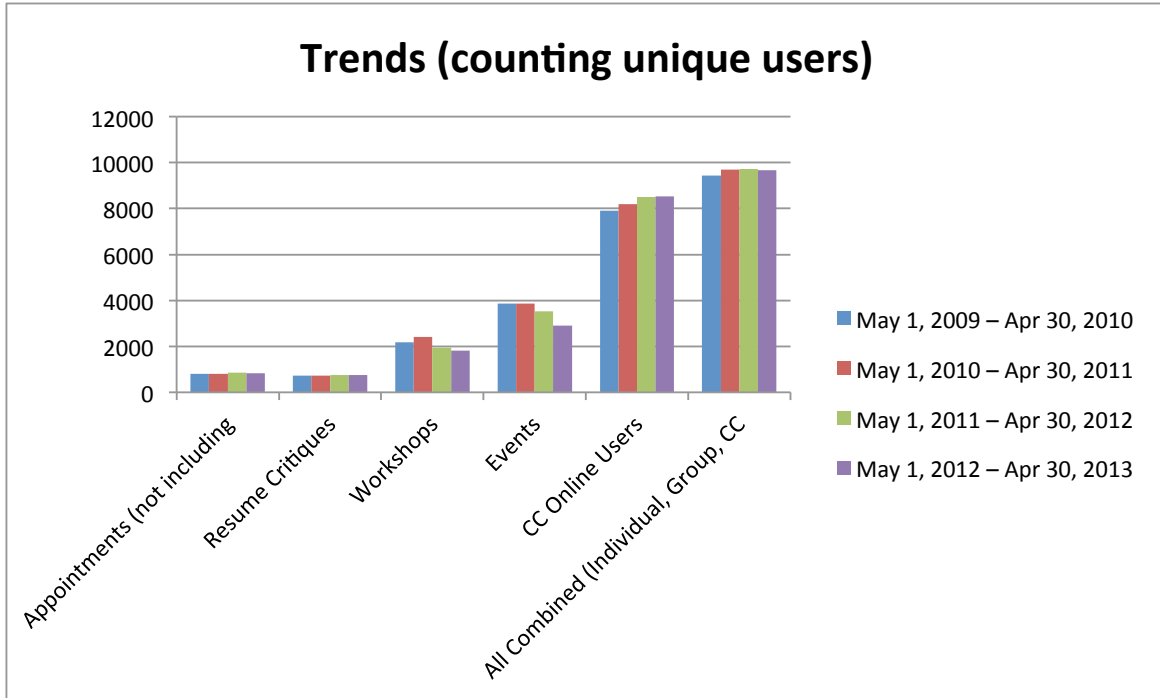
2013-14 Strategic Directions (set from 2012-13 planning process)

1. Continue to tailor to UTM student needs.
2. Develop intentional strategies to focus on attracting students for career development engagement.
3. Implement a plan for partner engagement.
4. Implement a plan to ensure CC staff have access to appropriate professional development and related information. Demonstrate this via our programming, marketing and individual services.
5. Enact a strategy for showing our impact.
6. Ensure that business processes and technology are in place to support the achievement of SDs 1-5 with efficiency and high quality.

2012-13 Statistics

- 9659 unique students participated in Career Centre activities (does not include activities where student attendance was not logged e.g. Pop Up shops, majority of website usage, walk in traffic who do not have appointments)
- Workshop feedback continued to be very strong: 92% of students were satisfied to very satisfied; 99% of students said they would recommend the session to a friend; 91% of learning outcomes were met
- One to one services continue to be very popular e.g. individual appointments, resume and cover letter critiques, while workshops and events had lower attendance

than the previous year. For 2013-14, staff have planned smaller, more intimate events, based on these statistics and feedback from our February 2013 student survey.



- Our student survey, completed in February 2013, showed that students value the job postings, one to one services such as career counselling, employment advising and resume/cover letter critiques, opportunities to interact with professionals. When asked what services they would pay an additional \$5 for, the top three services were: opportunities to gain relevant experience; individual services (employment advising and career counselling); opportunities to interact with professionals. Of the total respondents, 7% of students were not willing to pay any more.

Financial Highlights

Revenues

2013-14 Variances

Events, Employer Sessions and Grants – a significant group of employers who traditionally contributed to events revenue changed their recruitment practices, resulting in a decrease in this revenue line. Revenue from departmental consulting also decreased.

Expenses

2013-14 Variances

Salary, Benefits & Consulting – variance due to staff turnover, resulting in positions being unfilled for periods of time, recruitment for the Assistant Director, Career Development was not successful, staff on unanticipated leaves.

Equipment, Renovation and Technical Services – variance due to unanticipated increased costs for the renovation and electrical maintenance.

PD & Travel – variance due to higher PD costs; conferences required more travel time, resulting in higher expenses.

Advisory Group Deliberations

The Career Centre Advisory group met twice during October 2013. There was one student representative from UTMSU, 2 from Residence Council, one Career Centre student staff member and 3 Career Centre staff members.

The advisory group reviewed current services and provided input and feedback on options. The following service recommendations received significant support from participants.

1. Continue with the strategic directions (SDs) as above
2. Enhancements to SDs:
 - a. SD 1 & 2 - continue and increase if possible the availability of staff via pop up shops, informal meetings
 - b. SD 2 – use different wording, images, mediums of our career education message, so as to attract different groups of students
 - c. SD 2 – target first years to try to help them hear the messages early
 - d. SD 3 – engage faculty, staff and student based partners in events and advertising to maximize exposure of the career education message

2014-15 Proposal to the Quality Service to Students (QSS) Committee

The 2014-15 budget proposes to meet the advisory group recommendations, which align with the administrative needs and priorities of the department. The fee impact is noted on the proposed fee schedule summary sheet.

University of Toronto Mississauga
 Career Center
 Statement of Operating Results
 in \$'s

	2012-13 Actual	2013-14 Budget	2013-14 Forecast	2013-14 Variance	2014-15 Budget
Revenue					
Student Service Fee	1,544,177	1,545,958	1,545,958	-	1,617,295
Events, Employer Sessions, Grants	33,311	37,010	27,207	(9,803)	27,751
Total Revenue	1,577,488	1,582,968	1,573,165	(9,803)	1,645,046
Expenditures					
Salary, Benefits & Consulting	1,197,546	1,410,855	1,318,077	92,778	1,506,940
Central Charges for Tri-campus Services	163,871	169,607	169,607	-	174,695
Space Costs	42,802	45,082	45,082	-	49,159
Equipment, Renovation & Technical Services	54,904	10,877	41,158	(30,281)	25,049
Telephone	4,755	6,320	5,700	620	5,814
Resource Materials	1,963	3,747	2,371	1,376	2,418
Supplies	7,801	8,005	7,800	205	7,956
Events & Marketing	15,317	25,570	24,622	948	25,114
PD & Travel	10,192	11,879	14,121	(2,242)	14,403
Total Expenditures	1,499,151	1,691,942	1,628,538	63,404	1,811,548
Surplus (Deficit)	78,337	(108,974)	(55,373)	53,601	(166,502)
Carryforward, from previous year	143,538	108,974	221,875	112,901	166,502
Carryforward, to next year	221,875	-	166,502	166,502	-

Student Fee (per semester)

Full time	\$ 55.63	\$ 54.68	-1.71%
Part time	\$ 11.13	\$ 10.94	



Management Report of the Child Care Center

U of T's Early Learning Centre (ELC) operates the University of Toronto Mississauga's licensed Child Care Center.

The ELC at UTM is licensed for 26 children – 10 toddlers (ages 18 to 30 months) and 16 preschoolers (ages 30 months to 5 years). Full-time and part-time care is available, with priority given to UTM students, staff and faculty.

Operational Highlights

ELC – UTM is recognized as a high quality service by Region of Peel Children's Services (PCS)

- July 2013 scored 3.8 out of 4 on the PCS Operating Criteria Checklist
- November 2013 successfully completed another level of Raising the Bar Peel. We have now achieved the GOLD level twice.
- Provided ongoing opportunity for field placements for students in Early Childhood Program Studies from Humber, Sheridan and Mothercraft College.

ELC – UTM and Campus Collaborative Activities

- January 2013 – First ELC-UTM Clothing and Toy Swap held at the Student Centre. Open to all UTM students and staff campus wide.
- June 2013 – ELC Open House. Open invitation for all students and staff to tour the Centre.
- April-May 2013 – Collaborating with Green House Department to assist ELC children with outdoor garden (growing vegetables, flowers, etc.). Ongoing with composting of fruit and vegetable food waste.
- July 2013 – **Paper Making Project with UTM's Green Team Department and ELC Preschoolers**
- Halloween ELC – UTMSU Food Drive. The children (while in costume) visited different departments on the UTM campus collecting non-perishable food items that were then donated to UTMSU.
- October 2013 – hosted students from the Concurrent Teaching Education Program who conducted half day observations in our preschool classroom.

Ongoing – Community of Campus- Partnership with Community Living Mississauga and UofT. The ELC hosts a volunteer student from the community on campus program.

Financial Highlights

Revenues

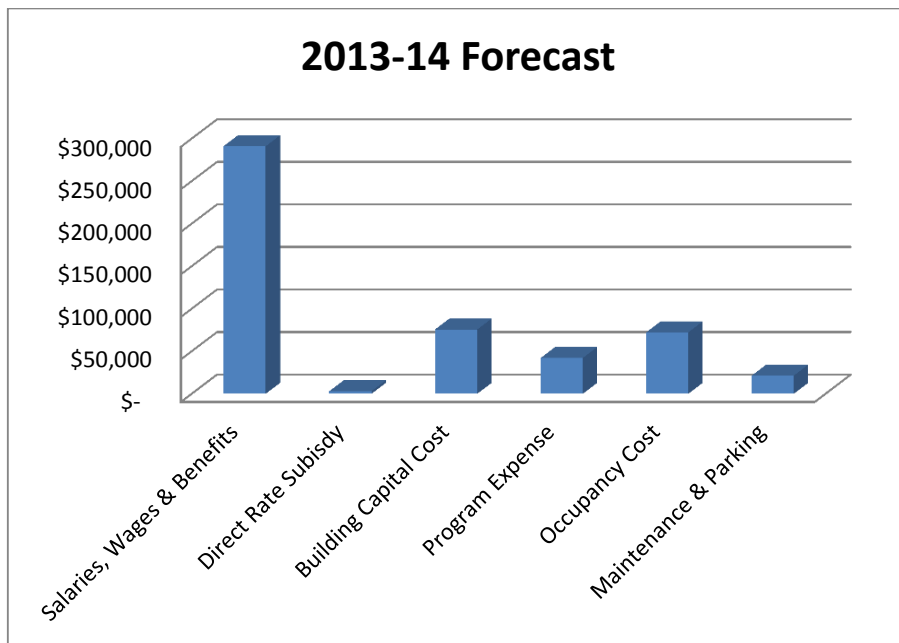
Revenues come from two primary sources. Student Service Fee accounts for 51% of total revenues. The 2013-14 Student Service Fee is \$8.41 per UTM student (full-time), per semester. The UTM Operating Budget contributes 17% of the revenue which is attributable to the cost of the building capital. The User Fees, make-up the remaining 32% of the revenue. The Child Care Center has 14 children enrolled in 12.8 FTE spaces; 79% are children of student families.

The 2013-14 Forecast includes an OTO Peel transitional operating grant in the revenue and is expensed in program and maintenance costs.

Expenses

The most significant expense incurred by the Child Care service is the cost of Salary, Wages & Benefits. The Toddler room was re-opened in March 2013 for a minimum of 4 toddlers and a teacher on a term contract was hired. These children moved into the preschool room by October 2013 and assisted with maintaining enrollment in the preschool program.

The Salary, Wages & Benefits costs however are less than anticipated in the budget because the term contract for the additional child care teacher ended when enrollment declined.



Advisory Group Deliberations

The Child Care advisory group met on October 9, 17 and 30, 2013.

Working Group Participants: **Ro'a Saafan** (UTMSU), Carol Haiyan (Residence Council), Francesca Dobbin (Family Programs & Services), Karen Venneri (Manager, Early Learning Centres), Teresa Silva (UTM – ELC), Mark Overton (Student Affairs), Sonia Borg / Peili Liu (Business Services).

The advisory group reviewed current issues and provided input and feedback. The following service recommendations received significant support from the participants.

The following were discussed at the working group meetings:

- User Fees and annual increases
- Full-day kindergarten in Peel Region **schools and the impact on the Center's enrollment.**
- **Region of Peel Children's Services, one-time only, transitional operating grant** to address the loss of kindergarten spaces from the child care sector.
- Establishment of an Operating Reserve.

2014-15 Proposal

Proposal to the Quality Service to Students committee (QSS)

The Child Care budget proposes the following in response to the advisory group recommendations:

- User fees based on 14 FTE (5 toddler + 9 preschool spaces).
- 3% user fee increase for faculty, staff and students starting May 1, 2014.
- One extra teacher on a term contract starting May 1, 2014, with the assumption that the toddler room will continue to operate if enrollment of 4 or more toddlers can be maintained.
- Establish an Operating Reserve to deal with unexpected increases in expenses that would have to be paid (i.e. staff salaries, programming for the children, replacement of major equipment/furnishings used by the children, space costs, market influences on enrollment, and possible changes in legislation). We could not do this before due to the start-up nature of the Child Care center, but we feel it is warranted due to the uncertainty of enrollment over the next budget year. The target for the operating reserve is 10%, based on the principle used by the University, and is consistent with the St. George ELC. We have built up the operating reserve so that there is no additional cost to the UTM Student Fee.

As a result, the proposed increase to the Child Care Center Student Service Fee is \$8.41 per UTM-registered or UTM-affiliated full-time student (\$1.68 for a part-time student) or 0.00%.

University of Toronto Mississauga
 Child Care Support
 Statement of Operating Results
 in \$'s

	2012-13 Actual	2013-14 Budget	2013-14 Forecast	2013-14 Variance	2014-15 Budget
Revenue					
User Fees	177,135	146,195	178,040	31,845	159,223
Student Service Fee	232,848	233,552	233,552	-	248,734
Peel Transitional Operating Grant*	-	-	24,054	24,054	-
UTM Subsidy of Building Capital	75,514	75,514	75,514	-	75,514
Total Revenue	485,497	455,261	511,160	55,899	483,471
Expenditures					
Salary, Wages & Benefits	251,468	325,473	290,957	34,516	344,192
Direct Rate Subsidy	2,706	4,500	3,000	1,500	3,000
Building Capital Cost	75,514	75,514	75,514	-	75,514
Program Expense	28,194	33,200	42,089	(8,889)	33,000
Occupancy Cost	65,481	72,181	72,181	-	74,427
Maintenance & Parking	8,116	6,311	21,311	(15,000)	12,701
Total Expenditures	431,479	517,179	505,052	12,127	542,834
Surplus (Deficit)	54,018	(61,918)	6,108	68,026	(59,363)
Carryforward, from previous year	32,668	61,918	86,686	24,768	72,794
Transfer to Operating Reserve	-	-	(20,000)	(20,000)	(13,431)
Carryforward, to next year	86,686	-	72,794	72,794	-

Student Fee (per semester)				
Full time	\$	8.41	\$	8.41 0.00%
Part time	\$	1.68	\$	1.68

*Note:
 Peel Transitional Operating Grant 2013-14 is OTO funding from Peel Children's Services.

University of Toronto Mississauga
 Child Care Support
 Statement of operating Reserve
 in \$'s

Capital reserve, opening balance	-	-	-	-	20,000
Transfer from Surplus (Deficit)	-	-	20,000	20,000	13,431
Capital reserve, closing balance	-	-	20,000	20,000	33,431



Management Report of the International Center

The University of Toronto Mississauga International Centre (IC), is an international education support service focused on student learning and development. Through its services and programs, the IC promotes an internationally informed and cross-culturally sensitive university community that enhances the student experience through educational, co-curricular programs and activities, and through promotion and application assistance to University of Toronto study abroad opportunities.

