

FOR INFORMATION

PUBLIC

OPEN SESSION

TO: UTSC Campus Affairs Committee

SPONSOR: Desmond Pouyat, Dean of Student Affairs
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PRESENTER: See Sponsor.
CONTACT INFO:

DATE: February 5, 2018 for February 12, 2018

AGENDA ITEM: 2b

ITEM IDENTIFICATION:

Overview and Advice from the Council on Student Services (CSS)

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 Affairs Committee.

Section 5.3.2 (a) of the Campus Affairs Committee’s Terms of Reference provide that “Policy matters concerning the Campus’s co-curricular programs, services and facilities are the Committee’s responsibility. Section 5.3.2 (b) states that “Annual approval of the campus’s co-curricular programs’, services’ and facilities’ operating plans is the responsibility of the Committee.” Similarly, section 5.3.3 provides that “The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee’s approval.”

Section 5.4.1 of the Committee’s Terms of Reference require that compulsory non-academic incidental fees for student services “are approved by the UTSC Council on the recommendation of the UTSC 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 (A change to Appendix A was approved by the University Affairs Board in November, 1997). 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 units. Any such realignment “will not imply or cause an increase in overall levels of expense funded by the fees covered by the Protocol, but may result in the reallocation of available resources in response to changing service demands.”

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

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

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

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

The attached memorandum summarizes the advice provided to the Governing Council by the UTSC Council on Student Services. According to the terms of the Protocol, if the relevant Protocol Body approves an increase to, or the establishment of, a fee, or if the relevant students approve of such an increase or new fee by referendum, the Governing Council may approve the increase or fee, without restriction on the amount.

In the absence of approval by a relevant Protocol Body or by referendum, the Governing Council may approve:

(a) permanent increases in existing fees by a percentage less than or equal to the lesser of the Consumer Price Index (CPI) increase or the University of Toronto Index (UTI) increase;

and

(b) temporary three-year increases in existing fees by a percentage less than or equal to the greater of the CPI increase or the UTI increase.

CPI is drawn from the University's long-range budget guidelines, and UTI is an indexation of a Protocol-related fee which is defined within the Protocol itself.

GOVERNANCE PATH:

1. **UTSC Campus Affairs Committee [For Information] (February 12, 2018)**
2. University Affairs Board [For Information] (March 6, 2018)
3. UTSC Campus Council [For Information] (March 7, 2018)
4. Executive Committee [For Information] (March 27, 2018)

PREVIOUS ACTION TAKEN:

Advice from CSS in respect of the 2017-18 Operating Plans and Fees for UTSC Student Affairs and Services were presented to the UTSC Campus Affairs Committee on February 7, 2017. Increases to the Health and Wellness, Athletics & Recreation, and Student Services fees were presented to UTSC Campus Affairs Committee on February 7, 2017 and approved by the UTSC Campus Council on March 1, 2017.

HIGHLIGHTS:

CSS was presented the following proposals from the administration for the 2018-2019 budget year:

Increase Health & Wellness Fee from \$67.31 to \$68.99 per full-time student per session (\$13.46 to \$13.80 for part-time)

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

Increase Athletics Fee from \$137.57 to \$141.00 per full-time student per session (\$27.51 to \$28.20 for part-time)

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

Increase Student Services Fee from \$177.60 to \$183.00 per full-time student per session (\$35.52 to \$36.60 for part-time)

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

FINANCIAL IMPLICATIONS:

See Cover Sheet for Item 2a on this agenda.

RECOMMENDATION:

Presented for information.

DOCUMENTATION PROVIDED:

Advice on Fees and Operating Plans from the UTSC Council on Student Services (CSS)

TO: Members of the UTSC Campus Affairs Committee

FROM: Desmond Pouyat, Dean of Student Affairs

DATE: February 12, 2018

SUBJECT: Advice on Fees and Operating Plans from the Council on Student Services (CSS)

Included in this package are the proposed Operating Plans and proposed Fees for the UTSC Student Affairs and Services for 2018-19. 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 UTSC-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:

- UTSC Health and Wellness Fee
- UTSC Athletics & Recreation Fee
- UTSC Student Services Fee

The *Protocol* makes provision for the establishment of a body at UTSC 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 Council on Student Services (CSS) was established by the former Scarborough College Council, with the agreement of the Scarborough College Students' Union. The *Protocol* also requires that the advice of CSS shall be conveyed to the Governing Council.

