

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 12th, 2019 for recommendation to Campus Council.

The major item of business on February 12th 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, is largely about the process with respect to the preparation of the SSF budget, Health, as well as Athletics and Recreation.

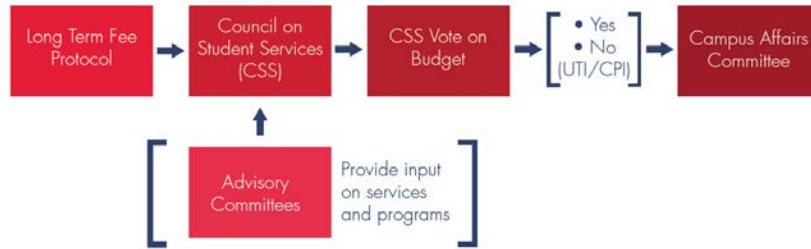
BUDGET PROCESS

It is necessary to note that the framework which drives development of the budgets that are received at Campus Affairs Committee through the sponsorship of the Dean of Student Affairs follows strict process expectations that flow from the University of Toronto Governing Council's Policy on Ancillary Fees, April 17th 1995, and that are clearly defined in the memorandum of agreement between the University, the student's 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 (October 24, 1996). This agreement defines the Council on Student Services, and the means by which students would be involved in decisions to increase compulsory non- tuition fees, or to introduce new ones.

The operating plans and the 2019-20 Student Services Fee Budget are being prepared following the consultative process framework as defined in that agreement. The Health & Wellness Centre and the Athletics & Recreation budgets have adhered to the same process as defined in the protocol. The following information outlines in more detail the background and framework that guides this process for the budgets that are brought forward here.

The process framework around the development and passage of these budgets follow the 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.

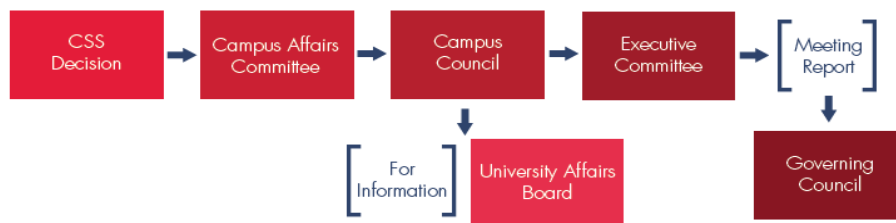
STUDENT SERVICES FEE PROCESS



This agreement defines the institutional Council on Student Services, and makes provision for the creation of the UTSC Council on 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 February 12th, 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 about proposed plans, the student experience, and the associated costs. The process is meant to be educational, and informative in a way that builds understanding prior to members having to make final decisions at the time of voting on the proposed budgets.

APPROVAL PROCESS



The operating plans, and the 2019-20 Student Services Fee Budget presented to CAC on February 12th is, as last year, and in previous years (when the plans were presented to the University Affairs Board), prepared following the consultative and advisory process as required in the Protocol and defined in the CSS Terms of Reference. The Health & Wellness and Athletics & Recreation budgets also follow the same process. Many 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 allow ample time, for the budgets to be closely examined, discussed, and reviewed. This review also includes oversight from the Finance Committee of CSS.

The Finance Committee is chaired by the Dean of Student Affairs and is comprised of presidents of the Scarborough Campus Students' Union, the Scarborough Campus 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 overall impact of any proposed changes to the student fee. This body also acts in an advisory capacity with respect to the Office of Student Affairs and any fee changes that impacts the budget of the Office of Student Affairs.

Prior to the final recommendation to CSS there is a final pre-budget meeting with CSS student representatives. It will be held on January 15th 2019 to allow all student members (15) a final preview and discussion prior to the budgets being presented for a decision (vote) at the CSS table on January 24th, 2019.

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 can then be 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 12th. 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.



Overview of the CSS Process

January 30, 2019

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 (**Tuesday January 15, 2019**)
- Additional meeting held as necessary to answer questions and provide information
- Final Budget Presentation and Vote (**Thursday January 24, 2019**)

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:

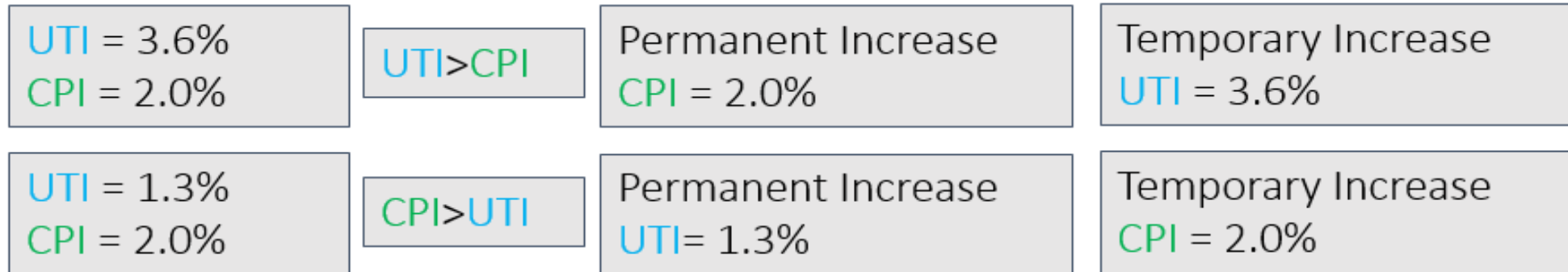
The lessor of the UTI increase or the CPI increase.