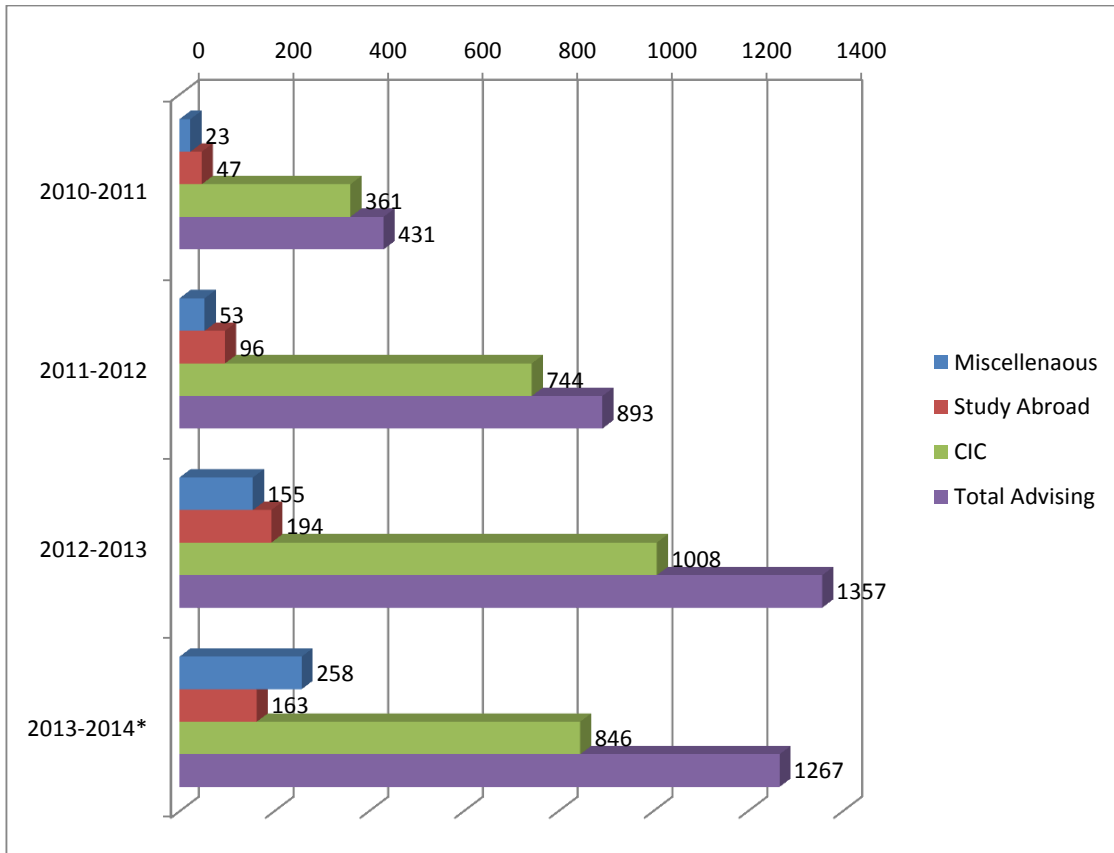
Operational Highlights

The University of Toronto Mississauga International Centre (IC), provides service to students in the following areas:

- [Citizenship & Immigration Canada](#) advising;
- Advice and referrals to [Citizenship & Immigration Canada](#) websites for immigration application forms;
- Assistance locating an [authorized immigration representative](#);
- Support related to [University Health Insurance Plan \(UHIP\)](#) coverage;
- Information and support related to University of Toronto [Summer Abroad and Exchange](#) programs;
- [Social Insurance Number \(SIN\)](#), [Individual Tax Number \(ITN\)](#), and other Service Canada resources support;
- Cultural transition support;
- English as a Second Language (ESL) [English Conversation Groups](#) support;
- And more.

Advising students on matters related to Citizenship & Immigration Canada, Study Abroad, University Health Insurance Plan, and Service Canada matters (e.g. Social Insurance Number, Individual Tax Number, etc.) continues to be the primary service to students provided by the IC.

International Centre Advising Appointments by Type



* May 1, 2013 – October 31, 2013

Financial Highlights

Revenues

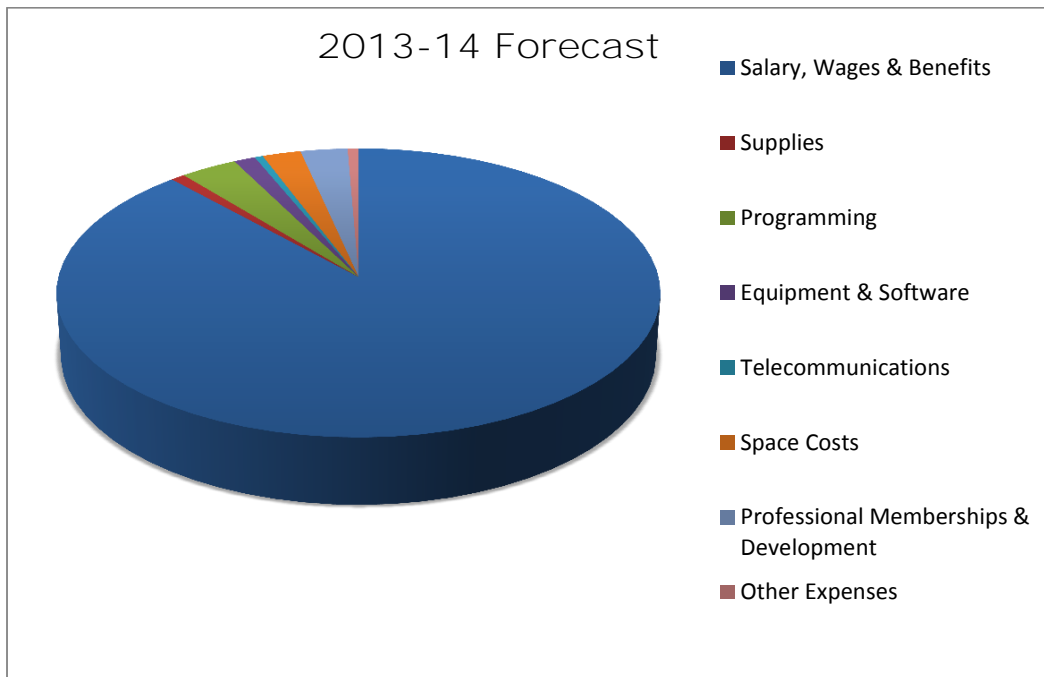
Revenues come from three primary sources. Student Service Fees accounts for 49% of total revenues. The 2013-14 Student Service Fee is \$5.71 per UTM student (full-time), per semester. The UTM Operating Budget contributes 44% of the revenue. Other Revenues related to tri-campus support (e.g. University Health Insurance Program), make-up the remaining 7% of the revenue.

Expenses

The most significant expense incurred by the International Centre service is the cost of *Salary, Wages & Benefits*. These costs relate to UTM employees working for the International Centre who advise students on service related matters, assist in the delivery of service related co-curricular programs, services, & initiatives, and manage, prepare & monitor the budget. The forecast includes an additional expense representing a percentage of the service manager's salary & benefits; previously, the International Centre had not

been contributing financially to the service manager’s salary & benefits. The forecast reflects a total savings in *Salary, Wages & Benefits* resulting from the delayed hiring of a qualified International Student Immigration Advisor during the budget year.

Additional expenses were incurred under newly introduced budget lines, including *Telecommunications, Professional Memberships & Development*, and *Other Expense* relating to costs for telephone lines, a required professional association membership under the Immigration Consultants of Canada Regulatory Council (ICCRC), and related professional development, mileage, parking, & hospitality costs. As a result, these expense lines will be reflected in future budgets.



Advisory Group Deliberations

The International Centre Advisory Group met on two occasions, October 18 and November 1, 2013, and was comprised of 4 student representatives:

1. Cynthia Chao
2. Gael Jacquin
3. David Amos
4. Chinelo Okereke

And, 4 UTM administrative staff from the International Centre and Business Services:

1. Dale Mullings
2. Stacey Platt
3. Joanna Mackie
4. Govind Khurana

The advisory group reviewed current services and provided input and feedback on options. The following service recommendations received overwhelming support from participants.

1. Enhance Communications to Students About International Centre Services;
2. Increase Advising & Group Advising Opportunities;
3. Implement Proactive Advising Strategies

Other service issues were also discussed and responses, if available, were presented to the individual or advisory group as appropriate.

2014-15 Proposal

Proposal to the Quality Service to Students committee (QSS)

The 2014-15 budget proposes the following in response to the advisory group recommendations:

1. Enhance Communications to Students About International Centre Services;
 - a. Commitment to enhance web based resources using multi-platform approach (e.g. text, video, social media, etc.);
 - b. Increased collaboration with student clubs, societies, governments and other departments to engage communities of students (e.g. collaboration with Residence Council through tabling on value of study abroad opportunities);
2. Increase Advising & Group Advising Opportunities;
 - a. **Introduction of 'Just in Time' Group Advising** Series to engage students on topics of relevance when needed most (e.g. off-campus work permit group advising in Feb/Mar – when international students are completing 6-months of full-time study and become eligible to apply for an off-campus work permit);
 - b. Increased daily drop-in advising hours;
3. Implement Proactive Advising Strategies.
 - a. Development and implementation of an Expiring Study Permit Notification System, including personal follow-up by International Centre staff in advance of expiring permits;
 - b. Introduction of Virtual Advising to assist students abroad.

The 2014-15 budget proposal includes the addition of an International Student Immigration Advisor, to assist with growing demand for Citizenship & Immigration Canada related advising, thereby allowing the operation to achieve the above mentioned recommendations.

The 2014-15 budget includes an additional commitment from the UTM Operating Budget of \$66,564. The total UTM Subsidy of \$209,683 matches the Student Service Fee revenue. The UTM Operating Budget is an on-going annual contribution to the International Center.

As a result, the proposed increase to the International Center Student Service Fee is \$7.09 per UTM-registered or UTM-affiliated full-time student (\$1.42 for a part-time student) or 24.18%.

University of Toronto Mississauga
International Center
Statement of Operating Results
in \$'s

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	2012-13 <u>Actual</u>	2013-14 <u>Budget</u>	2013-14 <u>Forecast</u>	2013-14 <u>Variance</u>	2014-15 <u>Budget</u>
Revenue					
Student Service Fee	79,388	158,662	158,662	-	209,683
Operating Budget	111,402	143,119	143,119	-	209,683
Other Revenues	10,000	10,000	22,000	12,000	20,000
Total Revenue	200,790	311,781	323,781	12,000	439,365
Expenditures					
Salary, Wages & Benefits	175,692	292,194	268,670	23,524	422,239
Supplies	2,339	3,500	2,567	933	2,500
Programming	6,401	9,000	10,314	(1,314)	10,600
Equipment & Software	11,311	5,000	3,908	1,092	3,000
Telecommunications		-	1,500	(1,500)	2,000
Space Costs	4,887	6,974	6,974	-	6,954
Professional Memberships & Development		-	8,504	(8,504)	15,000
Other Expenses		-	2,000	(2,000)	2,000
Total Expenditures	200,630	316,668	304,437	12,231	464,293
Surplus (Deficit)	160	(4,887)	19,344	24,231	(24,928)
Carryforward, from previous year	5,424	4,887	5,584	697	24,928
Carryforward, to next year	5,584	-	24,928	24,928	-

Student Fee (per semester)

Full time	\$ 5.71	\$ 7.09	24.18%
Part time	\$ 1.14	\$ 1.42	



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, 2014 for March 5, 2014

AGENDA ITEM: 6

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ITEM IDENTIFICATION:

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

JURISDICTIONAL INFORMATION:

Section 5 of the Campus Council Terms of Reference lists student societies and compulsory non-academic incidental fees among the body’s areas of responsibility.

Sections 5.4.1 and 5.4.2 of the Campus Affairs Committee’s Terms of Reference provide that compulsory non-academic incidental fees for representative student committees and divisional student societies “are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee.”

Student society fees are subject to the terms and conditions of the *Policy on Ancillary Fees* (Category 2.0, “Student organizations and services provided by such organizations,” and Category 3.0, “Student levies for specific, limited projects”), and the *Policy for Compulsory Non-Academic Incidental Fees* (Preamble, Section A., and in particular, Section B.). Student society fees are not subject to the *Protocol on Non-Tuition Fees*.

Section B.4. of the *Policy for Compulsory Non-Academic Incidental Fees* outlines the general expectations with respect to increases of student society fees:

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.

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

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 matter further as part of the assessment of the request.

GOVERNANCE PATH:

1. UTM Campus Affairs Committee [For Recommendation] (February 10, 2014)
2. **UTM Campus Council [For Approval] (March 5, 2014)**
3. Executive Committee [For Confirmation] (March 27, 2014)
4. University Affairs Board [For Information] (April 29, 2014)

PREVIOUS ACTION TAKEN:

Student society requests detailed in the enclosed proposal were considered and recommended for Campus Council approval by the Campus Affairs Committee.

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

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)

University of Toronto Mississauga Residence Council (UTMRC)

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 beginning in the Summer 2014 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 \$9.25 per session (\$9.25 part-time) (Summer Session only) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the UTMSU fee be increased as follows: (a) an increase of \$0.20 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 Food Bank portion of the fee, (c) 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, (d) an increase of \$0.02 per session (\$0.02 part-time) in the Student Refugee Program portion of the fee, (e) an increase of \$7.03 per session (\$7.03 part-time) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the UTMSU fee charged to Mississauga Academy of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (a) an increase of \$1.50 per session in the Mississauga Transit Summer 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 2014 session, the University of Toronto Mississauga Residence Council (UTMRC) fee be increased as follows: (a) an increase of \$1.00 per session in the society portion of the fee.

If approved, the total Fall/Winter **UTMSU** fee will be \$119.17 per session (\$97.58 part-time), charged to all UTM undergraduate students; and the total Fall/Winter **UTMSU** fee for Mississauga Academy of Medicine students will be \$172.06 per session.

If approved, the total Fall/ Winter **UTMRC** fee will be \$11.00 per session, charged to all UTM residence students.

DOCUMENTATION PROVIDED:

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



TO: Members of the Campus Affairs Committee

FROM: Mark Overton, Dean of Student Affairs

DATE: February 3, 2014

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*

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

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.*

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);

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

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;
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 2013 consumer price index for Ontario was 1.5%.

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 UTSMU 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.

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

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

Background:

In fall/winter 2013-14, the total UTMSU fee is \$111.89 per session for full-time University of Toronto Mississauga (UTM) students (\$90.49 part-time). The fee includes \$0.51 per session for the On Campus First Aid Emergency Response/Erindale College Special Response Team (ECSPERT), \$0.99 per session for Academic Societies, \$0.54 per session for a Food Bank, \$1.07 per session for the Student Refugee Program (WUSC), and \$78.12 per session for the Mississauga Transit UPass fee.

Requests:

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

At its meeting held on January 21, 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 January 21, 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 Societies portion of the fee.*

At its meeting held on January 21, 2014, the UTMSU Board approved a resolution to request a cost of living increase to the Academic Societies 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.

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

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

At its meeting held on January 21, 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 January 21, 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.

- 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 28, 2013, 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 increase in the Mississauga Transit Summer U-Pass portion of the fee charged in the Fall and Winter sessions only to Mississauga Academy of Medicine (MAM) students.*

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.

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

At its meeting held on November 28, 2013, the UTMSU Board approved a resolution to request an inflationary increase to the Summer U-Pass portion of the fee charged to MAM students.

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.

Note: UTMSU also sought consent from its members for an increase to its fee to support an expansion of the UTM Student Centre. However, this referendum was not successful and, accordingly, a request is not being forward to the Campus Affairs Committee for this increase.

Summary of Changes

Student Societies	Summer 2014		Fall 2014		Winter 2015		Summer 2013		Fall 2013		Winter 2014	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Erindale College Student Union (operating as the U of T Mississauga Students' Union)												
Society (cost of living increases permitted without referendum - approved spring 2006)	13.65	1.00	13.85	1.02	13.85	1.02	13.54		13.65	1.00	13.65	1.00
Student Centre Levy	12.50	3.75	12.50	3.75	12.50	3.75	12.50		12.50	3.75	12.50	3.75
On Campus First Aid Emergency Response (cost of living increases permitted without referendum - approved spring 2011)	0.51	0.51	0.52	0.52	0.52	0.52	0.51		0.51	0.51	0.51	0.51
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
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
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)	112.02	112.02	85.15	85.15	85.15	85.15	102.77		78.12	78.12	78.12	78.12
Academic Societies (cost of living increases permitted without referendum - approved spring 2007)	0.98	0.98	1.00	1.00	1.00	1.00	0.98		0.99	0.99	0.99	0.99
Food Bank (cost of living increases permitted without referendum - approved spring 2009)			0.55	0.55	0.55	0.55			0.54	0.54	0.54	0.54
Student Refugee Program (cost of living increases permitted without referendum - approved spring 2009)			1.08	1.08	1.08	1.08			1.07	1.07	1.07	1.07
TOTAL	\$144.17	\$122.77	\$119.16	\$97.58	\$119.16	\$97.58	\$134.81	\$0.00	\$111.89	\$90.49	\$111.89	\$90.49
Change From Previous Year	+6.9%	(new)	+6.5%	+7.8%	+6.5%	+7.8%	+7.0%		+6.2%	(new)	+6.2%	(new)
	\$ 9.36		\$ 7.27	\$ 7.09	\$ 7.27	\$ 7.09	\$ 8.78		\$ 6.58		\$ 6.58	

Note: Beginning in Fall 2013, Mississauga Academy of Medicine Students also pay \$51.38 in both the fall and winter sessions for summer UPass.

Recommendation

THAT beginning in the Summer 2014 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 \$9.25 per session (\$9.25 part-time) (Summer Session only) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the UTMSU fee be increased as follows: (a) an increase of \$0.20 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 Food Bank portion of the fee, (c) 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

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

of the fee, (d) an increase of \$0.02 per session (\$0.02 part-time) in the Student Refugee Program portion of the fee, (e) an increase of \$7.03 per session (\$7.03 part-time) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the UTMSU fee charged to Mississauga Academy of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (a) an increase of \$1.50 per session in the Mississauga Transit Summer U-Pass portion of the fee.

If approved, the total Fall/Winter UTMSU fee will be \$119.17 per session (\$97.58 part-time), charged to all UTM undergraduate students; and the total Fall/Winter UTMSU fee for Mississauga Academy of Medicine students will be \$172.06 per session.

