

UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

**REPORT NUMBER 4 OF THE CAMPUS AFFAIRS COMMITTEE**

**February 12, 2014**

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

Your committee reports that it met on Wednesday, February 12, 2014 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  
Ms Erin Bradford  
Professor Jonathan S. Cant  
Mr. Ommer Chohan  
Ms Precia Darshan  
Ms Kathy Fellowes  
Mr. Roger Francis  
Professor William A. Gough  
Professor Ken W.F. Howard  
Ms Lydia V.E. Lampers-Wallner  
Mr. Kevin Ramlal  
Mr. Filippo Raso  
Mr. Tony Rupnaraine  
Professor Erin L. Webster

**Non-Voting Assessors:**

Ms Helen Morissette  
Ms Kim Richard

**Secretariat:**

Mr. Jim Delaney  
Ms Amorell Saunders N'Daw  
Ms Rena Parsan

**Regrets:**

Ms Hivin Alarashi  
Dr. Tarun Dewan  
Ms Nicole Dionisio  
Ms Sarah Fedko  
Ms Hannah Yukari Hori  
Ms Nancy Lee  
Professor Stephen G. Reid  
Dr. Effie Sauer  
Dr. Zohreb Shahbazi  
Professor Lucan Way

**In attendance:**

Ms Jacinta Crasta, Financial Officer, Department of Financial Services

Ms Joyce Hahn, Senior Financial Officer, Capital & Business Operation

Mr. Scott McRoberts, Director, Athletics and Recreation

Mr. Gary Pitcher, Director, Campus Safety, Issue and Emergency Management

Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor

Ms Michelle Verbrugge Director, Student Housing and Residence Life

Ms Frances Wdowczyk, Director, Business Development & Special Advisor to the CAO

Ms Sarah Worku, President, Scarborough Campus Students' Union

**1. Chair's Remarks**

The Chair welcomed members to the meeting. She reported that she attended the February 4, 2014 meeting of the University Affairs Board where there was a discussion on Compulsory Non-Academic Incidental Fees and a report from the Vice-Provost Students & First Entry Divisions regarding the Student Experience. She noted that none of the business was specific to UTSC.

**2. Assessor Reports**

There were no reports from the Assessors.

**3. Operating Plans- UTSC Ancillary Services**

The Chair invited Mr. Andrew Arifuzzaman, Chief Administrative Officer, to present the Operating Plans for the UTSC Ancillary Service that was being recommended to the Campus Council for approval on March 4, 2014. Mr. Arifuzzaman listed the four categories of service ancillaries at the University of Toronto Scarborough, which included: 1. Student Housing and Residence Life; 2. Retail and Conference Services; 3. Food and Beverage Services; 4. and Parking Services. The key objectives of these operations were: (i) to operate without subsidy from the operating budget; (ii) to provide for all costs of capital renewal, including deferred maintenance, furniture and equipment; (iii) having achieved the first two objectives, create and maintain a minimum operating reserve of 10 percent of annual expenditures; and (iv) having achieved the first three objectives, contribute net revenues to the operating budget). He reported that the service ancillaries projected revenues of \$10.7 million, which would primarily be applied to increasing reserve funds for capital renewal, operating, and new construction. He also reported capital expenditures of \$0.9 million in 2014-15 for repairs to residences, outer parking lot equipment and food outlets equipment. Mr. Arifuzzaman discussed a 5 per cent residence fee increase and 3 per cent fee increase to parking permit rates in 2014-15. A member asked whether other options were considered before increasing parking permit fees, and Mr. Arifuzzaman explained that ancillaries were responsible for generating their own capital, and using University capital dollars was not an ideal solution.

On motion duly moved, seconded, and carried,

**YOUR COMMITTEE RECOMMENDS,**

THAT the 2014-15 operating plans and budgets for the UTSC 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 presented in the documentation provided by Andrew Arifuzzaman, Chief Administrative Officer, be approved, effective May 1, 2014.

**4. Compulsory Non-academic Incidental Fees-Report and Analysis: 2013-14**

The Chair introduced and invited Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor, to present for information to the Committee the Compulsory Non-academic Incidental Fees-Report and Analysis: 2013-14. Ms Strong highlighted that the report was a consolidation of all compulsory non-academic incidental fees across the University including the federated colleges. She explained that increases to fees that fund University operated services were subject to the terms and conditions outlined in the *Policy for Compulsory Non-Academic Incidental Fees* and the *Protocol on Non-Tuition Fees* and that the services fees could be found in Schedule 2. Ms Strong also described the student society fees in Schedule 1 that were also subject to the *Policy for Compulsory Non-Academic Incidental Fees*. Lastly, she referred the Committee members to UTSC references within the report. The Chair inquired about Cross-Divisional Student Societies fees for UTSC and Ms Strong explained that UTSC is not a member of UTSU (University of Toronto Students' Union) and that SCSU (Scarborough Campus Students' Union) covers the cost for many services provided by UTSU.

