

FOR CONFIRMATION

PUBLIC

CLOSED SESSION

TO:	Executive Committee
SPONSOR: CONTACT INFO:	Desmond Pouyat, Dean of Student Affairs (416) 287-7673, dpouyat@utsc.utoronto.ca
PRESENTER: CONTACT INFO:	See Sponsor
DATE:	March 17, 2020 for March 24, 2020
AGENDA ITEM:	6(f.)

ITEM IDENTIFICATION:

UTSC Student Affairs and Services – Operating Plans and Fees

JURISDICTIONAL INFORMATION:

Under the Terms of Reference for the University of Toronto Scarborough Campus Affairs Committee, section 4, the Committee is concerned with matters that directly concern the quality of student and campus life. 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 5.1).

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.”

The Operating Plans for campus and student services, as well as co-curricular programs, services and facilities, are recommended to the UTSC Campus Council for 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.”

Pursuant to the terms of 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 (the Protocol)*, approved by Governing Council on October 24, 1996, the UTSC Council on Student Services (CSS) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to the Committee on these plans.

According to the terms of the Protocol, in the absence of approval by CSS (or by referendum among the relevant students), 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, as defined by the Protocol, of a fee.

GOVERNANCE PATH:

1. UTSC Campus Affairs Committee [For Recommendation] (February 11, 2020)
2. UTSC Campus Council [For Approval] (March 10, 2020)
3. University Affairs Board [For Information] (March 11, 2020)
4. **Executive Committee [For Confirmation] (March 24, 2020)**

PREVIOUS ACTION TAKEN:

The Operating Plans for UTSC Student Affairs and Student Services for the current fiscal year were presented to UTSC Campus Affairs Committee on March 28, 2019 and approved by the UTSC Campus Council on April 16, 2019.

Please see the documentation under item -- on this agenda concerning consideration of the Administration's proposed plans by the UTSC Council on Student Services (CSS).

The current (2019-20) fees for Student Affairs and Services are:

Health & Wellness Service Fee: \$75.52 per full-time student per session (\$15.10 for part-time students)

Athletics & Recreation Fee: \$145.93 per full-time student per session (\$29.19 for part-time students)

Career Services Fee: \$85.85 per full-time student per session (\$17.17 for part-time students)

Academic Support Fee: \$39.90 per full-time student per session (\$7.98 for part-time students)

Student Buildings Fee: \$33.44 per full-time student per session (\$6.69 for part-time students)

Other Student Services Fee: \$20.64 per full-time student per session (\$4.13 for part-time students)

At its meeting held on February 11, 2020, the UTSC Campus Affairs Committee considered and recommended the 2020-21 UTSC Student Affairs and Services - Operating Plans and Fees proposal to the UTSC Campus Council for approval. On March 10, 2020, UTSC Campus Council approved the 2019-20 UTSC Student Affairs and Services - Operating Plans and Fees, which were presented to the University Affairs Board for information on March 11, 2020.

HIGHLIGHTS:

The experiences of Student Services and programs this past year and operating plans for 2020-21 are summarized in the documentation provided to the Committee by Desmond Pouyat, Dean of Student Affairs, UTSC.

The Health & Wellness Centre proposes an increase to the sessional fee for a full-time student to \$77.04 per full-time student per session (\$15.41 per part-time student per session); which represents a year over year increase of 2.01 % (\$1.52 for full-time student; \$0.30 for part-time student);

The Department of Athletics & Recreation proposes an increase to the sessional fee for a full-time student to \$147.29 per full-time student per session (\$29.46 per part-time student per session); which represents a year over year increase of 0.93 % (\$1.36 for full-time student; \$0.27 for part-time student);

The Dean of Student Affairs proposes an increase to the Career Services sessional fee for a full-time student to \$88.64 per full-time student per session (\$17.73 per part-time student per session); which represents a year over year increase of 3.25 % (\$2.79 for full-time student; \$0.56 for part-time student);

The Dean of Student Affairs proposes an increase to the sessional Academic Support Fee for a UTSC-registered or UTSC- affiliated full-time student to \$42.09 per full-time student per session (\$8.42 per part-time student per session); which represents a year over year increase of 5.50 % (\$2.19 for full-time student; \$0.44 for part-time student); (resulting from a permanent increase of 2.0% and three year temporary increase of 3.5% on the eligible portion)

The Dean of Student Affairs proposes an increase to the sessional Student Buildings Fee for a UTSC-registered or UTSC- affiliated full-time student to \$33.45 (\$6.69 per part-

time student per session); which represents a year over year increase of 0.03 % (\$0.01 for full-time student; \$0.00 for part-time student);

The Dean of Student Affairs proposes a decrease to the Other Student Services Fee for a UTSC-registered or UTSC- affiliated full-time student to \$19.78 (\$3.96 per part-time student per session); which represents a year over year decrease of -4.17 % ((\$0.86) for full-time student; (\$0.17) for part-time student);

FINANCIAL IMPLICATIONS:

The UTSC Student Services operate without drawing substantially on the University's operating income.