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University of Toronto Mississauga Residence Council (UTMRC)

Background:

In Fall/Winter 2013-14, the total UTMRC fee is \$10.00 per session for University of Toronto Mississauga (UTM) residence students. The entire fee is designated for the society.

Requests:

- i. *An increase in the society portion of the fee.*

A referendum was held November 29, 2013, in which UTM residence students were asked to support an increase to the University of Toronto Mississauga Residence Council fee. The wording of the referendum question is as follows:

2013 UTM Residence Council (UTMRC) Referendum

The University of Toronto Mississauga Residence Council's assessed Residence Council fee has been unchanged for the past 5 years despite the continuous cost increase of provincial goods and services. To provide and maintain a sufficient number of programs and services, UTMRC seeks consent to increase the annual Residence Council fee charged to all undergraduate residence students from \$20 to \$22 effective August 31, 2014. A further increase in its fee for each following year shall be subject to a standardized index of inflation according to the Ontario's annual Consumer Price Index and shall be approved by a majority (2/3) of the Residence Council Members.

Are you in favour of implementing the changes described above regarding the UTM Residence Council Fee? YES / NO

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

The results of the referendum are as follows:

YES	116
NO	30
SPOILED	2
Approximate # of eligible voters	1,293
Voter Turnout	148 (11.4%)

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At its meeting held on December 1, 2013, the UTMRC Executive ratified the results of referendum and formalized the request for a fee increase.

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.

Summary of Changes

Student Societies	Summer 2014		Fall 2014		Winter 2015		Summer 2013		Fall 2013		Winter 2014	
	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 at Mississauga Residence Council												
Society				11.00		11.00				10.00		10.00
TOTAL		\$0.00		\$11.00		\$11.00		\$0.00		\$10.00		\$10.00
Change From Previous Year				+10.0%		+10.0%				+0.0%		+0.0%
				+1.00		+1.00				+0.00		+0.00

Recommendation

THAT beginning in the Fall 2014 session, the University of Toronto Mississauga Residence Council (UTMRC) fee be increased as follows: (a) an increase of \$1.00 per session in the society portion of the fee.

If approved, the total UTMRC fee will be \$11.00 per session, charged to all UTM residence students.



UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL

FEBRUARY 6, 2014

MINUTES OF THE MEETING OF THE CAMPUS COUNCIL held on February 6, 2014 at 4:10 p.m. in the Council Chambers, William G. Davis Building, University of Toronto Mississauga.

Mr. John Switzer, Chair
 Professor Hugh Gunz, Vice-Chair
 Professor Deep Saini, Vice-President & Principal
 Ms Kelly Akers
 Mr. Jeff Collins
 Mr. Neil Davis
 Professor Shay Fuchs
 Mr. Simon Gilmartin
 Mr. Kevin Golding
 Ms Pam King
 Mr. Nykolaj Kuryluk
 Mr. Sheldon Leiba
 Dr. Joseph Leydon
 Ms Alice Li
 Mr. Muhammed Mahmood
 Professor Kathy Pichora-Fuller
 Professor Mihaela Pirvulescu

Ms Judith Poë
 Mr. Ron Racioppo
 Mr. Masood Samim
 Mr. David Szwarc
 Dr. Karima Velji

Regrets:
 Ms Melissa Berger
 Mr. Paul Donoghue, Chief Administrative Officer
 Dr. Rav Kumar

Non-Voting Assessors:
 Professor Amy Mullin, Vice-Principal Academic & Dean

In Attendance:

Mr. Lee Bailey
 Ms Sonia Borg, Assistant Director Ancillary & Student Services, Business Services
 Ms Tamara Breukelman, Operations Manager, Mississauga Academy of Medicine
 Ms Christine Capewell, Director, Business Services
 Ms Diane Crocker, Registrar
 Mr. Andrea De Vito, Assistant Director, Hospitality & Retail Operations
 Ms Christina Fox, Director of Alumni Relations, Office of Advancement
 Ms Vicky Jezierski, Director, Hospitality and Retail Operations
 Ms Angelina Lopatriello, Manager, Finance and Administration, Student Housing and Residence Life
 Mr. Dale Mullings, Director of Residence and Student Life, Student Housing and Residence Life
 Mr. Mark Overton, Dean of Student Affairs
 Ms Macarena Sierra, Director of Development, Office of Advancement
 Ms Jane Stirling, Director, Marketing and Communications, Office of Advancement

Secretariat:

Mr. Louis Charpentier, Secretary of the Governing Council
 Mr. Jim Delaney, Acting Assistant 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 to the first meeting of 2014. The Chair advised members on the matter of term lengths under the new Campus Council structure. As this was the inaugural year, all elected and appointed members of the Council and its Standing Committees had one year terms. The Terms of Reference does provide for three year terms for members drawn from all estates with the exception of students who always serve a period of one year. The Chair informed members, that the Elections Committee was working closely with the Chief Returning Officer and the Deputy Returning Officers in order to develop a solution, which would reflect the spirit of the terms of reference and the need to introduce staggered terms to provide for continuity of membership for Campus Council and its Committees.

The Chair encouraged community members to stand for reappointment once their current term ends on June 30, 2014, as this would assure continuity. The solution crafted would include a combination of 1, 2 and 3 year terms with options for renewal. The goal was to have consultation completed in a transparent manner, to submit the resulting recommendations to the Governing Council before the 2015 Elections.

2. Report of the Vice-President & Principal

The Chair invited Professor Saini to give his report to members of Council. Professor Saini advised members that he would speak to two items, one which significantly impacted UTM and another, which was a significant development in the political environment and had a potential to impact our university. Firstly, Professor Saini advised members of the City of Mississauga's \$10 million investment over a period of 10 years for the UTM Innovation Complex, which was scheduled to open in September 2014 and would be home to the Institute for Management and Innovation (IMI) and the Office of the Registrar. Professor Saini noted that the University's needs are many and this would allow UTM capital reserve funds previously earmarked for the Innovation Complex to be allocated elsewhere. Professor Saini recognized the hard work and diligence of Mr. Andrew Stelmacovich, Executive Director of Advancement, Professor Hugh Gunz, Director, IMI, and Professor Ulli Krull, Vice-Principal, Special Initiatives in the procurement of this grant. The \$10 million grant would produce major economic benefits for the City of Mississauga and the region and was aligned with the economic development agenda of the City. In addition to the generation of talent for the new economy, the ongoing estimated impact of IMI was estimated to be over \$22 million per year, including generating over 100 full time jobs. The grant would be financed by a levy on the tax bill of Mississauga residents, which amounted to an increase of \$1.34 per resident per year. Professor Saini was thankful to the City of Mississauga and its citizens for their generosity.

Professor Saini informed members of a shift occurring in provincial government policy with regards to expansion in post-secondary education. During the previous election, the Liberal government had discussed the creation of three new universities in Ontario, an idea they have since withdrawn. In December, 2013 the provincial government announced a plan to fund major capacity expansion in post-secondary institutions, to be accomplished through the financing of satellite campuses for major universities or through expansion of capacity of current universities in strategic locations considered to be under-served. Professor Saini listed the requirements for universities to be considered for these funds, and advised members they would be kept informed throughout the process as UTM works towards determining its eligibility.

3. An Overview of External Relations at UTM: Presentation from Mr. Andrew Stelmacovich, Executive Director of Advancement

The Chair invited Mr. Andrew Stelmacovich, Executive Director of Advancement, to provide an overview of external relations at UTM.

Mr. Stelmacovich's presentation¹ included the following key points:

- Mr. Stelmacovich introduced the four portfolios for the Office of Advancement - the three core portfolios were Development, Marketing and Communications and Alumni Relations; the evolving portfolio was Government Relations;
- The University of Toronto's Boundless Campaign of \$2 billion set two broad themes: meeting global challenges and preparing global citizens. In May 2012, UTM launched a five year public campaign with goals that were aspirational and unique to UTM;
- Projects that reflected the subtheme of building global fluency included the Centre for South Asian Civilizations, student support (scholarships, awards and Boundless Promise program) and utmONE;
- Other major projects that were in line with meeting global challenges were the Terrence Donnelly Health Sciences and Innovation complexes, Institute for Management and Innovation, as well as faculty support;
- Mr. Stelmacovich announced that UTM had raised approximately \$51 million of its stated \$60 million campaign goal. ;
- An overview was provided regarding the campaign's progress to date, showing that the majority of funds raised were directed towards infrastructure (56 percent), followed by human capital (26 percent), research (7 percent) and programming (9 percent). In addition, 25 percent of investments were allocated to endowed funds and 75 percent were deployed for immediate expenditure;
- Mr. Stelmacovich discussed the importance of alumni relations as a critical component of external relations, acting as a catalyst to build a connected alumni, student and community network through their participation in various leadership positions and as ambassadors of UTM's reputation;
- Rapid growth of UTM and internationalization of its student body required a new strategic approach. This would include a global reach, focus on alumni and student connectivity and international alumni relations, building a culture of alumni engagement and the utilization of alumni metrics;
- Mr. Stelmacovich advised members of the expansion of the Development and Alumni Relations team;
- Marketing and Communications focused on three strategic areas: institutional marketing, advancement communications and issues management. He noted that UTM was the first to launch an ad campaign in Halton and Peel and that advancement communications focused specifically on fundraising and alumni support;
- Government relations had emerged as an area of significant impact to UTM, noting that UTM had received \$152.8 million in funding from federal and provincial governments since 2010;
- Mr. Stelmacovich noted the reason for success in procuring funding had been a strategic convergence of aspirations and priorities between UTM and the region, as well as the university's demonstrated regional economic impact.

A member applauded the University's farsighted strategy in creating and fostering relationships with external partners that have resulted in grants, such as the City of Mississauga \$10 million grant. Mr. Stelmacovich thanked the member and stated this ability had been a defining feature of UTM.

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

In response to a member's question Mr. Stelmacovich noted that demonstrating the financial impact and return on investment for grants, was essential in articulating a sound business case to the City of Mississauga. Professor Saini also commented that previous interactions with the City, including their \$3.5 million investment in the Communication, Culture and Information Technology (CCIT) building, demonstrated that the return on investment to the City in human talent and economic development was highly valued.

A member took the opportunity to raise an issue related to the earlier report of the Vice-President and Principal. The member asked how the change in direction from the provincial government regarding capacity expansion would impact UTM and asked whether UTM had any plans for a stronger presence in the City of Brampton. Professor Saini responded that the idea of expansion into Brampton had not been ignored, but noted that UTM had to be disciplined in the way it served that neighboring city, within the framework of its Master plan. He noted that Brampton provided approximately 8 percent of UTM's student population and the university would like to increase that to 15 percent. Professor Saini also noted that the UTM campus encompassed a complex infrastructure that provided a first class holistic university experience, which would be difficult to duplicate in Brampton.

A member asked if UTM's projections for student enrolment growth were based on the previous government announcement calling for additional university campuses. Professor Saini advised that UTM's projections were not based on the establishment of other universities, but on what was deemed to be the ideal size for the campus.

Professor Saini congratulated Mr. Stelmacovich and the Office of Advancement for having reached \$51 million of UTM's \$60 million fundraising goal and shared with members the hope of exceeding that goal.

4. 2014-15 Operating Plans: UTM Service Ancillaries*

Professor Leydon advised members it was the responsibility of members of Council to approve operating plans for all UTM service ancillaries on an annual basis, on the recommendation of the Campus Affairs Committee. These plans included a Management report, which outlined proposed services and programs offered within the financial parameters of the University's operating budget and financial policies set by the Business Board. The plans also included each ancillary's annual operating budget and the changes to program and levels of service, categories of users, accessibility, and compulsory or optional fees. For this year, the plans reported on actual financial results for the 2012-13 academic year, the forecast for 2013-14 as well as the projections for the five year period from 2014-15 to 2018-19. Professor Leydon noted that only the proposed budget for 2014-15 was presented for approval.

Professor Leydon reported on the consultation, which had occurred on this item previously. Within the new governance structure, a number of bodies or groups continued their involvement in the consultation process for major ancillaries prior to the operating plans submission to the Campus Affairs Committee. These included the Student Housing Advisory Committee, Residence Council, Food Services Advisory Committee and Transportation and Parking Advisory Committee. He also stated there had been no objections to the plans or rates for 2014-15 and the plans had been reviewed by the University's Financial Services department.

Professor Leydon provided an overview of the Service Ancillaries, which included Student Housing and Residence Life, Conference, Food and Parking services at UTM. These operations experienced the effects of continued growth in enrolment on campus in different ways, and operated without subsidy. He noted that the Residence operation was close to achieving the challenging financial plan necessary to

recover from large investments in new residences; that Conference Services continued to be challenged by the reduction of space available in which to operate; that Food services had sustained its investments in outlets to service UTM's growing population; and that Parking continued to provide adequate inventory at peak periods, while saving for a parking deck expansion. Professor Leydon then summarized the discussion of the budgets at the Campus Affairs Committee, which had recommended this item for approval.

The Chair invited Ms Capewell to provide a summary presentation² on the item, and her presentation made the following key points:

- Ms Capewell noted, in the current environment solid financial plans exist for all ancillaries, and they are focused on balancing financial plans and achievement of extensive growth on campus in the last 10 years;
- Conference Services continued to deal with space shortages in residence during the summer semester and the shortage of dining space, and was the only ancillary to contribute back to the operating budget;
- Residence Services fund would be positive by 2016-17;
- Food Services would be investing \$2.6 million in facilities in 2015-16;
- Parking Services had maintained capital on an annual basis; capital reserves were allotted to the future expansion of the parking deck, which was projected for 2016;
- Capital budgets for the upcoming year included investments in roofs for residence buildings, as well as food services outlet expansions;
- Ms Capewell provided an overview of market comparisons for the cost of food, parking permits and cost of residence, placing UTM at average or below average with respect to costs across peer institutions.

In response to a member's question, Ms Capewell responded that customer experience was collected in a variety of ways, including the advisory committees mentioned earlier and through surveys. Specifically, in the previous year, an extensive survey was conducted on changing needs of students with respect to food services. In addition, Mr. Dale Mullings, Director, Student Housing and Residence Life noted that the National Survey of Student Engagement (NSSE) provided the administration with benchmarking against other North American universities, and that UTM works with a consortium of universities that continually collaborate on improvement of scores.

A member asked why the University had decided to include a 3 percent increase in parking considering the parking deck was not scheduled to be built until 2016, and why parking rates at UTM were second only to St. George. Ms Capewell advised that financing the expansion of the parking lot deck required more than a 3 percent increase, but noted that the administration had made a concerted effort to limit the increase to 3% and pay for the remainder of the deck by borrowing the remainder of the funds. She also clarified that parking rates for unreserved permits were compared to UTSC, St. George campus, York University, McMaster University, University of Waterloo and Credit Valley Hospital: parking rates at UTM were less expensive than all of these universities, but the University of Waterloo and one option at McMaster. As a follow up, the member commented that it would be unfair for students who would possibly not use the deck to pay for it, and that the option for mortgaging the parking deck should be explored as parking space would be considered an asset for the university. The Chair provided context for the parking deck expansion, advising members the parking deck proposal was made at Governing Council and included a long range financial plan. The Chair asked that the relevant assessors explore the

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

option suggested by the member, and that the findings be brought forward at the next meeting of Campus Council on March 5, 2014.

In response to a member's question, Ms Capewell noted she would explore the addition of heated bus shelters on campus.

A member asked for clarification on maintenance expenses. Ms Capewell advised that due to repairs on roofs for the Erindale Hall residence, the maintenance expense would decrease the following year. She explained that the roof repair was not categorized as a capital expense, but as a maintenance expense, because the repair did not add any value to the building. Ms Capewell noted that the categorization of this expense item as a maintenance cost and not as a capital expense was a complex decision that had been thoroughly analyzed and was made in collaboration with the University's Financial Services department.

In response to a member's question, Ms Capewell advised that the University did not hire third party management for residence services. Mr. Mullings added that in his view, because UTM provided its own residence services, the campus benchmarked higher in the level of student engagement. As a follow up, the member asked whether the administration had conducted a sensitivity analysis to residence rate increases. Mr. Mullings responded that surveys of outgoing residents were conducted, as well as a market analysis of off-campus options. He noted that a comparable residence in the area close to UTM, would cost approximately \$1500 more per year than residence, according to the Canadian Mortgage and Housing Corporation. He added, that the challenge with market analysis had been its inability to capture other services provided by the University, such as cable services, Wi-Fi, Internet, and student support services.

In response to a question regarding the 100 rooms being taken out of service, Mr. Mullings responded that the projection of the 96 percent occupancy rate included the removal of these 100 rooms out of service. He explained that the challenge with respect to predicting occupancy rates was less with upper year students whose behaviour with respect to living in residence was more easily predictable, than with first year students who sometimes accepted the residence offer but changed their minds. These students then forfeited their deposit to the residence operation with little or no notice, resulting in an unoccupied room very near or even shortly after the start of the term. He further noted that residence services had developed a number of strategies to better accommodate a waiting list for upper year students and to link students to other housing options, should they be needed.