And

Temporary increase (up to 3 years):

The greater of the UTI increase or the CPI increase.

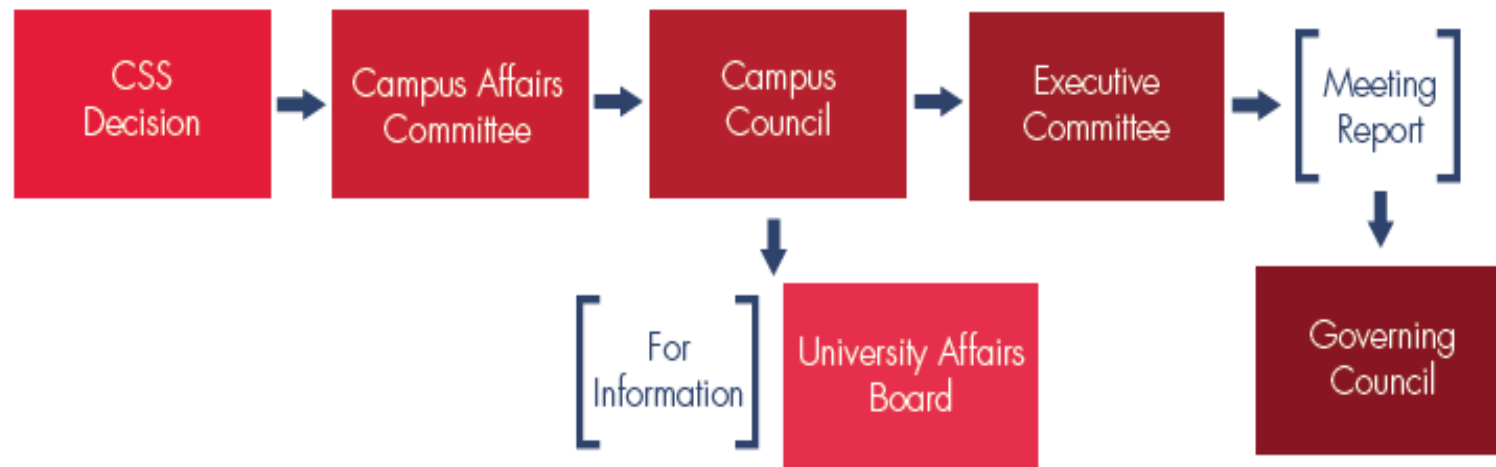
Examples:



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

Other Business to come before CAC

- Student Society Fees
- Ancillary Student Housing and Residence Life operating plan

Student Society Fees

- Collected by University on behalf of student societies
- These are also compulsory non-academic incidental fees

Student Societies

- Student Organizations accountable to particular constituencies
- Examples at UTSC include the:
 - Scarborough Campus Student Union (SCSU)
 - Scarborough Campus Athletics Association (SCAA)
 - Scarborough Campus Residence Council (SCRC)
 - Fusion Radio
 - The Underground

University's Assumed Obligations to Students

- To ensure societies function in an orderly and democratic fashion
- To ensure funds are properly accounted for

Society Requirements

- To have constitutions
- Bylaws must have provisions for regular financial reports, annual audits and access to records for members
- Appropriate accounting and financial procedures must be adhered to

Oversight Role : Office of Vice Provost Students

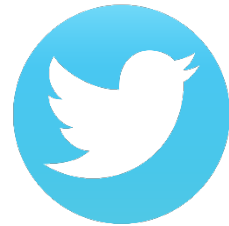
- Fee collection process and related accountabilities
- Fees are first vetted through the Vice Provost Student's office prior submission to CAC, to ensure proposed increases are appropriate and adhere to the rules governing fee increases for the various societies, such as limits imposed by referendums.
- Many student society fees are increased by CPI which for student societies are defined by 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. *(Policy for Compulsory Non-Academic Incidental Fees)*
- Department of Student Life & Office of Student Affairs liaises between Student Societies & Vice Provost Students to assist in coordination of the process.

Student Housing and Residence Life

- An ancillary operation that must be financially self sustaining
- Reports through Student Affairs but as an ancillary, is part of the ancillary operations process under the CAO and will come to CAC under the ancillaries umbrella



Contact Us



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<http://uoft.me/utscstudentaffairs>