The “advice” is interpreted to mean the decisions of CSS on the proposals made by the administration to CSS (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 CSS, the administration lists the resolutions considered, the decisions, and the details of the voting in a memorandum to CAC. This memorandum delineates the advice to CAC. The *Protocol* also requires that this summary be forwarded to the chair of CSS “in sufficient time to allow representation to be made by the [CSS] to [CAC].”

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

According to the terms of the *Protocol*, if CSS 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 CSS 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 2.2%.

CSS Advice on Operating Plans, Budgets and Fees

For the operating plans, budgets and associated compulsory non-academic incidental fees to be approved by CSS, 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 Council overall.

At the CSS meeting on January 18, 2018, the administration made three proposals to CSS encapsulated in the three resolutions listed below.

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

1) Health and Wellness

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase of 2.5 % in the Health & Wellness fee, from \$67.31 to \$68.99 per full-time student per session (\$13.46 to \$13.80 for part-time)

The vote on the resolution was as follows:

In favour: 15 (5 admins, 10 students)

Opposed: 0 (0 admins, 0 student)

Abstentions: 0 (0 admins, 0 student)

Resolution Result: PASS

2) Student Services

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase of 3.04 % increase in the Student Services Fee, from \$177.60 to \$183.00 per full-time student per session (\$35.52 to \$36.60 for part-time)

The vote on the resolution was as follows:

In favour: 15 (5 admins, 10 students)

Opposed: 0 (0 admins, 0 student)

Abstentions: 0 (0 admins, 0 students)

Resolution Result: PASS

3) Athletics and Recreation

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase of 2.5% in the Athletics & Recreation fee, from \$137.57 to \$141.00 per full-time student per session (\$27.51 to \$28.20 for part-time)

The vote on the resolution was as follows:

In favour: 7 (5 admins, 2 students)

Opposed: 6 (0 admins, 6 students)

Abstentions: 2 (0 admins, 2 students)

Resolution Result: FAIL

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Desmond Pouyat', with a long horizontal stroke extending to the right.

Desmond Pouyat

Dean of Student Affairs UTSC



Overview of the CSS Process

February 12, 2018

Budgets that follow CSS Process

- Student Services Fee budget
- Health & Wellness Centre budget
- Athletics and Recreation budget

CSS: Council on Student Services

The CSS is described in the Policy on Compulsory Non-Academic Incidental Fees known as the '**Protocol**' and is the responsible body of students involved in decisions to increase fees.

The following fifteen(15) student members shall be voting members of the Council; they must be eligible for registration at UTSC.

- Presidents of the Graduate Students' Association Scarborough (GSAS), Scarborough College Athletic Association (SCAA), Scarborough Campus Students' Union (SCSU) ,Scarborough Campus Residence Council (SCRC)
- Vice President Academic & University Affairs, Vice-President Equity, Vice-President External of the SCSU
- Seven (7) undergraduate students appointed by the SCSU to represent full-time and part-time UTSC students - none of whom serves on the SCSU as a voting Director, officer, or permanent full-time staff. One should be an International student and one should be a Resident student
- One graduate student, appointed by the GSAS, to represent graduate students at large

The CSS Process

- Presentations by departments followed by Q&A
- Advisory groups meet for each department
- Finance Committee meetings
- Budget preview meeting and presentations mid-January to CSS student voters (**Wednesday January 10, 2018**)
- Additional meeting held as necessary to answer questions and provide information
- Final Budget Presentation and Vote (**Thursday January 18, 2018**)

CSS Budget Vote

- All members have a vote
- Only the student vote determines the outcome
- A simple majority of student votes required to pass a budget

When a Budget Vote Fails

- The Administrative Assessor is permitted by *the Long-term Protocol on the Increase or Introduction of Compulsory Non-Tuition related Fees* (The Protocol) to recommend a fee increase to the appropriate governing body (Campus Affairs Committee and Campus Council).
- The recommended fee increase is based on the calculated UTI, and applicable CPI used in the university's long range budget projections, assumptions, and strategies.
- The recommended fee increase **CANNOT** be greater than the UTI or CPI increase. The highest of UTI or CPI can **ONLY** be implemented as a *temporary 3 year increase* while the lesser of the two is a permanent increase.

CPI (Definition- Student Services)

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

UTI: University of Toronto Index

UTI is an indexation of a service's fee

- Accounts for changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes in enrolment.
- Calculated separately for each service's fee.