A member inquired if issues of space availability continued, was there a continued need for the existence of Conference services in the long run. Ms Capewell advised that Conference Services had existed to utilize idle resources only. It had also developed a very interconnected relationship with food and residence services and provided service for internal events. Given the restrictions of space, administration would like to develop an improved operating model in the next two years. The member asked that a more in-depth analysis be provided of the viability of conference services. The Vice-President and Principal commented that he had registered this and other comments from members on the ancillaries and agreed that he could include an update on these matters during his comments at a future meeting.

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT, the proposed 2014-15 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 Schedule 6, as recommended by Mr. Paul Donoghue, Chief Administrative Officer, in the proposal dated December 9, 2013 be approved, effective May 1, 2014.

CONSENT AGENDA

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and that Item 5 - Report of the Previous Meeting, be approved.

5. Report of the Previous Meeting: Report 2 of the UTM Campus Council, December 9, 2013

6. Reports of Information

The following items for information were received by Council.

- a) Report 3 of the Agenda Committee (January 23, 2014)
- b) Report 3 of the Academic Affairs Committee (January 9, 2014)
- c) Report 3 of the Campus Affairs Committee (January 8, 2014)

7. Date of the Next Meeting – March 5, 2014 at 4:10 p.m.

The Chair reminded members that the next meeting of the Council was scheduled for Wednesday, March 5, 2014 at 4:10 p.m. in the Council Chamber, William G. Davis Building.

8. Question Period

There were no questions.

9. Other Business

There were no items of other business.

The meeting adjourned at 6:03 p.m.

Secretary
February 11, 2014

Chair



An Overview of External Relations

February 6, 2014

Andrew Stelmacovich, MBA
Executive Director of Advancement



BOUNDLESS

7

Portfolios

Core Portfolios

- Development
- Marketing and Communications
- Alumni Relations

Evolving Portfolios

- Government Relations



2



Development

To engage the external community in strategic investments that advance the academic mission of the University.

- Annual fund (< \$25,000)
- Major gifts (\$25,000 -- \$4,999,999)
- Principal gifts (\$5,000,000 or more)
- Bequests and planned gifts (estate, insurance)



3

7

The Boundless Campaign: \$2 Billion

- Meeting Global Challenges
- Preparing Global Citizens



4



UTM Boundless Innovation: \$60 million

Preparing Global Citizens

- Centre for South Asian Civilizations
- Student Support (Scholarships, Awards & Boundless Promise Program)
- utmONE



5

7

UTM Boundless Innovation: \$60 million

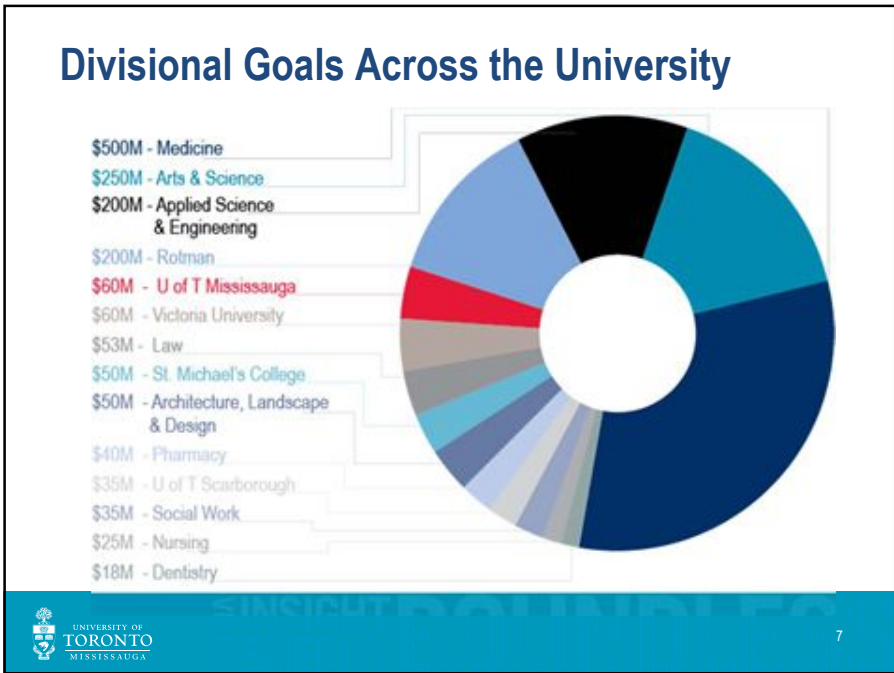
Meeting Global Challenges

- Terrence Donnelly Health Sciences Complex
- Innovation Complex
- Institute for Management & Innovation
- Faculty Support (Chairs, Professorships)

Case for support aligns closely with priorities around human talent, innovation, economic development and community impact.



3



7

Development: Campaign Highlights

- Campaign launched publicly on May 23, 2012
- Five-year public campaign
- Campaign strategy focuses on principal investments
- \$50,961,400 raised to date

Progress to date:

- 3 investments of \$10M or more
- 3 investments between \$1M and \$5M
- 33 investments between \$100K and \$1M
- 44 investments between \$25K and \$500K
- 1,828 investments below \$25K
- Total of 1,886 unique donors to date
- Alumni represent 1,331 donors and invested \$15.4 million

UNIVERSITY OF TORONTO MISSISSAUGA



Development: Campaign Highlights

Support directed to:

- Infrastructure (58%)
- Human capital (26%)
- Research (7%)
- Programs (9%)

25% of investments have been allocated to endowed funds and 75% have been deployed for immediate expenditure.



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7

Development

Development Team

- Macarena Sierra, Director of Development
- Julia Summers, Assistant Director, Advancement
- Felicia Sciberras, Senior Development Officer, Major Gifts
- Michelle Kim, Senior Development Officer, Annual Giving



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Development

Campaign Cabinet

- William G. Davis ('51, '67), Honorary Co-Chair
- Ignat Kaneff ('94), Honorary Co-Chair
- Vasdev Chanchlani ('86)
- Warren Edgar ('87)
- Terrence J. Donnelly ('03)
- James R. Hodgson ('76)
- Nick F. Kuryluk ('89)
- Ellen McGregor
- W. John Switzer ('70)
- Peter M. Vukanovich ('81)



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7

Alumni Relations

Alumni Relations engages alumni, students and community members in meaningful experiences with the university that are mutually beneficial. Alumni support UTM's academic mission, leadership, and worldwide impact through their achievements, advocacy, expertise, volunteerism and philanthropy.

UTM alumni see themselves as proud, lifelong members of a global community - 44,000 strong - who are invested in the future success of the university.



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Alumni Relations

Alumni Relations is a critical component of external relations and a catalyst for building a connected alumni, student and community network through:

- Leadership on important UTM and community-wide committees and organizations
 - Governance (Governing Council, Campus Council, Campaign Cabinet, UTM Alumni Association, Advisory Boards)
 - Mississauga, Peel and Other Local Organizations (RIC Centre, MBOT, United Way of Peel, Riverwood Conservancy, Hi Collaborative, Mississauga Summit)
- Serve as ambassadors and champions of UTM's reputation
 - UTM alumni website averages more than 15,000 visits per annum
 - 30% digitally connected; 80% contactable
 - Community building (38% of alumni reside in Mississauga)
 - Growing international alumni profile



Alumni Relations

Diverse set of on-campus events (7,400 guests at 34 events):

Grad Reception	Show Me the Green	Countdown to Success (David Chilton and Amanda Lang)
Golf tournament	Living Library	The Transit of Venus
Flicks on the Field	Career Centre panels	Building openings
CIBC Run for the Cure	Canadian Perspectives Lectures *	International Student Holiday Dinner
Philosopher's Café	Principal's Installation	Mayor's 90 th birthday
Regional alumni events	Snider Lectures (Jane Goodall and Mira Nair)	* UTM Associates
Backpack to Briefcase		





Alumni Relations

Rapid growth of UTM and the internationalization of the student body requires new strategic approach

- Board renewal to reflect diversity, academic breadth, global reach and advisory role
- Focus on alumni – student connectivity around experiential learning, service to the university and community
- Build a culture of alumni engagement across the campus
- Widen alumni engagement through marquis events and enhanced communications that promote UTM brand and key messages
- Focus on International Alumni Relations
- Alumni metrics – measure and track alumni engagement activities



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Alumni Relations

Alumni Relations Team:

- Christina Fox, Director, Alumni Relations
- Sue Prior, Manager, Alumni Development
- Melissa Heide, Alumni Assistant



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Alumni Relations

University of Toronto Mississauga Alumni Association

- Kevin Golding ('84), President
- Warren Edgar ('87), Past President
- Al Smith ('98)
- Ivana Di Millo ('88)
- Hazlon Schepmyer ('00)
- Lester Carreon ('09)
- Kristopher Kibsey ('07)
- Carol Bisnath ('91)
- Rahul D'Cunha ('09)
- Rosa Da Silva ('04)
- Dario Di Censo ('88)
- Aly Madhavji ('12)
- Mary Meledes ('03)
- Munir Ahmed ('11)
- Sven Spengemann ('90)
- Chris Thompson ('12)
- Robert Col ('07)
- Lavan Puvan ('10)



Alumni Relations

The Associates of U of T Mississauga

- Mae Burgess, Chair
- Sharon McCarthy, Vice-Chair
- Vasco Da Cunha
- Rosemary Sobanski
- Joyce Delves
- Rita Fleming
- Greg Hayter
- Sandra McCaskill
- Cheryl Sloan
- Al Sobanski
- Bruce Sproule
- Ian Still
- Gillian Dennis-Moore





Marketing and Communications

Marketing and Communications connects the university to its communities and provides a unified voice, internally and externally, for an integrated brand that helps to define UTM and differentiate it from other institutions.



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Marketing and Communications

Strategic Focus

- Institutional Marketing
- Advancement Communications
- Issues Management

Audiences include students, faculty, staff, alumni, government, business, donors, prospective donors, media, and general public



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Marketing and Communications

Institutional Marketing

- Digital and Print Communications
- U of T Mississauga Magazine (semi-annual publication)
- Express (internal monthly e-newsletter)
- UTM website (redesigned in 2012)
- Social media:
 - Facebook (9,200 fans up from 4,500)
 - Twitter (7,472 followers up from 4,000)
 - LinkedIn (2,140 members up from 1,200)
 - Youtube (25,325 views up from 13,200)
 - Flickr (1,927 images uploaded)



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Marketing and Communications

(continued)

- Strategic marketing and advertising campaigns
- Presentations to community groups across Mississauga
- Media relations
- Campaign media releases
- Faculty research media stories
- KPMG Economic Impact Report



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Marketing and Communications

Advancement Communications

- Boundless Case for Support
- Fundraising proposals
- Major gift announcements and media releases
- Special brochures, videos and other media
- Boundless Campaign events
- Speeches



Marketing and Communications

Issues Management

- 12 issues handled over last year
- Media training (3 annual sessions for faculty)
- Community relations and outreach (The Mississauga Good Neighbours Guide)
- Media spokesperson (Jane Stirling)





Marketing and Communications

Marketing and Communications Team

- Jane Stirling, Director of Marketing and Communications
- Nicolle Wahl, Assistant Director Communications (Digital)



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Government Relations

Engage local municipal, provincial and federal political leaders in advancing the strategic aspirations of UTM and leveraging the transformative role of the university in community building.

- December 11, 2013 – City of Mississauga invested \$10 million in Innovation Complex
- Since 2010, provincial and federal governments have invested \$152.8 million in new infrastructure



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External Relations and Community Impact

Convergence between UTM Aspirations and Regional Priorities



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7

External Relations and Community Impact

Community Leadership

- Research Innovation and Commercialization Centre
- Mississauga Summit and Higher Education Task Force
- Advantage Mississauga
- Mississauga Board of Trade
- Healthy City Stewardship Centre
- Supporting Community Events such as CIBC Run for the Cure, United Way
- Integration between Academic Programs, Industry and Community Organizations



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External Relations and Community Impact

Economic Impact

- \$1.3 billion annually to local and provincial economies

Category	Value
Additional earned income of alumni	\$1 billion
Spending by students, faculty, staff & visitors	\$272.7 million
Capital spending	\$44.7 million

UNIVERSITY OF TORONTO MISSISSAUGA

INSIGHT BOUNDLESS ENERGY

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- UTM students contribute 45,000 volunteer hours to community organizations valued at \$1.1 million annually in Mississauga
- Investment of \$379 million in eight new buildings and major renovations over the last ten years
- World-wide network of 44,711 alumni and 13,000 students from 125 countries

UNIVERSITY OF TORONTO MISSISSAUGA

INSIGHT BOUNDLESS ENERGY

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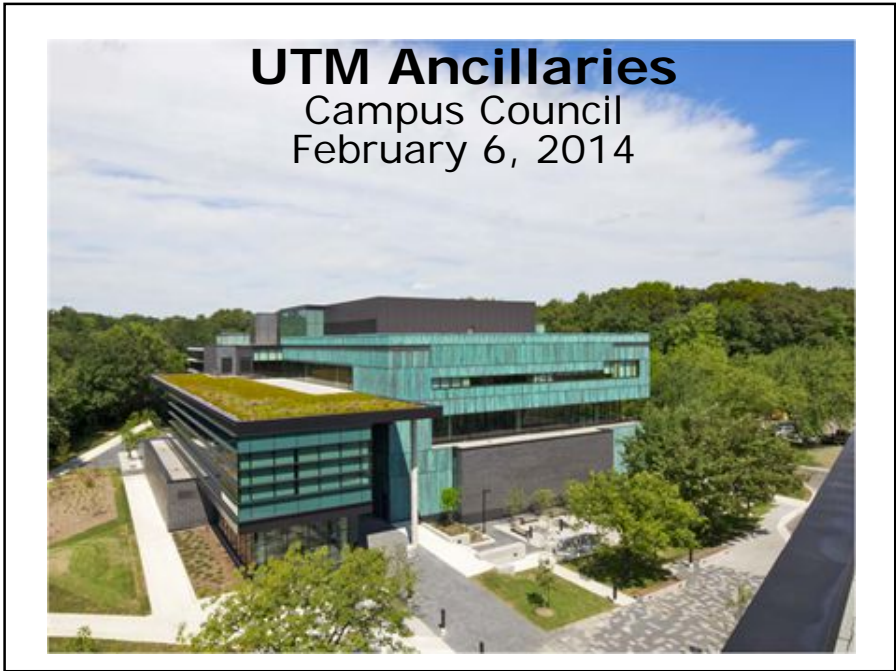


External Relations and Community Impact

Synchronized and Connected

- Galvanize stakeholder interest, engagement and commitment to UTM
- Responsive to emerging community priorities
- Competitive advantage in the western GTA higher education market
- Community views UTM as a critical resource for growth and transformation
- Leverage community assets to strengthen UTM





Four 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	No
10% operating reserve	Yes	Yes	Yes	Yes
Contribute to operating	No	No	Yes	No

Ancillary Consultation Process for Proposed Operating Plans/Budgets

Residence & Meal Plans

- Student Housing Advisory Committee (Oct 29, 2013)
- Resident Student Dining committee (Nov 15 and Nov 29, 2013)

Food Services

- Food Services Advisory (Dec 12, 2013)

Parking

- Transportation & Parking Advisory Committee (Dec 9 and 16, 2013)

Current Environment

- solid financial plans
- balance moderate price increases with support for growth
- added extensive facilities in last 10 years
- Residence fund balance will be positive by 2016-17
- Food Services will invest in more facilities (\$2.6m in 2015-16)
- Conference Services revenues decreased due to space shortage
 - exists to utilize idle resources
 - external customers (not primary focus of University)
- Parking
 - price increases limited to 3% annually for several years
 - saving for expansion of lot 8 deck in 2016
 - will require borrowing of \$4.5m

Schedule 1

**Service Ancillary Operations Budget Summary
Projected Operating Results
for the year ending April 30, 2015**

	<u>Revenues</u>	<u>Expenses</u>	<u>Net Income/(Loss) before Transfers</u>	<u>Transfers in/(out)</u>	<u>Net Income/(Loss) after Transfers 2015</u>	<u>Net Income/(Loss) after Transfers 2014</u>
Residence	12,603	11,796	807	(1,300)	(493)	483
Conference	799	859	(60)	(100)	(160)	(118)
Food	1,810	1,701	109	-	109	194
Parking	<u>3,370</u>	<u>2,548</u>	<u>822</u>	<u>-</u>	<u>822</u>	<u>788</u>
Total	18,582	16,904	1,678	(1,400)	278	1,347

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Schedule 5

**Service Ancillary Operations Budget Summary
Summary of 2014-15 Capital Budgets**

(in \$000's)

	<u>2014-15</u>	<u>2013-14</u>
Residence	1,399	235
Conference	-	-
Food	350	170
Parking	<u>-</u>	<u>-</u>
Total	1,749	405