RECOMMENDATION:

Be It Confirmed by the Executive Committee,

THAT, the 2020-21 operating plans and budgets for the UTSC Student Affairs and Services (including the Health & Wellness Centre, Athletics & Recreation, Career Services, Academic Support, Student Buildings and Other Student Services), as presented in the documentation from Mr. Desmond Pouyat, Dean of Student Affairs, be approved; and

THAT the sessional Health & Wellness Service Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to \$77.04 per full-time student per session (\$15.41 per part-time student per session); which represents a year over year increase of 2.01 % (\$1.52 for full-time student; \$0.30 for part-time student);

THAT the sessional Athletics and Recreation Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to \$147.29 per full-time student per session (\$29.46 per part-time student per session); which represents a year over year increase of 0.93 % (\$1.36 for full-time student; \$0.27 for part-time student);

THAT the sessional Career Services Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$88.64 per full-time student per session (\$17.73 per part-time student per session); which represents a year over year increase of 3.25 % (\$2.79 for full-time student; \$0.56 for part-time student);

THAT the sessional Academic Support Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$42.09 per full-time student per session (\$8.42 per part-time student per session); which represents a year over year increase of 5.50 % (\$2.19 for full-time student; \$0.44 for part-time student); (resulting from a permanent increase of 2.0% and three year temporary increase of 3.5% on the eligible portion)

THAT the sessional Student Buildings Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$33.45 (\$6.69 per part-time student per session); which represents a year over year increase of 0.03 % (\$0.01 for full-time student; \$0.00 for part-time student);

THAT the sessional Other Student Services Fee for a UTSC-registered or UTSC- affiliated full-time student be decreased to \$19.78 (\$3.96 per part-time student per session); which represents a year over year decrease of -4.17 % ((\$0.86) for full-time student; (\$0.17) for part-time student);

DOCUMENTATION PROVIDED:

1. Student Services Fee Budget, Accountabilities and Fee Process
2. Executive Summary and Priorities
3. FAQ Concerning Compulsory Fees Charged for University Operated Services
4. Brief Summary of Relevant Polices and Regulations Which Govern Compulsory Non-Academic Incidental Fees at the University of Toronto
5. Operating Plans Summary
6. Student Service Fee (SSF) Schedule
 - a. Proposed to CSS
 - b. Proposed to CAC
7. CPI/UTI Service Fee Calculations:
 - a. Health and Wellness Service Fee
 - b. Athletics and Recreation Fee
 - c. Career Services Fee
 - d. Academic Support Fee
 - e. Student Buildings Fee
 - f. Other Student Services Fee

TO: Members of the Executive Committee
FROM: Desmond Pouyat, Dean of Student Affairs
DATE: March 17, 2020
SUBJECT: UTSC Student Affairs and Services, Operating Plans and Fees,
Accountabilities and Fee Process

The Office of Student Affairs is currently comprised of 9.0 FTE employees: The Dean of Student Affairs, Manager, Budget and Operations, Executive Assistant to the Dean of Student Affairs, the Student Affairs and Financial Assistant, the Student Crisis Response & Academic Progress Case Coordinator, the Communication and Planning Officer, the Marketing & Communications Assistant, the Grants and Sponsorship Officer and the Senior Business Analyst who is embedded in Campus IT services (IITS).

- Overall strategic, financial, and multi-year budget planning, and supervisory responsibility for the student services departments which includes:
 - **AccessAbility Services**
 - **The Academic Advising & Career Centre**
 - **The Health & Wellness Centre**
 - **Athletics & Recreation**
 - **Student Housing & Residence Life**
 - **The Department of Student Life**
 - **The International Student Centre**

- The office is also responsible for student relations and works closely with the student union and other student leaders as well as a variety of campus partners to achieve positive results and impacts for student life and the student experience

- Strategic and positive collaboration with the Office of the Vice Principal Academic & Dean on matters that impact the student experience.

- Active collaboration on Student Crisis Management with the Director of Campus Safety and Security in the portfolio of the CAO working normally through the Student Welfare Committee and the tri-campus crisis team.

- The Dean sits on the campus executive team and engages with the team in planning and the support of initiatives for such strategic issues as human resource priorities, new campus initiatives, new community learning partnerships, capital expansion such as the newly opened athletics facility, residence Phase V planning, tri-campus planning, program issues, new policy initiatives, and participation in campus issues management.

