



University of Toronto Scarborough Campus Council

**CAMPUS AFFAIRS COMMITTEE**

**Tuesday, January 7, 2014**

**4:00 p.m.**

**UTSC Council Chamber, Arts and Administration Building, Room AA 160**

**1265 Military Trail**

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- 1. Chair's Remarks**
  - 2. Voting Assessors Reports**
  - 3. Capital Projects Update**

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**CONSENT AGENDA\*\***

- 4. Report of the Previous Meeting: Report 2 – November 13, 2013\* (*for approval*)**
- 5. Business Arising from the Report of the Previous Meeting**
- 6. Date of the Next Meeting – Wednesday, February 12, 2014, 4:00 p.m. - 6:00 p.m.**

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- 7. Other Business**

\* Documentation Attached

\*\* Documentation for consent included. This item will be given consideration by the committee only if a member so requests. Members with questions or who would like a consent item discussed by the Committee are invited to notify the Secretary, Ms Amorell Saunders N'Daw at least 24 hours in advance of the meeting by telephone at 416-287-5639 or email at [saunders@utsc.utoronto.ca](mailto:saunders@utsc.utoronto.ca)

\*\*\* Documentation to follow

**Senior Assessor Report  
Dean of Student Affairs  
January 2014**

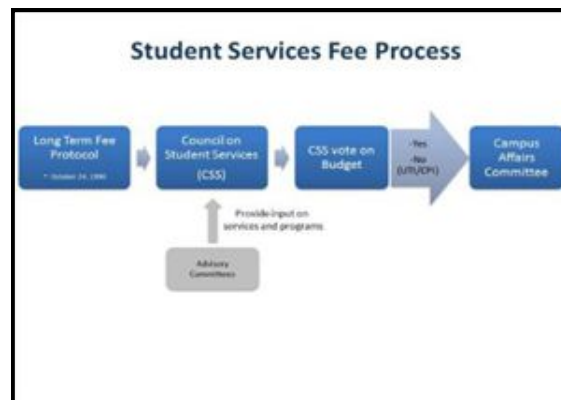
In this report I would like to highlight the work that is being done in preparation for the business that will be brought to this committee on February 12<sup>th</sup> for recommendation to Campus Council.

The major item of business on February 12<sup>th</sup> from the Student Affairs portfolio will be the presentation of the Student Services fee budget, the Health and Wellness Centre budget, and the Athletics and Recreation budget. In addition, Student Society fees will be presented, as well as the Ancillary budget of Student Housing and Residence life.

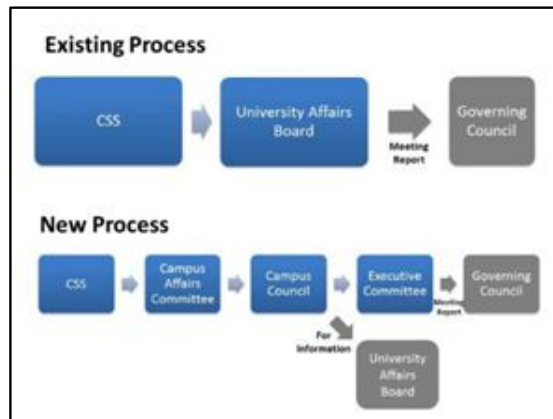
My remarks in this report focus largely on the process with respect to the preparation of the SSF budget, Health, as well as Athletics and Recreation. In my orientation presentation earlier this year (September 2013), I touched on the process governing the preparation of these budgets in a very general way, but will provide more details here.

**Budget Process:**

It is important to note that the framework which governs the process around the development and passage of these budgets follow strict process expectations that flow from three University of Toronto policies: the *Policy on Ancillary Fees*, the *Policy for Compulsory Non-Academic Incidental Fees*, and the *Protocol on Non-Tuition Related Fees*. The *Protocol* is a Memorandum of Agreement between the University and the student governments with institutional standing at the time, concerning the establishment of, and increases to, non-tuition related fees (excluding student society fees) which was finalized and approved by the student governments and the Governing Council in October, 1996.



This agreement defines the institutional Council on Student Services, and makes provision for the creation of the UTSC Council of Student Services as the body through which students would be involved in decisions to increase compulsory non- tuition fees, or to introduce new ones. From September until the consideration of the operating plans and fees, which this year is January 30<sup>th</sup>, there are regular meetings of CSS where each department presents its programs and services, achievements, and challenges. Members have an opportunity to ask questions, and voice opinions. The process is meant to be educational, and informative in a way that builds understanding prior to members having to make final decisions about supporting budgets.



The operating plans, and the 2014-15 Student Services Fee Budget to be presented to CAC on February 12<sup>th</sup> is, as in previous years (when the plans were presented to the University Affairs Board), are prepared following the consultative and advisory process as required in the *Protocol* and defined in the CSS Terms of Reference. The Health and Wellness and the Athletics and Recreation Budgets also follow the same process. Most student members of CSS also sit on Advisory committees to each of the Departments. These advisory bodies are another way for the student members of CSS to provide input on the services and programs offered as well as the budgets that support them.