6

Service Ancillary Operations Budget Summary Schedule 6
Schedule of 2014-15 Rates

in \$'s

	2013-14 Rate \$	2014-15 Rate \$	Increase (Decrease) \$	Increase %	Prior Year's Increase %
Parking					
Reserved (annual)	933.94	961.96	28.02	3%	3%
Premium Unreserved (annual - Lots 4,8,9)	666.53	686.53	20.00	3%	3%
Unreserved (annual - Lots 4 & 8 only)	644.92	664.27	19.35	3%	3%
Student Unreserved (sessional - Lots 4 & 8 only)	268.71	276.77	8.06	3%	3%
Unreserved Afternoon (annual - after 3:30pm)	540.24	180.00	(360.24)	-67%	3%
Commercial (annual - Lots 4,8,9)	1,080.49	1,112.90	32.41	3%	3%
Pay & Display (daily maximum) (6:30am to 8:00am next day)	13.00	13.00	-	0%	0%
Pay & Display (evening/weekend) (5:00pm to 8:00am next day)	6.00	6.00	-	0%	0%
Pay & Display (per half hour) (6:30am to 5:00pm)	2.50	2.50	-	0%	0%
Pay & Display (per half hour) (weekdays 5:00pm to 8:00am next day; weekends & holidays)	1.00	1.00	-	0%	0%

7

Service Ancillary Operations Budget Summary Schedule 6
continued
Schedule of 2014-15 Rates

in \$'s

	2013-14 Rate \$	2014-15 Rate \$	Increase (Decrease) \$	Increase %	Prior Year's Increase %
Food					
Group A					
Plus	4,499	4,699	200	4.4%	2.3%
Regular	4,199	4,349	150	3.6%	2.4%
Light	3,949	3,999	50	1.3%	2.6%
Minimum	3,639	3,649	10	0.3%	2.5%
Group B					
Regular	2,399	2,499	100	4.2%	4.5%
Light	2,149	2,199	50	2.3%	2.6%
Minimum	1,849	1,899	50	2.7%	2.8%

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Service Ancillary Operations Budget Summary
Schedule of 2014-15 Rates

Schedule 6
continued

in \$'s

	2013-14 Rate \$	2014-15 Rate (Decrease) \$	Increase \$	Increase %	Prior Year Increase %
Undergraduate Students (per fall/winter session)					
Townhouses					
(Schreiberwood, McLuhan, Putnam, Leacock)	7,070	7,424	354	5%	5%
Premium Townhouses (Leacock 2 bedroom)	7,887	8,281	394	5%	5%
Suites (Roy Ivor, Erindale)	7,887	8,281	394	5%	5%
Dormitory (Oscar Peterson)	7,070	7,424	354	5%	5%
Premium Townhouses (MaGrath Valley)	7,887	8,281	394	5%	5%

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Service Ancillary Operations Budget Summary
Schedule of 2014-15 Rates

Schedule 6
continued

in \$'s

	2013-14 Rate \$	2014-15 Rate \$	Increase (Decrease) \$	Increase %	Prior Year Increase %
Family & Graduate Housing (per month)					
Schreiberwood					
2 bedroom townhouse					
May to Aug	1,160	1,325	165	14%	5.9%
Sept to April	1,325	1,391	66	5%	14.2%
3 bedroom townhouse					
May to Aug	1,199	1,365	166	14%	5.8%
Sept to April	1,365	1,433	68	5%	13.8%
4 bedroom townhouse					
May to Aug	1,222	1,415	193	16%	5.8%
Sept to April	1,415	1,486	71	5%	15.8%
Small Bachelor					
May to Aug	779	818	39	5%	5.9%
Sept to April	818	859	41	5%	5.0%
Large Bachelor					
May to Aug	818	859	41	5%	5.9%
Sept to April	859	902	43	5%	5.0%
Shared Bachelor					
May to Aug	818	859	41	5%	5.9%
Sept to April	859	902	43	5%	5.0%

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Market Comparison

- **Residence**
 - Lowest among 8 other U of T residences
 - < Ryerson
 - > McMaster, Brock, York, Guelph
 - "All-in" pricing competitive with local, off-campus alternatives (CHMC data for 2013)
- **Food**
 - 27 Canadian universities participate in price comparisons
 - 8 categories of items
 - UTM ranking ranges from 7th to 20th
 - UTM's weighted score 0.42 (0.50 = average)
- **Parking**
 - Compare to UTSC, St. George, York, McMaster, Waterloo and Credit Valley Hospital
 - Unreserved permits are less expensive than all but Waterloo and one option at McMaster

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12



13

Residence – Highlights and Challenges

- Occupancy rate of 95 – 96% (average about 60 empty beds) re no-shows
- Substantial, unexpected maintenance/repairs expense in 2013-14 (\$1.3m 'loan')
- Accumulated deficit of \$2.2m (at end of 2014-15) will be eliminated by 2016-17
- 100 beds in Erindale Hall will be used as temporary swing space from May 2014 to August 2017

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Proposed Residence Rate Change

- 5% rate increase for 2014-15
- Exception: Schreiberwood townhouses (14%-16%) reflects change to include hydro in rates
- Undergrad Fall/Winter price ranges from \$7,424 to \$8,281
- Inclusive of meal plan, total of about \$10,709
- Family & Graduate from \$818 to \$1,415 per month

15

Food – Highlights and Challenges

- Construction – North Building Phase I, Innovation Complex, Colman Expansion, Spigel Renovation – added revenue, added space costs, depreciation
- Equipment costs, particularly at Colman Commons, due to aging equipment – repair and replace
- Salaries/Wages/Benefits – Replacement of Director, Hiring of Hospitality & Retail Services Clerk; staging of hires
- Expected increase average pricing of 2.8% in 2014
 - Based on Analysts' forecasted (CPI) increase of 1.9% for entire Food Sector +
 - Higher increases expected in price of Meat, Fish, Fruit and Baked Goods +
 - Increases wages/salaries, utilities, etc
 - Weighted average meal plan increase, 2.7%

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Conference – Highlights and Challenges

- **Limited Space for large-group dining**
 - **Spigel conversion to teaching laboratory**
- **Accommodation Limits**
 - **Residence repairs/maintenance during summer**
 - **Residence use for ACE & other programs**
- **Meetings and other activities space**
- **Major growth in summer enrolments (6,500)**
- **Loss of one large customer (Toronto Argonauts) starting 2014-15**

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Parking – Highlights and Challenges

- **Close to capacity from September 10 to October 10**
- **Estimated need for expansion of the deck in 2016**
- **All net revenues are earmarked for expansion of deck**
- **Financing of new deck in 2016 uncertain**

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Permit Price increases for
2014-15

- Regular Annual Reserved, Premium Unreserved and Unreserved permit prices will increase 3%, as planned
- Range from \$664 to \$962 (very competitive)
- Increases range from \$19.35 to \$28.02
- Pay & Display prices will not increase (\$13.00 daily max)

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**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 4 OF THE AGENDA COMMITTEE**

FEBRUARY 20, 2014

To the Agenda Committee,
University of Toronto Mississauga

Your Committee reports that it held a meeting on February 20, 2014 at 3:10 p.m. in Room 3214, Conference room, William G. Davis Building, at which the following were present:

Mr. John Switzer, Chair
Professor Hugh Gunz, Vice-Chair
Ms Melissa Berger
Professor Amy Mullin, Vice-Principal Academic
and Dean
Dr. Joseph Leydon
Professor Kathy Pichora-Fuller
Ms Judith Poë
Mr. Masood Samim

Regrets:
Professor Deep Saini, Vice-President &
Principal
Mr. Kevin Golding

Secretariat:
Ms. Cindy Ferencz Hammond, Director of
Governance
Ms. Mariam Ali, Committee Secretary
Mr. Jim Delaney, Acting Assistant Secretary

1. Chair's Remarks

The Chair invited Professor Mullin, Vice-Principal Academic and Dean to present Item 2, as acting Vice-President and Principal.

2. Appointments to the 2014 UTM Nominating Committee*

Members were informed that 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 acted as a Nominating Committee. Nominations were accepted until January 31, 2014. Those teaching staff and student members of the Campus Council who did not already serve on the Agenda Committee were eligible and all members could nominate themselves.

Meetings of the Nominating Committee would be held on April 10, May 15, and June 10, 2014, which is held as a reserve date. At these meetings, the Nominating Committee will 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, 2014. 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.

On motion duly moved, seconded, and carried

YOUR COMMITTEE RECOMMENDS,

THAT the recommendation regarding appointments to the 2014 UTM Nominating Committee, as presented in the memorandum, dated February 13, 2014, be approved.

3. Agenda for the Meeting of the UTM Campus Council, Wednesday, March 5, 2014

The Committee discussed moving the Budget presentation by the VP University Operations originally scheduled for the March 24 Campus Affairs Committee and the April 23 UTM Campus Council meetings, to the upcoming Campus Council meeting of March 5, 2014. In order to accommodate this change, the existing presentation by the Vice-Principal, Research would be moved to the Campus Council meeting on April 23, 2014. The Chair noted that moving the Budget presentation earlier would allow Council members to be part of the process as the item moved through the appropriate levels of governance consideration, rather than receiving the budget after it had been approved. Professor Mullin suggested and members agreed that an invitation would be extended to members of Campus Affairs and Academic Affairs Committees to attend this presentation.

The Committee approved the agenda for the UTM Campus Council meeting, which would be held on March 5, 2014, as discussed.

CONSENT AGENDA

4. **Date of Next Meeting** – Thursday, April 10, 2014, 4:10 p.m.

5. Report of the Previous Meeting- Report 3- January 23, 2014

The consent agenda was adopted and the item requiring approval (Item 4) was approved.

The Chair reminded members that the next meeting of the Committee was scheduled for Thursday, April 10, 2014, 4:10 p.m. in Room 3214 Conference Room, William G. Davis Building.

6. Other Business

There were no items of other business.

The meeting adjourned at 3:41 p.m.

Secretary
February 21, 2014

Chair



**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 4 OF THE ACADEMIC AFFAIRS COMMITTEE**

FEBRUARY 12, 2014

To the Campus Council,
University of Toronto Mississauga

Your Committee reports that it held a meeting on February 12, 2014 at 4:10 p.m. in the Council Chambers, William G. Davis Building, at which the following were present:

Ms Judith Poë, Chair
 Dr. Shay Fuchs, Vice-Chair
 Professor Amy Mullin, Vice-Principal Academic and Dean
 Professor Bryan Stewart, Vice-Principal, Research
 Professor Shyon Baumann
 Professor Andreas Bendlin
 Professor Tracey Bowen
 Professor Jill Caskey
 Professor Philip Clark
 Ms Diane Crocker, Registrar and Director of Enrolment Management
 Ms Sara da Silva
 Professor Amrita Daniere, Vice-Dean, Graduate
 Professor Charles Elkabas
 Dr. Louis Florence
 Professor Kelly Hannah-Moffat, Vice-Dean, Undergraduate
 Ms Shelley Hawrychuk
 Dr. Stuart Kamenetsky
 Professor Bernard Katz
 Ms Pam King
 Professor Peter Loewen
 Professor Peter Macdonald
 Ms Sue McGlashan
 Professor Heather Miller
 Professor Kent Moore
 Professor Emmanuel Nikiema
 Professor Esteban Parra
 Dr. Christoph Richter
 Mr. Masood Samim
 Professor Erik Schneiderhan
 Professor Sasa Stefanovic
 Professor Alison Syme

Professor Holger Syme
 Professor Mihkel Tombak
 Ms Edith Vig
 Professor Anthony Wensley
 Dr. Maria Wesslen
 Mr. Ian Whyte, Chief Librarian
 Professor Kathi Wilson
 Dr. Kathleen Wong

Non-Voting Assessors:

Prof. Ulli Krull, Vice-President, Special Initiatives
 Mr. Mark Overton, Dean of Student Affairs

Regrets:

Professor Deep Saini, Vice-President & Principal
 Dr. Kelly Akers
 Mr. Hamza Ansari
 Professor Varouj Aivazian
 Ms Laasya Annadevara
 Professor Craig Chambers
 Professor Tenley Conway
 Ms Sarah Elborn
 Mr. Simon Gilmartin
 Professor Yael Karshon
 Ms Sobia Khan
 Mr. Sheldon Leiba
 Dr. Mark Lippincott
 Mr. Leonard Lyn
 Professor Kathy Pichora-Fuller
 Mr. Michael Paulin
 Professor David Francis Taylor
 Professor Shafique Virani

In Attendance:

Professor Kevin Coleman, Department of Historical Studies
 Professor Shashi Kant, Director, Masters of Science in Sustainability Management (MScSM)

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 to the meeting.

2. Presentation on the Robert Gillespie Academic Skills Centre (RGASC): Mr. Andrew Petersen, Director, Robert Gillespie Academic Skills Centre

The Chair invited Mr. Andrew Petersen, Director of the Robert Gillespie Academic Skills Centre (RGASC), who made the following key points¹ in his presentation:

- Mr. Peterson emphasized the dual nature of the RGASC mandate, which is to support students and faculty through collaboration with faculty to address needs of students;
- He noted that course-specific drop-in consultations, writing and numeracy initiatives and facilitated study groups were the highest impact programs;
- The RGASC had a dual mandate of student support and faculty collaboration;
- RGASC had approximately 11,000 service interactions or 'touches' per year that were not unique and approximately 4,000 unique touches, not including Writing and Numeracy initiatives;
- Mr. Petersen highlighted the one week long Headstart program which runs in the summer for academic skills orientation as well as a seminar held by the Library;
- Resources were concentrated in skills consultations, however the Teaching Assistant (TA) Training program was a service area that was expanding;
- Mr. Petersen noted that the RGASC had many partners, including the Library, Technology Services, Office of the Registrar and Student Services (Accessibility and Health & Wellness);
- Collaboration with faculty relied on input and close cooperation to build capabilities that were used in a range of courses;
- The RGASC deployed resources where instructors believed it to be beneficial and supported the growth of instructors, such as the development of learning environments that meet identified needs, course and artifact designs as well as Scholarship of Teaching and Learning (SoTL) projects;
- Mr. Petersen highlighted two dual mandate programs: Writing and Numeracy Initiatives and the Facilitated Study Groups (FSGs);
- The writing development initiative began in 2013-14 and has impacted 5900 students and supporting 14 projects in 10 departments. Aimed at writing intensive courses that required significant additional feedback within the course. The program introduced specialized training sessions of TAs as well as drop-in sessions for specific courses and assignments;
- Numeracy Initiatives ran a pilot for Chemistry and Biology courses, similar to targeted support provided through the writing development initiatives and is currently being assessed;
- FSGs were the largest program, and impacted 5900 students indirectly, through instructors and TAs. The program trained 3rd and 4th year students in related disciplines focusing on skill development, not content;

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

- Before 2009, the FSGs at RGASC were run on a funded model; by moving to a facilitated dual mandate, the Centre was able to move to a volunteer model. Individuals shifted from working 8-10 hours a week to a team based model of 2-4 hours per week;
- Students return multiple times, which demonstrates value. The number of senior students administering FSGs grew from 37 to 160;
- Moving forward, RGASC will continue with its dual mandate, seeking more partners and further collaboration to identify more areas of support;
- RGASC in partnership with the Office of the Registrar, is developing an early alert system to identify vulnerable students as early as 4 or 5 weeks into the start of classes as well as a program for academic re-orientation for students returning from probation;
- Mr. Petersen noted that there was anticipated growth and demand with English language learners and Accessibility;
- Mr. Petersen asked that faculty enlist the support of the RGASC through group sessions in advance of major due dates to help relieve pressure on the Centre during peak periods.

In response to a member's question, Mr. Petersen confirmed the number of student touches provided in the presentation was based on enrolment numbers from the Office of the Registrar.

A member asked how the RGASC would address the inefficiencies in the UTM system to avoid overlapping student support and to move towards a holistic approach in solving students' writing problems. Mr. Petersen advised members that the RGASC did not run the same program for similar courses, but provided customized writing support based on instructor feedback. He noted that writing continued to be a challenge for students and the Centre would continue to identify areas of support to make sure students had the necessary resources to succeed.

3. University of Toronto Mississauga Bridging Pathway (UTMBP) Program*

The Chair invited Professor Mullin, Vice-Principal Academic & Dean to discuss the UTM Bridging Pathway program (UTMBP). Professor Mullin explained that UTMBP would provide an opportunity for successful direct entry to undergraduate studies leading towards an Honours Bachelor of Arts (HBA) degree to individuals who are at least 20 years of age, have not been enrolled in school for three years, and do not meet the traditional admissions requirements of UTM. The UTMBP would offer non-degree admission to a small number of students in 2014-15, whose academic success would be evaluated by the Office of the Registrar. The success of students would be enhanced by the development of essential learning skills in sessions offered by the RGASC and through their participation in academic advising sessions, which would be catered to non-traditional students. Professor Mullin noted that students admitted to UTMBP would be required to enrol in and successfully complete two half-credits during the fall and winter academic sessions with an average of 73 percent in order to be eligible for full-time studies at UTM; the successfully completed courses would then count towards credits required for an HBA. Those students who would achieve a 63 percent average would be permitted to proceed to part-time studies. Consultation had occurred with the RGASC, the University's Executive Director of Enrolment Services & University Registrar, and the Director of Admissions and Student Recruitment located on the St. George campus, and all were in full support of this initiative.

In response to a member's question, Professor Mullin noted that the program was specifically for students who had never attempted university, but would still qualify if the applicant had enrolled at college previously. Ms Diane Crocker, Registrar and Director of Enrolment Management further noted that students who were previously not admissible to U of T based on their high school grades and had

unsuccessfully attempted university studies at another academic institution, would be encouraged to enrol in another academic institution to improve their admissibility to U of T.