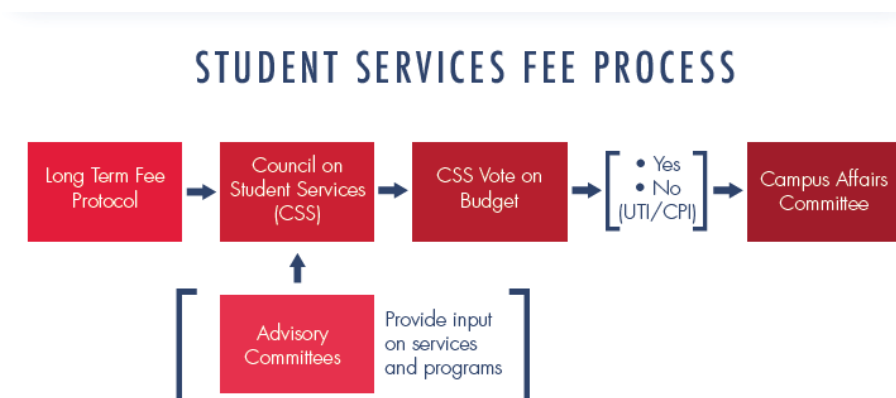
- Working with tri-campus partners including the Vice Provost’s Office on matters of importance to the student experience, funding, as well as issues related to risk, and issues management including policy development and implementation. Recent examples include the continued development of the co-curricular record, the mental health framework and policy framework related to issues of sexual violence.

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.

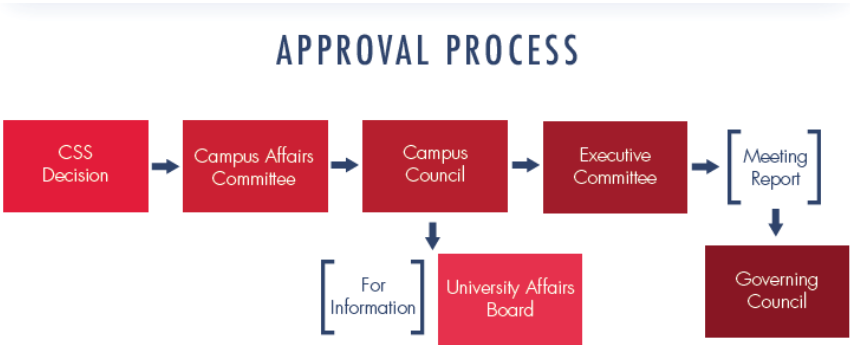
The operating plans and the 2020-21 Student Services Fee budget have been prepared following the consultative process framework as defined in that agreement. The Health & Wellness Centre and the Athletics & Recreation budgets have adhered to the same process as defined in the protocol. The following 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.



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 by CSS, 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 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 pre-budget meeting with CSS student representatives. It allows all student members of CSS (15) 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 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.

For the 2020-21 budgets that are brought forward, we have closely followed and indeed exceeded the requirements of the Protocol with respect to the expected consultative process governing the development of the budgets presented. The process this year has once again seen robust involvement by students. Proposals and plans have been discussed and reviewed by the advisory committees, and each department has also presented on their programs and services at CSS meetings where questions and discussion have taken place about programs and services offered and the respective challenges faced. Discussions have also occurred at the Finance Committee of CSS which has an overview of the impact of any fee changes. This group is usually the first to see what the total proposed fee options look like depending on the challenges and initiatives that are proposed. This year, on the request of CSS student members, there was also an additional meeting where budget questions were fielded and building budget literacy was the focus.

REQUESTS FOR FEE INCREASES

CSS was given the following proposals from the administration:

An Increase to Health & Wellness Service Fee from \$75.52 to \$77.04 per full-time student per session (\$15.10 to \$15.41 per part-time student per session); which represents a year over year increase of 2.01 % (\$1.52 for full-time student; \$0.30 for part-time student);

An Increase to Athletics and Recreation Fee from \$145.93 to \$147.29 per full-time student per session (\$29.19 to \$29.46 per part-time student per session); which represents a year over year increase of 0.93 % (\$1.36 for full-time student; \$0.27 for part-time student);

An Increase to Career Services Fee from \$85.85 to \$88.64 per full-time student per session (\$17.17 to \$17.73 per part-time student per session); which represents a year over year increase of 3.25 % (\$2.79 for full-time student; \$0.56 for part-time student);

An Increase to Academic Support Fee from \$39.90 to \$44.84 per full-time student per session (\$7.98 to \$8.97 per part-time student per session); which represents a year over year increase of 12.38 % (\$4.94 for full-time student; \$0.99 for part-time student);

An Increase to Student Buildings Fee from \$33.44 to \$33.45 per full-time student per session (\$6.69 to \$6.69 per part-time student per session); which represents a year over year increase of 0.03 % (\$0.01 for full-time student; \$0.00 for part-time student);