Permanent and Temporary Increases

Permanent increase:

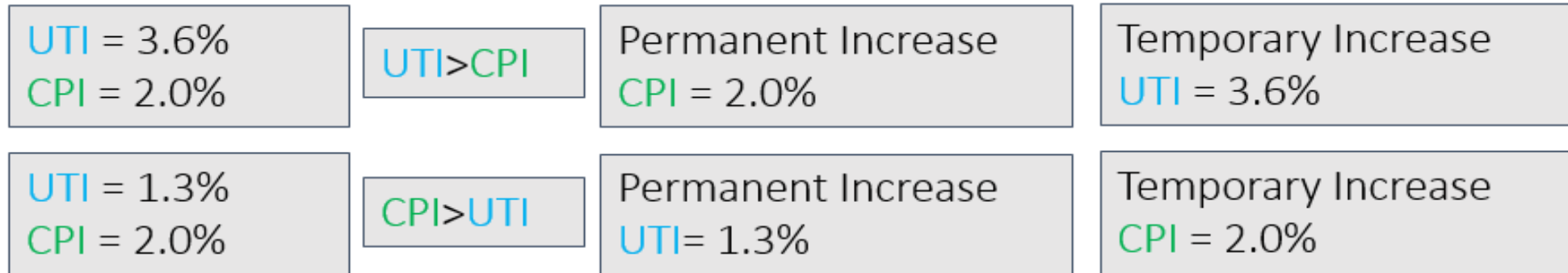
The lessor of the UTI increase or the CPI increase.

And

Temporary increase (up to 3 years):

The greater of the UTI increase or the CPI increase.

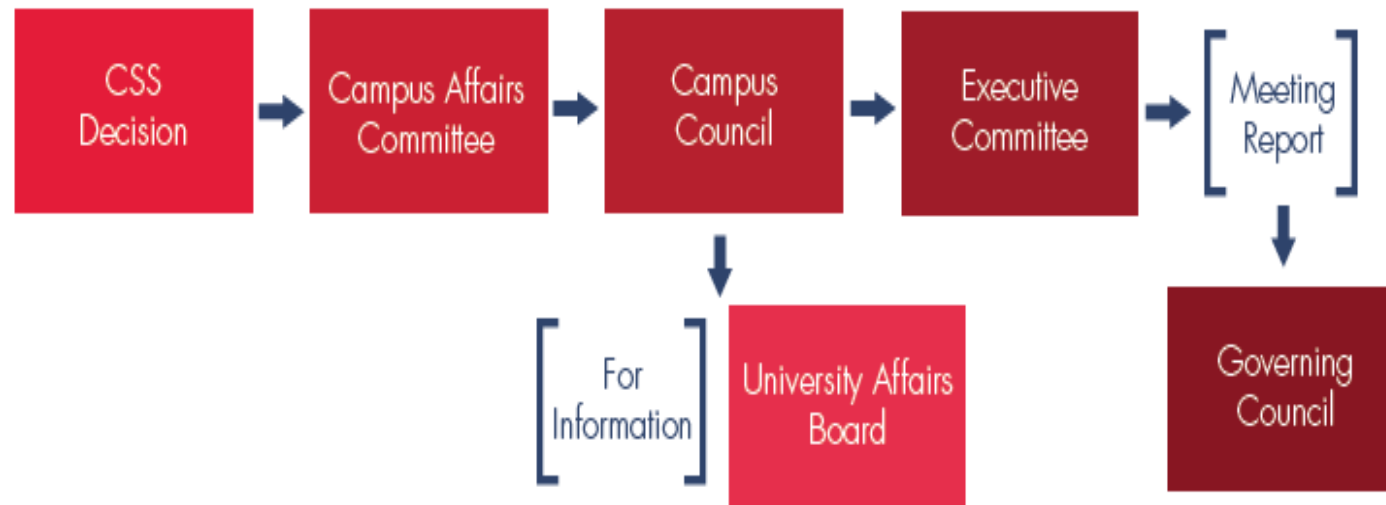
Examples:



These provisions of the Protocol allow services, programs, and overall operations to avoid jeopardy, and to be maintained, but does not provide the financial framework for any substantive expansion in growth of programs and services.

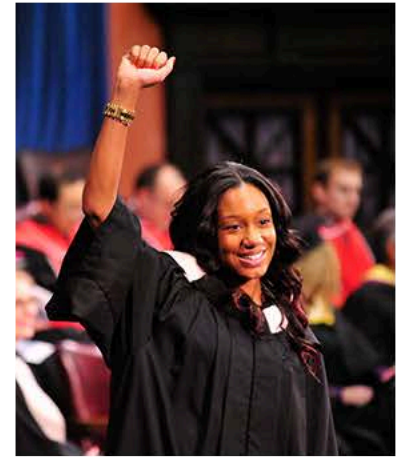
Approval Process Summary

APPROVAL PROCESS



Administrative support of the process

- Strongly supported by Campus financial services team
- Departmental and Student Affairs business officers
- Tri-campus Input