A member asked how the decision of the cut-off mark of 63 percent was reached, since students in all other programs needed 51 percent in order to advance. Professor Mullin responded that this was consistent with the longstanding and successful academic bridging program offered at Woodsworth College. Further, she noted that the grade requirement was higher because UTMBP students would be enrolled in only one course per academic session and would receive intense academic advising. If they were not able to succeed under those circumstances, their advancement would not be recommended.

A member inquired whether there were other academic admission requirements beyond high school marks, and also why UTMBP was not offered for an Honors Bachelors of Science (HBSc). Professor Mullin advised that applicants were required to submit English language proficiency results. Ms Crocker explained that generally admission requirements for an HBSc were more stringent, requiring specific high school courses for entry into some programs, which mature students would likely not have. The program was meant to assist not only domestic but also applicants who had been educated internationally and may not hold a domestic academic record or who have been out of the educational system for a prolonged period and were looking to transition into university studies. A member remarked that if a student was admitted to UTMBP and were to decide to pursue an HBSc, they could return to high school and take the prerequisites required.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed University of Toronto Mississauga Bridging Pathway (UTMBP) Program, as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, in the proposal dated January 28, 2014, be approved, effective September 1, 2014.

4. New Minor in Ethics and Society, Department of Philosophy*

The Chair advised members of the Committee that they were responsible for major and minor modifications to existing programs. She noted that major and minor modification as noted in the terms of reference under section 5.6 refer to “major and minor modifications to existing degree programs”, however, she noted that in the case of the two minor programs proposed in the agenda, there was no existing specialist or major program. The Chair provided the definitions of major and minor modifications as defined by the University of Toronto Quality Assurance Process (UTQAP): a major modification included a new minor where there was no existing major or specialist, and a minor modification included a new minor where there was an existing major or specialist.

The Chair invited Professor Mullin back to present the item. Professor Mullin stated that the new Minor in Ethics and Society targeted students who majored in Social Sciences and would be an addition to the Department of Philosophy’s suite of minors. There was growing recognition in various sectors of society of the importance of improving understanding in the areas of ethics and public policy, corporate ethics and a renewed interest in bioethics. She noted that the department anticipated high demand for the proposed new minor, and that it was built on the department’s existing research strengths in the area of value theory. The new minor also would provide opportunities for students to learn from the best scholars in the field and gain a deeper understanding of ethical theories and their application in various contexts. Faculty, staff and students in the Department of Philosophy, Chairs and Associate Chairs of Anthropology, Sociology, Economics, Political Science, and Psychology, and faculty at the Departments

of Philosophy at the St. George campus and the University of Toronto Scarborough (UTSC) who work in the area, were all consulted and were in support of this proposal.

A member noted that the Department of Management offered a course in business ethics, also a requirement of the new Chartered Professional Accounting designation and believed the scope of the minor could be expanded to include this aspect of ethics. Professor Mullin noted that she would consult further with the Management and Philosophy departments.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed New Minor in Ethics and Society, offered by the Department of Philosophy, as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, in the proposal dated January 27, 2014, be approved, effective September 1, 2014.

5. New Minor in Latin American and Caribbean Studies, Department of Historical Studies

The Chair invited Professor Mullin to discuss the additional new minor. Professor Mullin informed members that the new minor in Latin American and Caribbean Studies (LACS) at UTM would provide students an opportunity to gain integrated understanding of the region. The new minor was designed to offer interdisciplinary study opportunities to students planning careers in teaching, research, journalism, government and business providing a foundation for an international career where Latin America and the Caribbean would play an increasingly important role. Students would gain a broader understanding of the history, politics and cultures of the region and have the opportunity to pursue studies in Spanish, Portuguese, French and Creole linguistics based on their interest. The departments of Language Studies, Political Science, Sociology, Geography, Anthropology as well as faculty, staff and students in the department of Historical Studies at UTM were consulted and were in support. Additional, extensive consultations with the department of Historical and Cultural Studies at UTSC as well as UTSG's programs in Latin American Studies and Caribbean Studies, along with the Centre for International Experience, also yielded support.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed New Minor in Latin American and Caribbean Studies, offered by the Department of Historical Studies, as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, in the proposal dated January 22, 2014, be approved, effective September 1, 2014.

6. New Course, Course Change & Change in Program Requirement: Master of Biotechnology (MBiotech)*

The Chair invited Professor Amrita Daniere, Vice-Dean Graduate to present this item. Professor Daniere advised members that the MBiotech program was enhancing its course offering with the introduction of BTC1720H Biomaterials and Protein Chemistry Laboratory. This course provided students with a hands-on introduction to biomaterials and complemented the existing lecture course, BTC1710H Biomaterials and Protein Chemistry Theory. The existing course BTC1710H was split in two courses

BTC1710H and BTC1720H, in order to reflect the relative number of contact hours in the laboratory course and the theory course. The addition of BTC1720H was designated a requirement for completion of the MBiotech program and total number of required science credits increased from 3.5 to 4.0.

A member asked if the total number of lab and in-class hours completed would remain the same. Professor Leigh Revers, Associate Director, MBiotech advised that the number of hours would remain the same, and by splitting the courses, it better reflected the workload of the course.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed Master of Biotechnology (MBiotech) course name change of BTC1710H, which is offered by the Institute for Management and Innovation (IMI), from Biomaterials and Protein Chemistry Laboratory to Biomaterials and Protein Chemistry Theory, as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and described in the proposal dated January 22, 2014, be approved, effective September 1, 2014; and

THAT the proposed new MBiotech course, Biomaterials and Protein Chemistry Laboratory (BTC1720H) to be offered by the IMI, as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and described in the proposal dated January 7, 2014, be approved, effective September 1, 2014; and

THAT the proposed MBiotech change in program requirements offered by the IMI, as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and described in the proposal dated January 22, 2014, be approved, effective September 1, 2014.

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

The Chair called on Professor Daniere to introduce the proposal of new courses for MScSM. Professor Daniere itemized and briefly described the following six new proposed courses: SSSM1070H Sustainability Law and Policy, SSM1080H Strategies for Sustainability Management, SSM1090H Capstone Course, SSM1110H Sustainability Management Internship, SSM2020H Sustainability Ethics and SSM1100Y Research Paper.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed new Master of Science in Sustainability Management (MScSM) courses offered by the Institute of Management and Innovation (IMI), as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and described in each of the proposals dated January 7, 2014, be approved, effective on the date specified for each course in each proposal.

8. Assessor's Report

Professor Mullin provided an overview of items for the upcoming Academic Affairs Committee meeting. She highlighted the major modification to the existing B.B.A. Management Specialist program, which would be the first instance where streams were created at the undergraduate level all UTM. Professor

Mullin invited faculty members and department Chairs to utilize the Office of the Dean if interested in pursuing the addition of streams.

9. Other Business

There were no other items of business.

CONSENT AGENDA

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and that Item 10, Report of the Previous Meeting, be approved.

10. Report of the Previous Meeting: Report 3 – January 9, 2014

11. Business Arising from the Report of the Previous Meeting

12. Date of Next Meeting - March 26, 2014, 4:10 p.m.

The Chair reminded members that the next meeting of the Committee was scheduled for March 26, 2014, 4:10 p.m. in the Council Chamber, William G. Davis Building.

The meeting adjourned at 5:18 p.m.

Secretary
February 19 2014

Chair

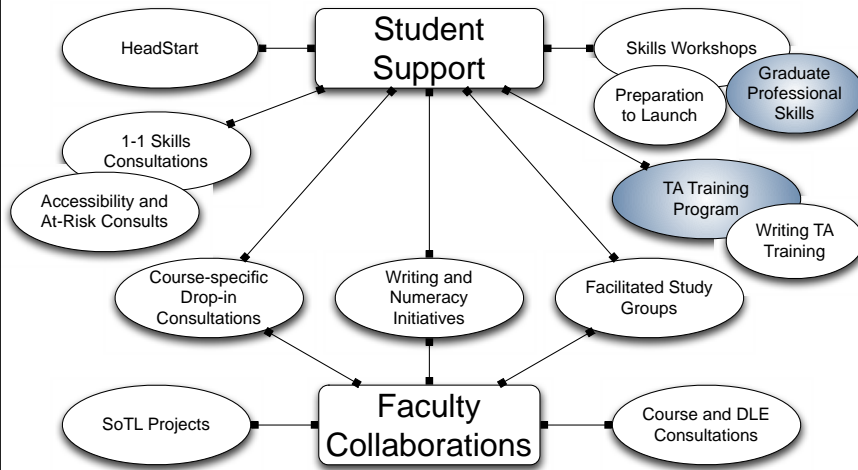


The Robert Gillespie Academic Skills Centre

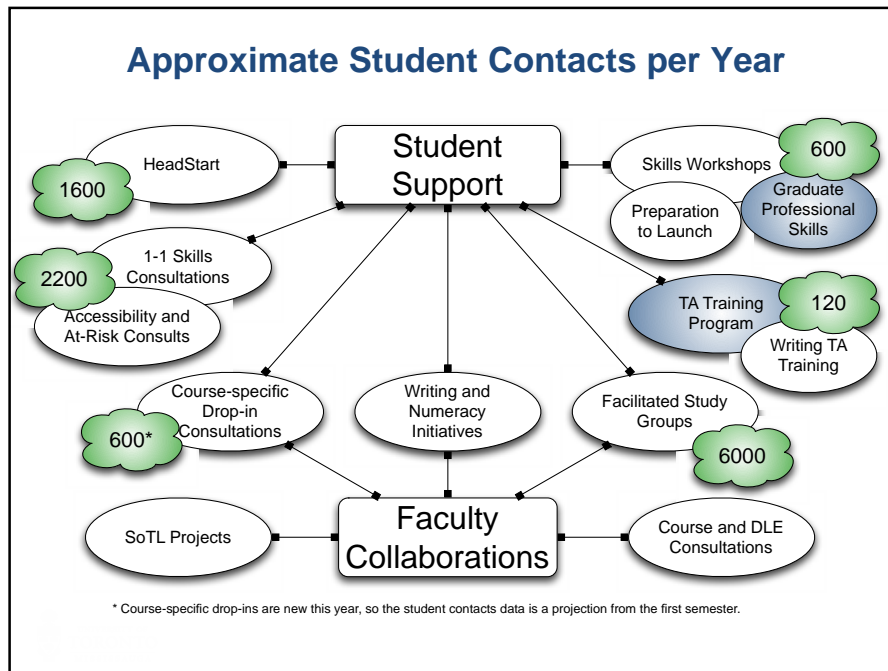
12 February 2014



Key RGASC Activities



Blue-tinted services are tri-campus programs that are supported but not managed by the RGASC.

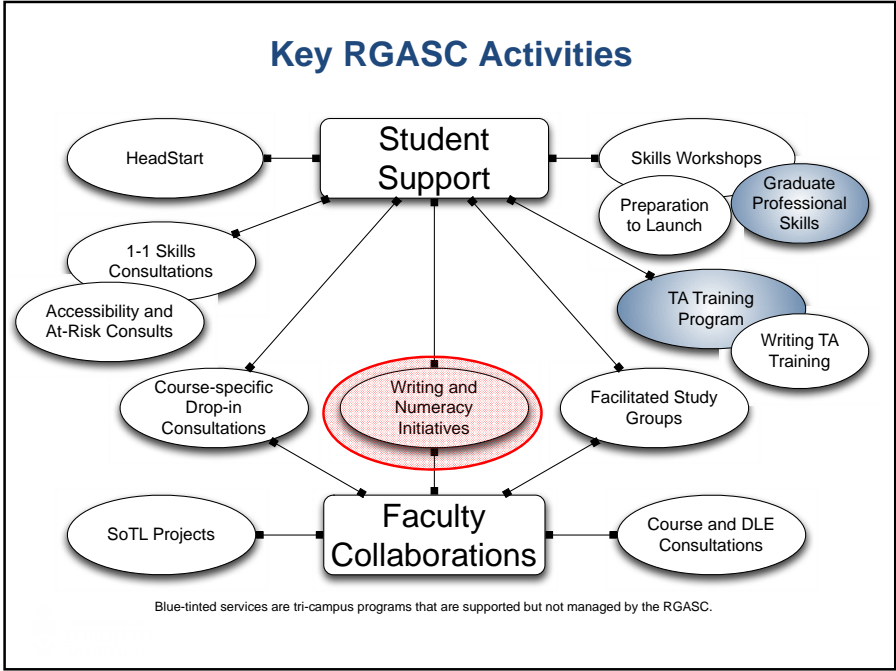


- ### Partners
- The RGASC seeks close partnerships with a range of units across UTM.
 - Library
 - Technology Services
 - Registrar
 - Student Services
 - Accessibility
 - Health and Wellness



Collaboration with Faculty

- Our most important partners are departments.
 - Collaboration with faculty is a critical component of the RGASC's procedures.
1. We deploy resources where instructors believe it will be of the most benefit.
 2. We work with instructors to develop learning environments that meet identified needs.
 3. We support the growth of instructors in and out of the classroom.



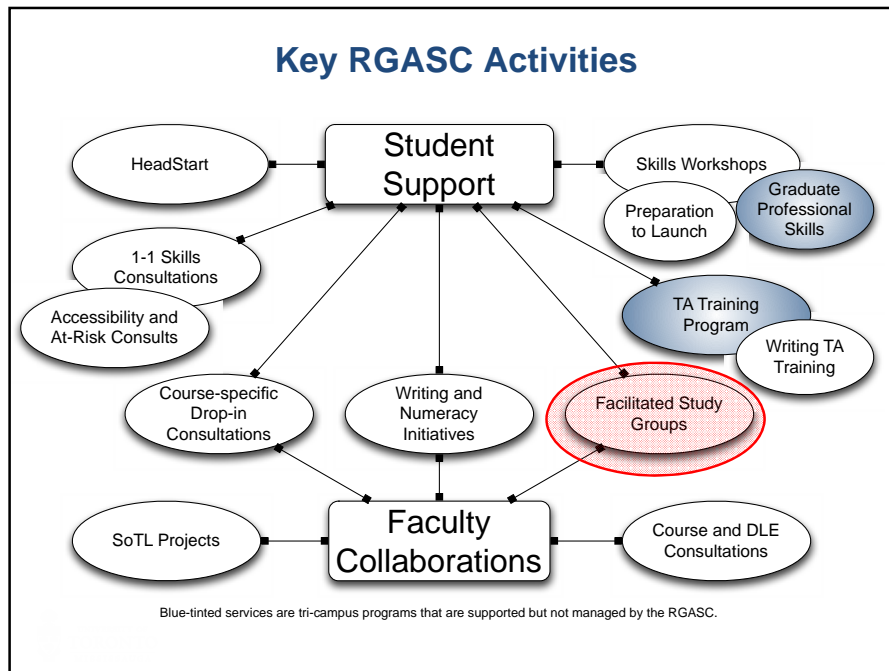
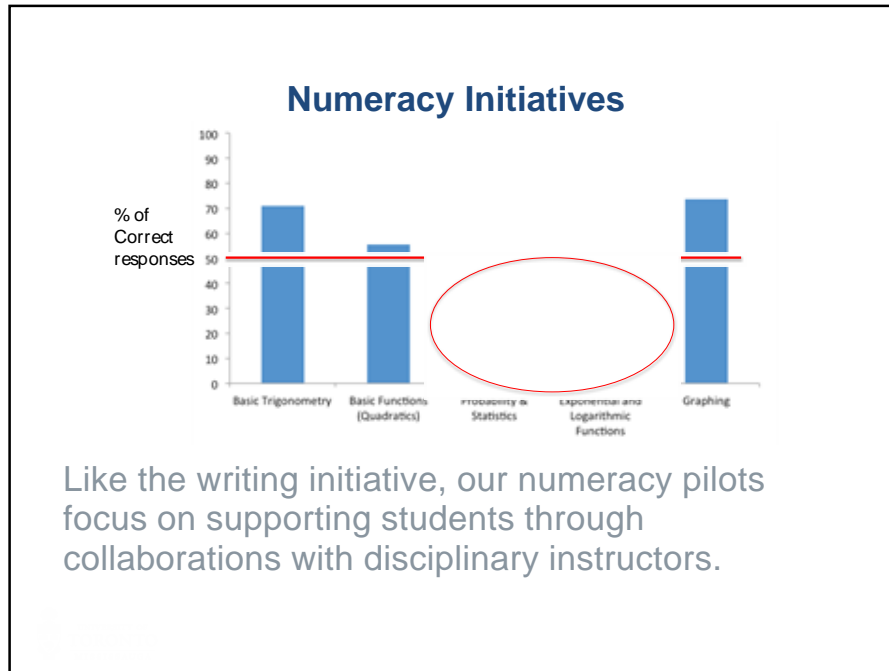


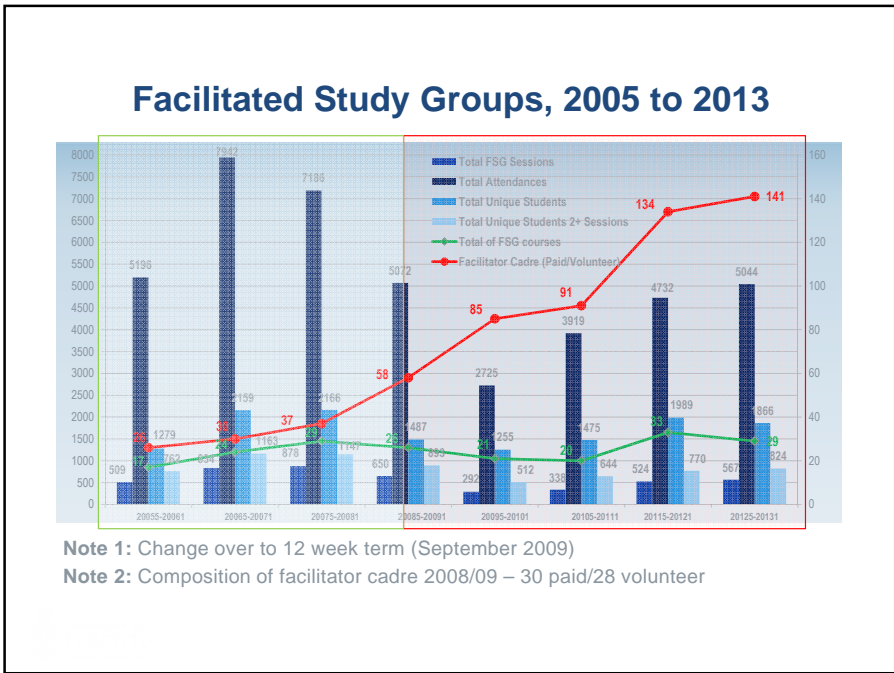
The Writing Development Initiative Program

- In 2013-2014, we supported fourteen projects in ten different departments.
 - 5,900+ students impacted
- All writing instruction was integrated in courses and involve providing feedback on writing.
- New this year: we are providing specialized training of Teaching Assistants (TAs).
- Also new: specific drop-in sessions for specific courses and assignments.

