

In this report I would like to highlight the work that is being done in preparation for the business that will be brought to the Campus Affairs Committee on February 11th, 2020 for recommendation to Campus Council.

The major item of business on February 11th at the Campus Affairs Committee, from the Student Affairs portfolio will be the presentation of the essential fees: the Health and Wellness Centre, Athletics and Recreation, Career Services, and Academic Support. In addition, Student Society fees will be presented, as well as the Ancillary budget of Student Housing and Residence Life.

The University is aware of the Divisional Court's decision regarding the Student Choice Initiative. While we evaluate the technical impact of this decision, access to the Incidental Fees portal has been suspended. Further information will be provided at the next meeting.

My remarks in this report, is largely about the process with respect to the preparation of the budgets for student services that have been referenced above.

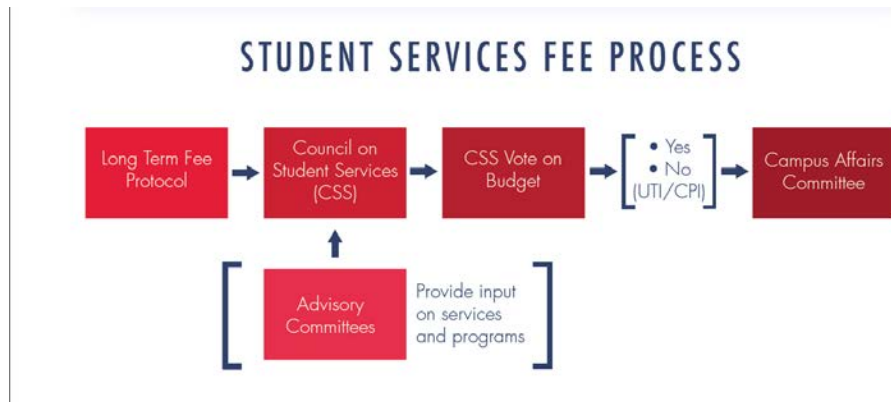
BUDGET PROCESS

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(essential fees), or to introduce new ones. The process for compulsory fees was not altered by the introduction of the Student Choice Initiative (SCI).

The operating plans and the 2020-21 budgets are being prepared following the consultative process framework as defined in that agreement. All budgets 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

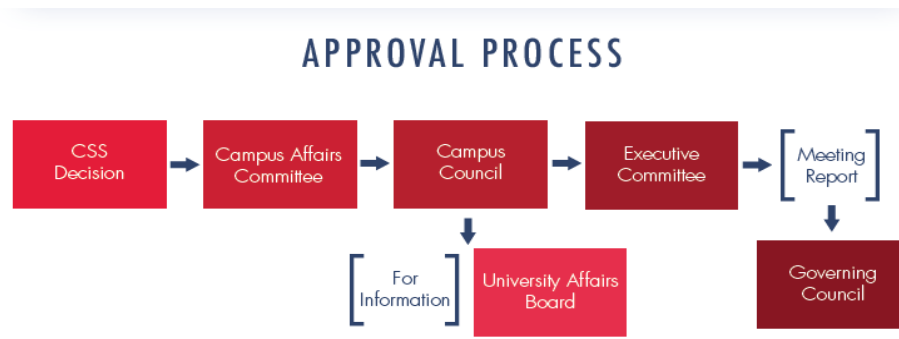
establishment of, and increases to, non-tuition related fees (excluding student society fees) which was finalized and approved by the student governments and the Governing Council in October, 1996.



STUDENT SERVICES FEE PROCESS: ESSENTIAL FEE BUDGETS

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 11th, 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.



The operating plans, and the 2020-21 Student Services Fee Budget presented to CAC on February 11th 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. 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 student fees.

Prior to the final recommendation to CSS there is a final pre-budget meeting with CSS student representatives. It will be held on January 14th, 2020 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 23rd, 2020.

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 11th. Student societies in the context used here, applies to all student organizations for which the university collects non-academic incidental fees.

Given the 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 2018-2019 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.

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, Student life and 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. These increases will comprise essential and non-essential categories.

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. This budget is presented as part of the Ancillary budget process through the CAO's portfolio.



Overview of the CSS Process

January 28, 2020



Introduction and Context Setting



Student Choice Initiative (SCI)

- On January 17, 2019, the Government of Ontario announced the Student Choice Initiative, which provides students with the choice to opt out of non-essential fees starting in fall 2019.
- The provincial government's framework divides fees into essential and non-essential categories where fees supporting essential services are mandatory, and fees supporting non-essential services are optional.



What's happened since?

- The Fee framework was reconfigured into essential and non-essential categories to comply with the SCI for Fall 2019.
- Student unions launched legal action against the government's SCI program
- Recently the divisional court of Ontario has ruled against the Government.
- The government is appealing the decision.
- During the appeal period, the University will collect fees that were previously identified as optional under the SCI
- With the new SCI initiative the government did not change the process for approving fees. It remains the same as in previous years.



Budgets that follow CSS Process for 2020-2021

- Health & Wellness Centre
- Athletics and Recreation
- Career Services
- Academic Support
- Student Buildings Fee
- Other Student Service Fee (previously identified as optional under the SCI)



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 supported by essential and non essential fees
- Finance Committee meetings
- Budget preview meeting and presentations mid-January to CSS student voters (**Tuesday January 14, 2020**)
- Additional meeting held as necessary to answer questions and provide information
- Final Budget Presentation and Vote (**Thursday January 23, 2020**)



CSS Budget Vote

- Required for Essential budgets
- 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 essential 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:

UTI = 3.6% CPI = 2.0%	$UTI > CPI$	Permanent Increase CPI = 2.0%	Temporary Increase UTI = 3.6%
UTI = 1.3% CPI = 2.0%	$CPI > UTI$	Permanent Increase UTI = 1.3%	Temporary Increase CPI = 2.0%



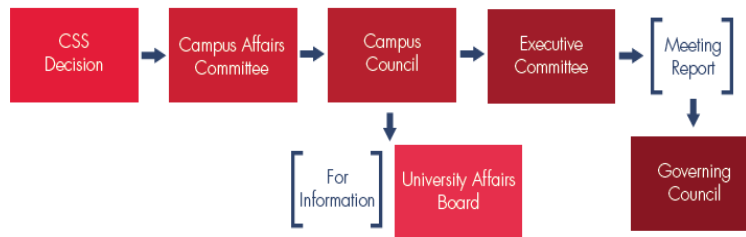
These provisions of the Protocol allow essential fees that support services, programs, and overall operations to avoid jeopardy, and to be maintained, but does not provide the financial framework for any substantive sustained expansion in growth of programs

and services.



Approval Process Summary

APPROVAL PROCESS



**STUDENT
AFFAIRS
& SERVICES**

Administrative support of the process

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



**STUDENT
AFFAIRS
& SERVICES**

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



Student Societies

- Student Organizations accountable to particular constituencies
- Example at UTSC include:
 - Scarborough Campus Student Union (SCSU)
 - Scarborough Campus Athletics Association (SCAA)
 - Scarborough Campus Residence Council (SCRC)
 - Radio FWD
 - 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 to submission to CAC, to ensure proposed increases are appropriate and adhere to the rules governing fee increases for the various societies
- 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>