While these advisory bodies are not required by the *Protocol*, they do act in the spirit of the agreement in that they provide an additional, and in depth opportunity for most CSS student members to learn, understand, and contribute their advice to the services and budgets they are asked to support. The CSS and the Advisory Group process does allow ample, yet tight time lines for the budgets to be closely examined, discussed, and reviewed. This review also includes oversight from the finance committee of CSS.

The finance committee of CSS is chaired by the Dean of Student Affairs, and is comprised of presidents of the Scarborough College Student Union, the Scarborough College Athletics association, the Graduate Students Association, and the Residence life Council. All are voting members of CSS. It is an overarching group that is able to see and discuss with the Dean the full picture of all budgets, and the overall impact on the student fee of any proposed increases. This body also acts in an advisory capacity with respect to the office of student affairs and any budget changes that impact the budget of the office of student affairs.

Prior to the final recommendation to CSS an additional step added this year is a final pre budget meeting with CSS Student representatives. It will be held to allow all student voters (12) a final preview and discussion prior to the budgets being presented for a decision (vote) at the CSS table.

It should also be noted that for a budget, and in particular a recommendation of a fee increase, to be passed by CSS, it requires a simple majority of student voting members present at the time of the vote. Should a budget vote fail, the requested increase cannot move forward as presented, and instead a formula provided for under the *Protocol* may be invoked. This formula provides for a calculation to be made using the Consumer Price Index (CPI) defined under the University's long-range budget guidelines, and a University of Toronto Index (UTI) defined in the *Protocol*, to arrive at an increase which is then brought forward through CAC for recommendation to Campus Council.

As required by the *Protocol*, the decisions of CSS, whether positive or negative, will be conveyed to the Campus Affairs Committee (CAC) when the Operating Plans and Fees are presented to the Committee for consideration. At that point, the CSS decisions are considered advice to the Committee.

The process of budget preparation is also very strongly supported by departmental business officers working in tandem with the campus financial services team. Regular budget reviews throughout the year for variance analysis also takes place so as to address any emerging challenges and to ensure overall financial accountability.

**STUDENT SOCIETY FEES:**

Student society fees collected by the university on behalf of UTSC student societies will also be brought through CAC on February 12<sup>th</sup>. Student societies in the context used here applies to all student organizations for which the university collects compulsory

non-academic incidental fees. Student Societies represent and are accountable to particular constituencies. Membership in a given student society is automatic once a student is duly registered. The fees that support student societies are compulsory.

Given the considerable sums of money collected to support student societies across the university the university believes it has an obligation to the students who support the societies to ensure the funds are properly accounted for and that societies function in an orderly and democratic fashion (Handbook for Student Societies office of the Vice-Provost, Students 2013-14 online edition). The collection and remittance of Student Society fees are subject to the terms and conditions outlined in the *Policy for Compulsory Non-Academic Incidental Fees*.

Pursuant to the *Policy*, student societies must have constitutions and/or by-laws. The constitutions and bylaws must include the following provisions: regular financial reports, annual audits, availability of records to any concerned member of their constituency, and appropriate accounting and financial procedures must be adhered to. The *Policy* also provides that increases to student society fees require either a positive result in a fairly conducted and recent referendum, or in the case of cost of living increases, consent provided through a previous referendum approving the principle of a cost of living increase.

At present, given the role of student societies across the university, and their overall contribution to campus life and the student experience the office of Vice-Provost Students continues its oversight role with respect to student societies as a whole, and this includes the process around the collection of fees, and the related accountabilities. Prior to being brought to CAC, student society fees and the process surrounding them will have been reviewed through the office of the vice provost students.

At UTSC, The Department of Student life in conjunction with the Office of Student Affairs provides local liaison with student societies, and of course works with the Vice-Provost's Office on any issues related to the functioning of student societies here at UTSC. Provided that the societies have met the requirements of the *Policy* and the guidelines delineated in the Handbook for Student Societies, I will bring the requests for fee increases forward to the Committee for consideration at the next meeting.

**Student Housing and Residence Life:**

This is an ancillary operation, and must be financially self sustaining. The fees charged to students are the major source of revenue that sustains the operation. A housing advisory committee provides advice to the Director of housing services on matters related to the service including fee increases. Once the financial and operating plans are developed and discussed as part of the UTSC ancillary operations process, they are then discussed as part of a central process; the Service Ancillaries Review group (SARG). This budget then is part of the campus operating budget process around ancillaries. The CAO's portfolio is very involved in the process alongside the Student Affairs portfolio which holds accountability for housing and Residence life.

UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

**REPORT NUMBER 2 OF THE CAMPUS AFFAIRS COMMITTEE**

**November 13, 2013**

To the University of Toronto Scarborough Campus Council,  
University of Toronto Scarborough

Your committee reports that it met on Wednesday, November 13, 2013 at 4:00 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

**Present:**

Ms Sue Graham-Nutter (Chair)  
Ms Marilyn Kwan (Vice-Chair)  
Professor Rick Halpern, Dean and Vice-Principal (Academic)  
Mr. Andrew Arifuzzaman, Chief Administrative Officer  
Mr. Desmond Pouyat, Dean of Student Affairs  
Ms Sara Allain  
Professor Jonathan S. Cant  
Ms Precia Darshan  
Dr. Tarun Dewan  
Ms Nicole Dionisio  
Ms Sarah Fedko  
Ms Kathy Fellowes  
Mr. Roger Francis  
Ms Hannah Yukari Hori  
Ms Lydia V.E. Lampers-Wallner  
Ms Nancy Carolyn Lee  
Dr. Effie Sauer  
Dr. Zohreb Shahbazi  
Professor Lucan Way

**Non-Voting Assessors:**

Ms Helen Morissette  
Ms Kim Richard

**Secretariat:**

Mr. Anwar Kazimi  
Ms Amorell Saunders N'Daw  
Ms Rena Parsan

**Regrets:**

Ms Hivin Alarashi  
Ms Erin Bradford  
Mr. Ommer Chohan  
Professor William A. Gough  
Professor Ken W.F. Howard  
Mr. Kevin Ramlal  
Mr. Filippo Raso  
Professor Stephen G. Reid  
Mr. Tony Rupnaraine  
Professor Erin L. Webster

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**1. Chair's Remarks**

The Chair welcomed members to the meeting. She reported that the Governing Council at its meeting on October 30, 2013 approved a number of revisions to the Term of Reference for the University Affairs Board. One of the changes provided for the Chair of the UTSC Campus Affairs Committee, or his or her designate, to serve as a member of the University Affairs Board. The Chair reported that she planned to attend future University Affairs Boards meetings and report back to the Committee relevant items of business.

**2. Voting Assessor Reports**

Professor Rick Halpern, Dean and Vice-Principal (Academic), updated the Committee on the status of the Centre for Planetary Sciences. He reported that the Centre was launched on October 18, 2013, which coincided with Marc Garneau's visit to the campus. The event was well attended and received good media coverage. Professor Halpern also mentioned that Sessional Dates for 2014-15 were brought to the Academic Affairs Committee for information at the November 12, 2013 meeting. Mr. Andrew Arifuzzaman, Chief Administrative Officer, made note that the federal and provincial governments had announced a Sport Legacy Fund to ensure that the Pan Am facility at UTSC would continue to remain at an international standing long after the games closed in 2015. He reported that in the first three years of the fund TPASC would receive approximately \$4.1 million dollars. In the future the allocation would be determined by the Legacy Fund Allocations Committee, based on annual business plans submitted by the University.

**3. Orientation to UTSC Strategic and Operations Planning**

Mr. Arifuzzaman presented an overview of the UTSC Strategic and Operations Planning process. Mr. Arifuzzaman informed the Committee that Vice-President and Principal, Professor Franco Vaccarino would be presenting the UTSC Strategic Plan at the February 5, 2014 Campus Council meeting for approval. The presentation provided an overview of the strategic planning process, the budget process (including a description of the types of funds, and the fiscal and economic challenges), and a description of the scorecard (tracking mechanism)<sup>1</sup>.

In response to a question from the Chair, Mr. Arifuzzaman indicated that the Committee would receive a dashboard, which was a short document with key indicators. A member asked how the UTSC budget process intersected with the St. George and UTM processes. Mr. Arifuzzaman replied by stating that budget approvals were made at an institutional level and budget allocation

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<sup>1</sup> See Presentation Attached



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decisions were made locally.<sup>2</sup> Mr. Desmond Pouyat, Dean of Student Affairs, indicated that the Student Services Fee budget, the Athletics and Recreation budget, and the Health and Wellness budget were dealt with in a separate process, and reported that those budgets were to be brought to the Campus Affairs Committee for recommendation to Campus Council in Cycle 5. Professor Halpern added that a significant revenue element in the operating budget was the BIU (basic income unit) per student funding from the Ontario government, which effectively have been frozen for many years.

**CONSENT AGENDA**

**4. Report of the Previous Meeting: Report 1- September 17, 2013** *(for approval)*

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

**6. Date of the Next Meeting- Tuesday, January 7, 2014, 4:00 p.m. - 6:00 p.m.**

On motion duly made, seconded and carried,

YOU COMMITTEE APPROVED,

THAT the consent agenda be adopted and the item requiring approval be approved.

The Chair reminded members that the next scheduled meeting of the Committee was on Tuesday, January 7, 2014 at 4:00 p.m.

**7. Other Business**

A member requested more quantitative budget figures in the proposals that were coming forward for approval.

The Chair directed members' attention to the postcards distributed around the table, which were promoting the 2014 Elections process. She encouraged members to share the postcard with anyone interested in getting involved in governance at the University of Toronto.

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<sup>2</sup> Secretary's Note: The University's Operating Budget is approved by the Governing Council after first being considered by Planning & Budget Committee, the Academic Board and the Business Board.

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The meeting adjourned at 4:57 p.m.

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Secretary

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Chair