Training and Support for Writing TAs: A Dual Mandate

- | Professional Development for TAs | Writing Instruction for Students |
|---|--|
| <ul style="list-style-type: none">• Supports TAs in being effective, consistent markers.• Improves TAs' own writing.• Provides TAs with an important skill for increasingly competitive job market. | <ul style="list-style-type: none">• Provides formal writing instruction tailored to assignment and course.• Ensures improved feedback on writing & content.• Allows practitioners who know disciplinary conventions to offer writing instruction |





FSGs: A Dual-Mandate Program

Study Groups for Students

- Study groups are organized for challenging, transitional courses.
- Students learn about study and time management strategies from experienced peers.

Development for Facilitators

- Facilitators receive over 16 hours of training.
- Each facilitator team is observed and receives individual feedback.
- Facilitators develop a reflective portfolio and receive a transcript annotation.



Moving Forward

The writing and numeracy initiatives and facilitated study groups are examples of the RGASC's commitment to:

- Collaboration with faculty and various campus units.
- Our dual mandate to support student learning and instructor development.

Moving forward, our goal is build stronger relationships with collaborators across campus to engage with emerging teaching and learning challenges.

Moving Forward

Several emerging areas will require new or updated initiatives:

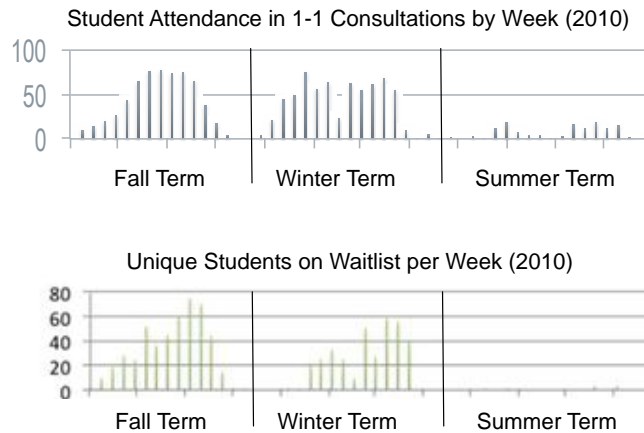
- "Early Alert" programming to identify and support students at risk in their first year.
- Academic re-orientation programs for students on probation or returning from suspension

We also anticipate growth in demand for:

- Support for English Language Learners (hiring for July 1)
- Scalable support for students with accessibility needs
- One-on-one and course-specific drop-in sessions



Seasonal Variation in Demand



Contact Information

For up-to-date information, please visit us on the web:

<http://www.utm.utoronto.ca/asc/>

You can also be directed to the appropriate RGASC staff by sending email to academicskills.utm@utoronto.ca

I welcome feedback and queries at director.tlsi@utoronto.ca



**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 4 OF THE CAMPUS AFFAIRS COMMITTEE**

FEBRUARY 10, 2014

To the Campus Council,
University of Toronto Mississauga

Your Committee reports that it held a meeting on February 10, 2014 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
Ms Zoë Adesina
Ms Noura Afify
Mr. Rishi Arora
Mr. Lee Bailey
Mr. Arthur Birkenbergs
Mr. Jeff Collins
Mr. Warren Edgar
Ms Elaine Goettler
Professor Hugh Gunz
Mr. Hassan Havili
Ms Donna Heslin
Ms Melissa Holmes
Professor Amy Mullin, Vice-Principal Academic and Dean
Ms Jennifer Nagel
Mr. Mark Overton, Dean of Student Affairs
Mr. Moe Qureshi

Professor Luisa Schwartzman
Ms. Soaleha Shams
Professor Jumi Shin
Ms Amber Shoebridge
Dr. Gerhard Trippen
Professor Anthony Wensley

Regrets:

Ms Melissa Berger
Mr. Paul Donoghue, Chief Administrative Officer
Ms Jess Mann
Ms Judith Poë
Mr. Bilal Sandeela

Non-Voting Assessors:

Ms Christine Capewell, Director, Business Services

In Attendance:

Ms Sonia Borg, Assistant Director Ancillary & Student Services, Business Services
Ms Alison Burnett, Director, Health & Counselling Centre, Health & Counselling Centre
Mr. Kenneth Duncliff, Director, Physical Education, Athletics & Recreation
Mr. Erik Hernandez-Oberding, President, Mississauga Freethought Association
Ms Peili Liu, Financial Officer-Student Services, Business Services
Ms Felicity Morgan, Director, Career Centre
Mr. Dale Mullings, Assistant Dean, Students and International Initiatives
Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor
Ms Melissa Theodore, Vice-President External, UTMSU

Secretariat:

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

1. Chair's Remarks

Referring to Item 4 on the agenda, the Chair indicated that the fees recommended for consideration fall under the jurisdiction of the *Policy for Compulsory Non-Academic Incidental Fees*, and are 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, prior to the consideration of proposals.

2. Presentation on Co-Curricular Involvement: Mr. Dale Mullings, Assistant Dean, Students and International Initiatives and Ms Felicity Morgan, Director, UTM Career Centre

The Chair invited Mr. Dale Mullings, Assistant Dean, Students and International Initiatives and Ms Felicity Morgan, Director, UTM Career Centre to present¹ an overview of Co-Curricular Involvement at UTM. Mr. Mullings indicated that there was a large body of research, which supported co-curricular involvement and that student engagement programs and learning experiences complemented the academic experience. The Co-Curricular Record (CCR) was launched in the fall of 2013, and included over 500 opportunities and activities connected to the university. University attached programming provided a framework for learning outcomes, including an active and reflection component.

The CCR program had a searchable database allowing students to filter their choices based on key areas of interest, timing, and location. CCR opportunities provided a myriad of placements, such as the Experiential Learning Office, student governments, societies and clubs, academic department initiatives, teaching assistantships and facilitated study group volunteers. Mr. Mullings advised that the next steps in the development of the CCR were to broaden experiences, and increase outreach in the Mississauga community, utilizing varied messaging opportunities.

In response to a member's question, Ms Morgan and Mr. Mullings responded that that there were many tools used for assessment of student experience and would be looking at these as a consolidated data set rather than assessments of independent programs and services. Mr. Mark Overton, Dean of Student Affairs noted that the continued recruitment of academically stronger students had resulted in their greater academic focus and involvement through academic societies and it was hoped would act as a gateway to other co-curricular experiences on campus.

A member asked about the faculty and staff response to the CCR and Mr. Mullings replied that the response had been very positive as opportunities had increased for the winter semester due to their involvement and support of future growth.

A member noted that other universities had introduced similar programming, and asked if this was becoming standard across academic institutions. Mr. Mullings responded that co-curricular involvement had become more prevalent, and was instituted at UTM to respond to student need and demand. Ms Morgan noted employers were not as aware of the programming itself even though some institutions had similar, long-standing programs. However, employers were primarily concerned with how the co-curricular experience translated into relevant and transferable skills.

¹A copy of the Presentation is attached as Attachment A

The Chair encouraged involvement by faculty and staff in the CCR noting that it had been very successful in attracting students to academic societies and relayed his experience as administrator of the PAGES program (Professional Advancement for Geography and Environment Students).

3. Compulsory Non-Academic Incidental Fees - Report and Analysis 2013-14: Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor (for information)

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 2013-14.

Ms Strong informed members that the item was an annual report prepared for the information of committee members that 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 for member's reference. Ms Strong provided an outline of the five sections as outlined within the report.

A member noted that the non-academic incidental fees for UTM-affiliated graduate students appeared higher from those of others and asked for clarification. Ms. Strong responded that most UTM-affiliated graduate students, excluding MMPA by their choice as a student body, participate in the U-Pass (Mississauga Transit pass) program, which is not available to other UT students.

A member noted UTM rates were higher than student union fees at the St. George campus, with the exception of St. Michael and Trinity Colleges. Mr. Overton responded the UTM rates were higher due to the UPass program (not available at U of T Scarborough or St. George campus) and also due to the Shuttle service (also not available at U of T Scarborough). Conversely, UTM rates were lower for Hart House fees compared to St. George student fees.

A member asked for clarification on the variance for the part-time student fees. Ms. Strong advised that previously part-time students were represented by the Association of Erindale Part-time Undergraduate Students (EPUS) organization, however following a referendum in 2013, part-time students were now represented by the University of Toronto Mississauga Student Union (UTMSU), which also included fees for UPass.

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.

a) Advice from the Quality Service to Students Committee (QSS) (for information)²

Mr. Overton relayed advice received from the QSS body on the following fees: UTM Health Services and UTM Athletics and Recreation fees, UTM Student Services fee and Summer campus services for enrolled students not charged fees in the summer (i.e., the fees for specific programs available in the summer are charged along with the Fall and Winter sessions).³ He noted that in previous years, QSS provided advice to the University Affairs Board (UAB). Within the new governance structure, QSS would provide advice to the CAC, which would make its recommendation to the UTM Campus Council. The decision of the Campus Council would then be forwarded to the UAB for information, and to the Executive Committee for confirmation. Mr. Overton noted that QSS met from October to December of 2013 and received reports from a number of advisory groups representing various student services. He explained that in instances where QSS endorsed a budget, the administration moved forward with its original recommendation to the UTM CAC; in the event that a budget was not endorsed, the *Protocol* provided an option for administration to seek increases from the Campus Affairs Committee and the Campus Council, using the University of Toronto Index (UTI) and the Consumer Price Index (CPI).

The Chair invited Mr. Mohammed Hashim, the Chair of QSS, to speak to this item. Mr. Hashim reiterated the purpose of QSS as being a body created for student input. Mr. Hashim expressed his concern regarding the motion presented under Item 4b to CAC, because QSS considered a different, itemized motion for each unit funded by the Student Services Fee at its meeting on January 17, 2014. He explained that his ruling as QSS Chair was made with the intent of moving towards separate motions (for operating plans and fees) in order that the proposals be consistent with how the motion had been presented to QSS in previous years. Mr. Hashim informed members, as noted in the item documentation, that QSS had endorsed 6 of 8 units. He expressed concern that QSS recommendations were not fully taken into consideration, because CAC was not considering each of the units individually. Mr. Hashim requested clarification on the rationale for the presentation of the Student Service Fee as one motion rather than as separated motions as it was considered by QSS.

Mr. Overton noted that the advice of QSS had been presented to CAC under item 4a. Moreover the administration was acting in accordance with the *Protocol*, which explicitly provides that the Student Services Fees falls under its jurisdiction. In addition, the proposals followed the same governance form that has been submitted to the UAB in previous years. He further explained that the Student Services Fee has been charged to students on ROSI as a single fee. Mr. Overton stated that the advice and input from advisory bodies, as well as QSS was received, acknowledged, and incorporated to the degree reflected in the proposals, but that the appropriate governance processes, and the increases in fees sought are compliant with the terms of the *Protocol*.

b) Operating Plans and Fees (for approval)

The Chair noted with respect to decision 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 CPI and UTI and temporary three year increases in existing fees of less than or equal to the greater of CPI and UTI.

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

³ Secretary's Note: The *Policy for Compulsory Non-Academic Incidental Fees* provides that "applicable compulsory non-academic incidental fees shall be charged to all students who are liable for academic fees." In this context, this provision is interpreted to mean that compulsory non-academic incidental fees may not be charged when academic fees are not charged.

The Chair invited Mr. Overton to present the item and make the motion⁴. Mr. Overton provided an overview of all proposed fees individually. He noted that the overall increase in fees per term of enrolment for a UTM full-time undergraduate student would total \$8.10, for a UTM part-time undergraduate student, this same number was \$1.62 and for a UTM affiliated graduate student, the increase was \$31.50.

The Chair invited Ms. Melissa Theodore, Vice-President External, UTMSU to speak to the item. Ms. Theodore expressed a number of concerns about the proposals and the process: the administration's inclusion of priorities which were beyond those endorsed by QSS; the absence of a permanent secretariat for QSS; transparency in administrative processes; governance timelines; and, specifically, the Shuttle Bus ticket machine, as well as the amalgamation of the Sheridan and St. George shuttle operations. Ms. Theodore also requested that members of the Campus Council and the Campus Affairs Committee take the advice of QSS into account when considering their support of the recommendations from the administration.

Mr. Overton stated that the governance timelines had been provided in July, 2013, and members of QSS agreed to the meeting schedule in early fall, 2013. This resulted in QSS adjusting the meeting schedules of the relevant advisory bodies so that consultation could be completed within the appropriate governance timelines. He reported the largest driver of the increases in these fees was the University's obligation with respect to salaries and the necessity to meet collective agreement commitments. The proposed UTI and CPI increases would not adequately cover the cost of maintenance of services at current levels, much less the expansion that both students and administration alike would like to accomplish. Mr. Overton advised members that QSS had discussed this and QSS had been informed in 2012-13 of the proposed addition of the shuttle ticket vending machine, from a budget with revenues from both UTM students' fees and non-student riders' fares. He explained that it served not only non-student riders but UTM students as well, when UTM students had forgotten their t-cards and either were not able to go from the shuttle boarding location by the Instructional Centre to the Student Centre to purchase a ticket before a shuttle departed or when the Student Centre desk was closed. Mr. Overton acknowledged the concerns related to a delay in the hiring of a permanent QSS secretary and that he was endeavouring to resolve this quickly.

Ms. Capewell responded to comments regarding concerns on the amalgamation of the Sheridan and St. George shuttle bus operation. She stated that the proposal was reviewed by QSS and by the University Affairs Board in 2009⁵. The amalgamation had been sought to achieve greater economies of scale, and there were regular updates provided to QSS since the amalgamation on service levels.

A member indicated that he was also a QSS member and asked for clarification on how CAC approval would affect the UTM Career Centre fee. Mr. Overton stated the Student Services Fee would be assessed as a whole, not based on individual components. The member followed up and asked whether the fee would be increased by 6.46%. Mr. Overton referred the member to the fee table presented earlier in the meeting and explained that 6.46% represented the amount that administration was eligible to pursue, but instead the overall increase sought by administration was a permanent increase of 2% and a temporary increase of 1.94%.

A member noted there had been difficulty in building a critical mass of graduate students at UTM in comparison to St. George, and asked if there had been a study to assess whether services fees affected

⁴A copy of the Presentation is attached as Attachment C.

⁵Secretary's Note: Please see page 10, of Item 5 on the University Affairs Board Agenda – meeting held on March 17, 2009. <http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=5957>

student decisions to enrol at UTM. Mr. Overton responded there had been no formal study conducted to collect this information, but would follow up with the University of Toronto Mississauga Association of Graduate Students (UTMAGS) regarding this question. He also commented that in the past, UTMAGS had been appreciative of the additional services, gained through fee increases, such as the Shuttle bus and UPASS. In response to a question, Mr. Overton reported that a significant portion of the increase in the UPass fee was due to a 9 percent increase imposed by Mississauga Transit, including the corresponding increase of the administrative fee charged to UTMAGS for the administration of the program.

Responding to a member's expression of concern regarding the costs of education, Mr. Overton remarked that he was very sensitive to affordability issues for students, and would pursue funds elsewhere if that was a possibility. Mr. Overton also pointed to the *University of Toronto Policy on Student Financial Support*, which provided for financial assistance beyond OSAP's maximum allowance for students who qualified and had further needs, and guaranteed "no student offered admission to a program at the University of Toronto should be unable to enter or complete the program due to lack of financial means." He also noted that students were being charged for services that students themselves utilized, and have sought through consultation, surveys, and feedback. The student responded that the services are appreciated, however asserted that the university should pay for student fees rather than expansion or renovation of campus buildings. Professor Saini responded that UTM has continuously had balanced budgets, and the money has always been allocated for the direct or indirect benefit of students.