Advice from CSS

February 12, 2018

Budget: Proposed to CSS

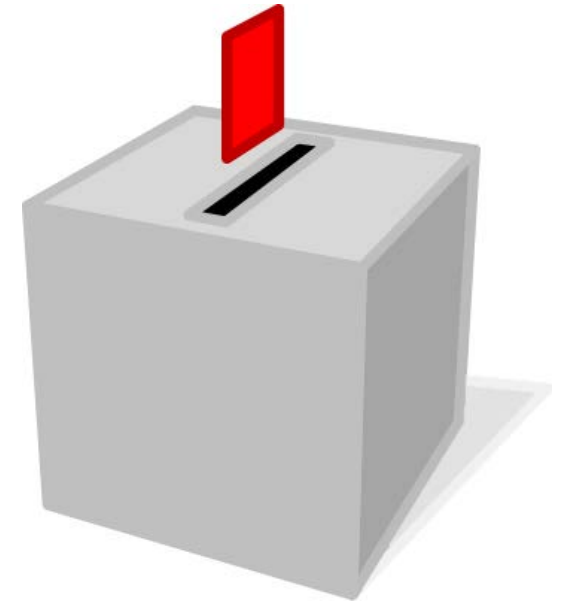
FEE	2018/2019	2017/2018	Proposed Increase	Applicable UTI	Applicable CPI
Health and Wellness Fee	\$68.99 per FT student \$13.80 per PT student	\$67.31 per FT student \$13.46 per PT student	2.5 %	5.2 %	2.2 %
Student Services Fee	\$183.00 per FT student \$36.60 per PT student	\$177.60 per FT student \$35.52 per PT student	3.04 %	3.1 %	2.2 %
Athletics Fee	\$141.00 per FT student \$28.20 per PT student	\$137.57 per FT student \$27.51 per PT student	2.5 %	7.4 %	2.2 %
Total	\$392.99 per FT student \$78.60 per PT student	\$382.48 per FT student \$76.49 per PT student	2.75 %	5.0 %	2.2 %

Outcome/CSS Voting Results

Health & Wellness		Resolution: PASS	✓
Yes :	15	Students: 10, Admin: 5	
No :	0	Students: 0, Admin: 0	
Abstain :	0	Students: 0, Admin: 0	

Student Service Fee		Resolution: PASS	✓
Yes :	15	Students: 10, Admin: 5	
No :	0	Students: 0, Admin: 0	
Abstain :	0	Students: 0, Admin: 0	

Athletics & Recreation		Resolution: FAIL	✗
Yes :	7	Students: 2, Admin: 5	
No :	6	Students: 6, Admin: 0	
Abstain :	2	Students: 2, Admin: 0	



Budget: Proposed to CAC

FEE	2018/2019	2017/2018	Proposed Increase
Health and Wellness Fee	\$68.99 per FT student \$13.80 per PT student	\$67.31 per FT student \$13.46 per PT student	2.5 %
Student Services Fee	\$183.00 per FT student \$36.60 per PT student	\$177.60 per FT student \$35.52 per PT student	3.04 %
Athletics Fee *	\$143.07 per FT student \$28.61 per PT student	\$137.57 per FT student \$27.51 per PT student	4 %
Total	\$395.06 per FT student \$79.01 per PT student	\$382.48 per FT student \$76.49 per PT student	3.29 %

* Resulting from a permanent increase of 2.2 % and a three-year temporary increase of 4.7 % on the eligible portion

Recommendation

Be It Recommended to the UTSC Campus Council,

THAT, the 2018-19 operating plans and budgets for the UTSC Student Affairs and Services (including the Health & Wellness Centre, Athletics & Recreation, and Student Services), as presented in the documentation from Mr. Desmond Pouyat, Dean of Student Affairs, be approved; and

THAT the sessional Health & Wellness Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$68.99 (\$13.80 for a part-time student), which represents a year over year increase of \$1.68 (\$0.34 for a part-time student) or 2.5 %;

THAT the sessional Student Services Fee for a UTSC-registered or UTSC- affiliated full-time undergraduate student be increased to \$183.00 (\$36.60 for a part-time student), which represents a year over year increase of \$5.40 (\$1.08 for a part time student) or 3.04 %;

THAT the sessional Athletics & Recreation Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$143.07 (\$28.61 for a part-time student), which represents a year over year increase of \$5.50 (\$1.10 for a part-time student) or 4% (resulting from a permanent increase of 2.2 % and a three-year temporary increase of 4.7 % on the eligible portion).