**5. Operating Plans- UTSC Student Affairs and Services**

The Chair introduced and invited Mr. Desmond Pouyat, Dean of Student Affairs, to present the Operating Plans for UTSC Student Affairs and Services to the Committee.

**a. Advice from the UTSC Council on Student Services (CSS)**

Mr. Pouyat shared a brief summary regarding the Council on Student Services (CSS) process that led to the approval of operating plans and fees for Health and Wellness, Physical Education and Athletics, and Student Services at the January 30, 2014 meeting of CSS. He indicated that it was a fulsome process which ultimately led to a favourable vote at CSS, including from a majority of students for each operating plan. In consideration of the endorsement of the plans and fees by CSS, and pursuant to the terms of the *Protocol*, permanent year over year increases were proposed for each fee.

**b. Operating Plans- UTSC Student Affairs and Services**

Mr. Pouyat discussed the principles used to create the Student Affairs and Services operating

plans, which included: building opportunities for students; building capacity where needed; strengthening programs and services; and preserving existing programs and services that have proved to be successful. He emphasized that the campus was continually growing and that the plans presented represent the current needs of students. Mr. Pouyat thanked Ms Sarah Worku, President of the SCSU and Chair of CSS for contributing to the process. He noted that the students appreciated the work from the administration and the rationale for the increased fees. A comment was made regarding the Athletics operating plan and why certain areas within the budget increased while others decreased. Mr. Arifuzzaman responded by explaining that it was due to a shift in the way dollars were allocated.

On motion duly move, seconded, and carried,

**YOUR COMMITTEE RECOMMENDS,**

THAT, the 2014-15 operating plans and budgets for the UTSC 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. Desmond Pouyat, Dean of Student Affairs, be approved; and

THAT the sessional Athletics & Recreation Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to \$124.70 (\$24.94 for a part-time student), which represents a year-over-year permanent increase of \$8.70 (\$1.74 for a part-time student) or 7.5%; and

THAT the sessional Health Services Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to \$61.90 (\$12.38 for a part-time student), which represents a year-over-year permanent increase of \$4.05 (\$0.81 for a part-time student) or 7.0%; and

THAT the sessional Student Services Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to \$164.55 (\$32.91 for a part-time student), which represents a year-over-year permanent increase of \$6.78 (\$1.36 for a part-time student) or 4.3%.

**6. Compulsory Non-Academic Incidental Fees: Student Societies- Request for Fee Increases**

The Chair invited Mr. Pouyat to present the Compulsory Non-Academic Incidental Fees: Student Societies- Request for Fee Increases to the Committee for recommendation to the Campus Council on March 4, 2014. Mr. Pouyat explained that requests for fee changes were received by the Office of the Vice-Provost, Students and First-Entry Divisions who worked closely with his Office to advise on any fee requests received. Mr. Pouyat reported that the SCSU was requesting changes to fees, most of which were inflationary. A member asked whether the UTSC Sports and Recreation Centre levy fee was to contribute to the construction of the facility or to repay the debt. Mr. Arifuzzaman replied by stating that the levy would repay the debt. Another member

commented on the difference in fees between the campuses, and Ms Strong explained that the fees are indicative of the local needs and special projects on each campus.

On motion duly moved, seconded and carried,

**YOUR COMMITTEE RECOMMEDS,**

THAT subject to (a) approval of the following fee increase proposals by Scarborough Campus Students' Union (SCSU) Board of Directors on February 28, 2014, and (b) notification in writing to the Office of the Vice-Provost, Students and First-Entry Divisions of the actual increases to the Accident & Prescription Drug Insurance Plan and Dental Plan portions of the fee no later than March 4, 2014;

THAT beginning in the Summer 2014 session, the SCSU fee be increased as follows: (a) an increase of \$95.01 per session (\$19.17 part-time) in the UTSC Sports & Recreation Centre Levy portion of the fee; and

THAT beginning in the Fall 2014 session, the SCSU fee be increased as follows: (a) an increase of \$0.37 per session in the Society membership portion of the fee (\$0.02 part-time), (b) an increase of \$0.11 per session (full-time only) in the CFS/CFS-O portion of the fee, (c) an increase of up to \$5.66 (full-time only) per session in the Accident & Prescription Drug Insurance Plan portion of the fee, (d) an increase of up to \$6.70 (full-time only) per session in the Dental Plan portion of the fee, and (e) continuation of the Student Refugee Program portion of the fee through the 2014-15 academic period.

## **CONSENT AGENDA**

**7. Report of the Previous Meeting: Report Number 3- January 7, 2014 (*for approval*)**

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

**9. Date of the Next Meeting- Wednesday, March 26, 2014**

On motion duly made, seconded, and carried,

**YOUR 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 Wednesday, March 26, 2014 at 4:00 p.m.

**10. Other Business**

There were no other items of business

The meeting adjourned at 4:49 p.m.

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Secretary

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Chair