A member requested that QSS inform the Committee how timelines were not sufficient, as well as an explanation on the lack of transparency. The Chair responded that due to changes associated with the governance structure, the timelines this year had been somewhat compressed, but noted that the relevant dates had been communicated very early in the process.

A member who also identified himself as a QSS member noted that the motion as it had been ruled on in QSS, has been presented as a single fee to CAC, and asked whether the input of QSS was disregarded. Mr. Overton responded that the administration sought the advice of QSS, received the advice of QSS in good faith, considered this advice while also taking into account various obligations and constraints, reconsidered the initial proposals to QSS and put forward proposals to governance that could deliver acceptable levels of service.

A member asked whether the motion put forward for CAC could be altered to resemble the motions as they were considered by QSS. Mr. Overton responded that he understood the strong desire to mirror QSS's consideration of the sub-components of the Student Services Fee. However, the relevant comparator for the CAC with respect to governance consideration of this item was the UAB, which had always considered the Student Services Fee as a single fee.

A member put forward a motion to provide Ms. Theodore an additional opportunity to address the Committee.

YOUR COMMITTEE APPROVED by a two-thirds majority

THAT Ms Melissa Theodore, VP External, University of Toronto Mississauga Student Union be given speaking rights.

In reference to a member's earlier comment, Ms Theodore reported that based on the information she received at the Council on Student Services, she believed that the St. George Campus based services were provided some funds from the University's Operating Budget. She also indicated that her view was that the main issue which, in effect, impacts increasing services fees as well as tuition, was the lack of government funding for post-secondary education in Ontario. Ms Theodore sought the establishment of

an advisory body to address these issues. Professor Saini commented that these views were largely shared by the administration, who have lobbied the provincial government for increased funding extensively, though in different ways. He noted that these comments would be forwarded to President Gertler and that the University hoped to obtain increased funding in the near future.

A member asked for clarification regarding the \$10 million grant received by the University from the City of Mississauga and why it had not been put toward student fees. Professor Saini noted that the grant was awarded to the University specifically because of the significant economic impact that the Institute of Management and Innovation or IMI would have on the City of Mississauga.

On motion duly moved, seconded, and carried, the question was put.

YOUR COMMITTEE RECOMMENDED

THAT, the 2014-15 operating plans and budgets for the UTM Student Affairs and Services (including the Health & Counselling Centre, the Department of Physical Education, Athletics & Recreation, and Student Services), as presented in the documentation from Mr. Mark Overton, Dean of Student Affairs, be approved; and

THAT the sessional Athletics & Recreation Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$168.39 (\$33.68 for a part-time student), which represents a year-over-year increase of \$4.19 (\$0.84 for a part-time student) or 2.55% (resulting from a permanent increase of 1.94%, and a three-year temporary increase of 0.61%); and

THAT the sessional Health Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$33.67 (\$6.73 for a part-time student), which represents a year-over-year increase of \$0.66 (\$0.13 for a part-time student) or 2% (resulting from a three-year temporary increase of 2%); and

THAT the sessional Student Services Fee for a UTM-registered or UTM-affiliated full-time student be increased to \$142.51 (\$28.50 for a part-time student), which represents a year-over-year increase of \$3.25 (\$0.65 for a part-time student) or 2.33% (resulting from the elimination of a 2011-12 three-year temporary increase, a permanent increase of 2% and a three-year temporary increase of 1.94%); and

THAT the sessional (Fall and Winter sessions only) Mississauga Transit Fall-Winter U-Pass Fee be increased to \$85.15 and the Summer U-Pass fee be increased to \$52.89 for a UTM-affiliated graduate student, which represent year-over-year increases of \$7.03 or 9% (resulting from a permanent increase of 9%) and \$4.36 or 8.98% (resulting from a permanent increase of 8.98%) 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 increased to \$4.68, which represents a year-over-year increase of \$0.02 or 0.43% (resulting from a permanent increase of 0.43%).

5. Compulsory Non-Academic Incidental Fees - Student Society Fees: UTM Student Society Proposals for Fee Increases* (for approval)

The Chair noted 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. Other increases must have been supported by a previous referendum which approved the concept of annual increases by the cost of living or an explicit inflation factor.

On motion duly moved, seconded, and carried

YOUR COMMITTEE RECOMMENDED

THAT beginning in the Summer 2014 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 \$9.25 per session (\$9.25 part-time) (Summer Session only) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the UTMSU fee be increased as follows: (a) an increase of \$0.20 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 Food Bank portion of the fee, (c) 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, (d) an increase of \$0.02 per session (\$0.02 part-time) in the Student Refugee Program portion of the fee, (e) an increase of \$7.03 per session (\$7.03 part-time) in the Mississauga Transit U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the UTMSU fee charged to Mississauga Academy of Medicine (MAM) students in the Fall and Winter sessions be increased as follows: (a) an increase of \$1.50 per session in the Mississauga Transit Summer U-Pass portion of the fee; and

THAT beginning in the Fall 2014 session, the University of Toronto Mississauga Residence Council (UTMRC) fee be increased as follows: (a) an increase of \$1.00 per session in the society portion of the fee.

6. Assessor's Report

There was no assessor's report.

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 3 – January 8, 2014

8. Business Arising from the Report of the Previous Meeting

9. Date of Next Meeting – March 24, 2014, 4:10 p.m.

The Chair reminded members that the next meeting of the Committee was scheduled for Monday, March 24, 2014, 4:10 p.m. in the Council Chamber, William G. Davis Building.

10. Other Business

There were no items of other business.

The meeting adjourned at 5:55 p.m.

Secretary
February 12, 2014

Chair

Co-Curricular Involvement at UTM

Campus Affairs Presentation
February 10, 2014
Dale Mullings & Felicity Morgan

CCI @ UTM

8

Agenda

- Importance of Co-Curricular Involvement (CCI)
- CCI at UTM
 - Co-Curricular Record (CCR)
 - Career Centre
 - Student Affairs
 - Campus Initiatives
- Next Steps in CCI Development
- Future of CCI at UTM

CCI @ UTM

What is Co-Curricular Involvement?

Student engagement in institutionally recognized activities, programs, and learning experiences that complement the academic learning experience.

CCI @ UTM

8

Importance of CCI for Student Success

- Students who engage in co-curricular activities have higher GPAs, are more satisfied with their post-secondary experience, are more self-confident, better able to manage emotions, and more emotionally independent from their parents than students who were not involved.

Elliott, 2009

CCI @ UTM

Importance of CCI for Student Success

- Student involvement in co-curricular activities such as student organizations, leadership positions, and activity in campus residence halls has a positive correlation with retention and academics.

[Kuh and Pike, 2005](#)

CCI @ UTM

8

Importance of CCI for Student Success

- Employers value:
 - Building relevant skills
 - Increased understanding of workplace culture - ability of students to articulate their experience as it translates to employers' needs

CCI @ UTM

3

The Co-Curricular Record (CCR) allows students to search and track experiences outside the classroom, links those experiences to competencies, and validates those experiences on an official institutional document.

The CCR activities must meet the following criteria:

- Attachment to the University
- Meets validation process requirements
- Intentional learning outcomes/competencies/skills
- Active engagement

CCI @ UTM

Searching Activities

In order to help narrow your search for co-curricular opportunities, please select as many or as few boxes:

Where do you want to look?

- St. George Campus
- Innis College
- New College
- St. Michael's College
- Trinity College
- University College
- Victoria University
- Woodsworth College
- School of Graduate Studies
- University of Toronto Mississauga
- University of Toronto Scarborough
- Tri-Campus
- All of the above

What are you interested in?

- Artistic, Creative, & Cultural Programs
- Athletics & Recreation
- Business, Economics, & Entrepreneurial
- Community Outreach & Volunteerism
- Environment & Sustainability
- Faith & Spirituality
- Family and Parent Life
- Graduate Life
- Health & Wellness
- International & Global Interests
- Leadership & Mentorship Opportunities
- Media & Communications
- Personal & Professional Development
- Politics
- Science & Technology
- Residence and Commuter Life
- Safety and Security Programs
- Social Justice, Diversity, & Equity Programs
- All of the above

What do you want to develop?

- (The competencies will be included)
- Practical Skills Development
 - Community & Global Engagement
 - Interpersonal Engagement
 - Personal Growth & Development
 - Novel & Adaptive Thinking
 - Knowledge Development & Application
 - All of the above

Who do you want leading?

- Faculty Led Initiatives
- Campus and Student Life Programs
- Student Led Initiatives
 - Campus Groups
 - Student Societies
 - Course & Program Unions
 - Campus Media
 - Hart House Clubs & Committees
 - Athletic Groups
- All of the above

Search

Or, type in keywords to search for activities:

CCI @ UTM

CCR Domains & Competencies

The CCR activities must align with at least one of the six domains of the competency framework:

1. Practical Skill Development
2. Community and Global Engagement
3. Interpersonal Engagement
4. Personal Growth and Development
5. Novel and Adaptive Thinking
6. Knowledge Development and Application

CCI @ UTM

CCR Domains & Competencies

Each of the six domains is comprised of a series of competencies that allow students and program developers to consider the skills developed through co-curricular involvement.

Domain	Competencies	Definition/Description
Novel and Adaptive Thinking	Critical Thinking	Identifies opportunities, problems, questions, and issues; analyzes, interprets, and evaluates the relevance and quality of information; assesses assumptions and considers alternative perspectives and solutions
	Systems Thinking	Is able to recognize a system and holistically analyze it, while identifying and solving seemingly disparate problems within it; understands how relationships between parts of a system interrelate and culminate to equal a whole greater than its sum – i.e. an ecosystem

CCI @ UTM

CCI Opportunities at UTM

Career Centre

- Summer, part-time and volunteer listings, both on and off campus
 - e.g. student leadership listings, work study positions, community development opportunities, entrepreneurial activities
- Get Experience Fair, Get Hired Fair

CCI @ UTM

8

CCI Opportunities at UTM

Student Affairs and Services

- Community engagement activities, peer mentoring, culture & arts programs, indigenous experiences, leadership development, transition programs, leadership positions and international experiences

Residence Life

- Alternative Reading Week Programs, Faculty & Artists in Residence, Capstone Projects, 100+ student leadership positions

CCI @ UTM

6

CCI Opportunities at UTM

- Experiential Learning Office
- Student Governments, Societies & Clubs
- Academic Department Initiatives
- Teaching Assistantships
- Facilitated Study Group Volunteers
- And more...

CCI @ UTM



CCI @ UTM

Next steps

- CCR broadening experiences
- Career Centre
 - Increased outreach to Mississauga community
 - Constant messaging to students and campus regarding opportunities and their importance
- Campus increasing opportunities

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Overall Goal

Foster a culture of engagement on campus:

- Benefits campus and community
- Students engage others with similar interests
- Students gain experience and ability to reflect/translate their skills to employers; both are needed for their continued success

CCI @ UTM

Mark Overton, Dean of Student Affairs

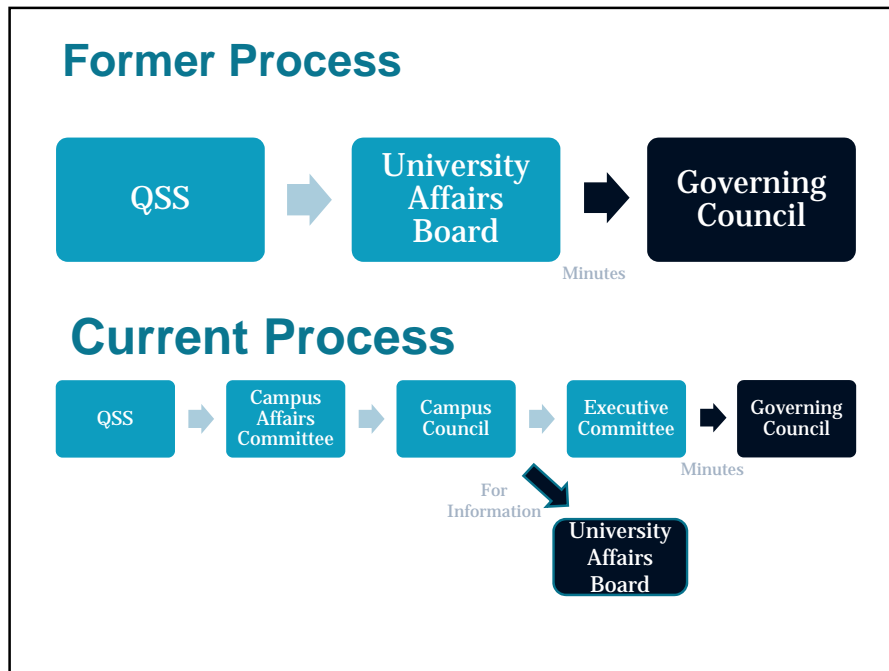
February 10, 2014



Campus services proposals for consideration


- UTM Health Services Fee
- UTM Athletics and Recreation Fee
- UTM Student Services Fee (funds a range of programs & services, including shuttle services, Career Centre, child care support, International Centre, handbook & communications, space occupied by student societies, alcohol education & monitoring, Family Care Office)
- 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)





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 consider proposals related to specific fees, which are conveyed to Governing Council and summarized under agenda item 4a



QSS process

Consultation process

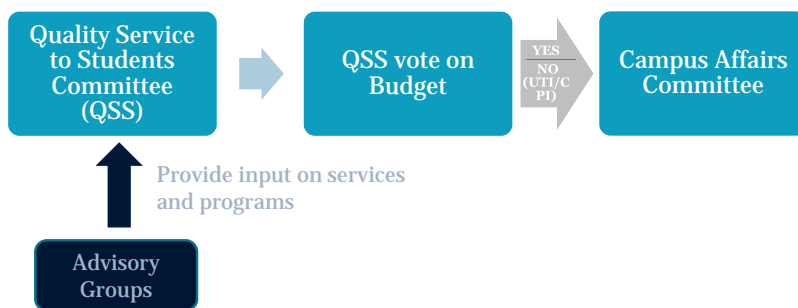
- Advisory groups met on operations (Oct. , Nov. & Dec.)
- Budget/Fee proposals discussed with QSS by UTM services' directors/managers (Nov., Dec. & Jan.)

Voting


- Endorsement required both a majority of voters and a majority of student voters (a 'double-majority')
- Conducted Jan. 17, 2014
- Some items' fees were not endorsed; some components of fees were endorsed



Student Services Fees Process




Mark Overton, Dean of Student Affairs
 February 10, 2014




Campus fees	Assessed 2013-14*	Process	Proposed 2014-15*	Year-over-year change
Athletics & Recreation	\$164.20	Sought from QSS (not endorsed)	\$168.39 (permanent)	\$4.19 / 2.55%
		Seeking from CAC	\$168.39	\$4.19 / 2.55% (1.94% perm. + 0.61% temp. of 2% available)
Health Services	\$33.01	Sought from QSS (not endorsed)	\$36.35 (permanent)	\$3.34 / 10.11%
		Seeking from CAC	\$33.67	\$0.66 / 2% (2% temp.)
Student Services Fee	\$139.26	Sought from QSS (not fully endorsed)	\$142.51 (permanent)	\$3.25 / 2.33%
		Seeking from CAC	\$142.51	\$3.25 / 2.33% (2% perm. + 1.94% temp. of 6.46% available)

*Assessed per term of enrolment (fall/winter/summer)



Campus Fees	Assessed 2013-14*	Process	Proposed 2014-15*	Year-over-year change
Fall-Winter U-Pass (for UTM-affiliated grad students)	\$78.12	Sought from QSS (endorsed)	\$85.15 (permanent)	\$7.03 / 9%
		Seeking from CAC	\$85.15 (permanent)	\$7.03 / 9%
Summer U-Pass (for UTM-affiliated grad students)	\$48.53 (assessed in fall & winter for summer service)	Sought from QSS (endorsed)	\$52.89 (permanent)	\$4.36 / 8.98%
		Seeking from CAC	\$52.89 (permanent)	\$4.36 / 8.98%
Summer Shuttle Service (for UTM-affiliated students)	\$4.66 (assessed in fall & winter for summer service)	Sought from QSS (endorsed)	\$4.68 (permanent)	\$0.02 / 0.43%
		Seeking from CAC	\$4.68 (permanent)	\$0.02 / 0.43%

*Assessed per term of enrolment (fall/winter/summer)



Campus fees by student type	Assessed campus fees 2013-14*	Proposed campus fees 2014-15*	Change
UTM full-time undergraduate	\$336.47	\$344.57	\$8.10 / 2.41% (\$16.20 in typical 8-month 'acad. year')
UTM part-time undergraduate	\$67.29	\$68.91	\$1.62 / 2.40% (\$3.24 in typical 8-month 'acad. year')
UTM-affiliated graduate student	\$455.79**	\$487.29**	\$31.50 / 6.91% (\$63.00 in typical 12-month 'acad. year')

*Assessed per term of enrolment (fall/winter/summer)
 **UTM-affiliated graduate students are assessed for 12 months of U-Pass and shuttle charges through Campus Fees; UTM undergraduates are assessed U-Pass charges by UTMSU through Student Society Fees.