A Decrease to Other Student Services Fee from \$20.64 to \$19.78 per full-time student per session (\$4.13 to \$3.96 per part-time student per session); which represents a year over year decrease of -4.17 % ((\$0.86) for full-time student; (\$0.17) for part-time student);

CSS declined to endorse the following proposals from the administration:

An Increase to Academic Support Fee from \$39.90 to \$44.84 per full-time student per session (\$7.98 to \$8.97 per part-time student per session); which represents a year over year increase of 12.38 % (\$4.94 for full-time student; \$0.99 for part-time student);

Following are the recommendation to the UTSC Campus Council:

THAT subject to confirmation of the Executive Committee,

THAT, the 2020-21 operating plans and budgets for the UTSC Student Affairs and Services (including the Health & Wellness Centre, Athletics & Recreation, Career Services, Academic Support, Student Buildings and Other Student Services), as presented in the documentation from Mr. Desmond Pouyat, Dean of Student Affairs, be approved; and

THAT the sessional Health & Wellness Service Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$77.04 per full-time student per session (\$15.41 per part-time student per session); which represents a year over year increase of 2.01 % (\$1.52 for full-time student; \$0.30 for part-time student);

THAT the sessional Athletics and Recreation Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$147.29 per full-time student per session (\$29.46 per part-time student per session); which represents a year over year increase of 0.93 % (\$1.36 for full-time student; \$0.27 for part-time student);

THAT the sessional Career Services Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$88.64 per full-time student per session (\$17.73 per part-time student per session); which represents a year over year increase of 3.25 % (\$2.79 for full-time student; \$0.56 for part-time student);

THAT the sessional Academic Support Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$42.09 per full-time student per session (\$8.42 per part-time student per session); which represents a year over year increase of 5.50 % (\$2.19 for full-time student; \$0.44 for part-time student); (resulting from a permanent increase of 2.0% and three year temporary increase of 3.5% on the eligible portion)

THAT the sessional Student Buildings Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$33.45 (\$6.69 per part-time student per session); which represents a year over year increase of 0.03 % (\$0.01 for full-time student; \$0.00 for part-time student);

THAT the sessional Other Student Services Fee for a UTSC-registered or UTSC- affiliated full-time student be decreased to \$19.78 (\$3.96 per part-time student per session); which represents a year over year decrease of -4.17 % ((\$0.86) for full-time student; (\$0.17) for part-time student);

The total increase for 2020-21 across all three primary budgets is \$7.01 or 1.75 % per full-time student per session (\$1.40 per part-time student) resulting in an overall fee of \$408.29 per session per full-time student (\$81.66 for part-time student).

All in all, 2020-21 should be a year of continued growth and change for the campus, for the student experience, and for the programs and services that support student success. Our focus on finding ways to improve program delivery, secure efficiencies, and set priorities will ensure our success as we continue to support students, and deliver programs and services on a growing campus.

Sincerely,

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

Desmond Pouyat
Dean of Student Affairs

FOR INFORMATION

PUBLIC

CLOSED SESSION

TO:	Executive Committee
SPONSOR: CONTACT INFO:	Mr. Desmond Pouyat, Dean of Student Affairs (416) 287-7673, dpouyat@utsc.utoronto.ca
PRESENTER: CONTACT INFO:	See Sponsor
DATE:	March 17, 2020 for March 24, 2020
AGENDA ITEM:	6(f.)

ITEM IDENTIFICATION:

Advice from the UTSC 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 11, 2020)
2. UTSC Campus Council [For Information] (March 10, 2020)
3. University Affairs Board [For Information] (March 11, 2020)
4. **Executive Committee [For Information] (March 24, 2020)**

PREVIOUS ACTION TAKEN:

Advice from CSS in respect of the 2020-21 Operating Plans and Fees for UTSC Student Affairs and Services were presented to the UTSC Campus Affairs Committee on February 11, 2020 for information. On March 10, 2020, UTSC Campus Council received the CSS Advice for information, which was presented to the University Affairs Board for information on March 11, 2020.

HIGHLIGHTS:

CSS was presented the following proposals from the administration for the 2020-2021 budget year:

Increase Health & Wellness Service Fee from \$75.52 to \$77.04 per full-time student per session (\$15.10 to \$15.41 per part-time student per session)

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 and Recreation Fee from \$145.93 to \$147.29 per full-time student per session (\$29.19 to \$29.46 per part-time student per session)

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 Career Services Fee from \$85.85 to \$88.64 per full-time student per session (\$17.17 to \$17.73 per part-time student per session)

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 Academic Support Fee from \$39.90 to \$44.84 per full-time student per session (\$7.98 to \$8.97 per part-time student per session)

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 Buildings Fee from \$33.44 to \$33.45 per full-time student per session (\$6.69 to \$6.69 per part-time student per session)

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.

Decrease Other Student Services Fee from \$20.64 to \$19.78 per full-time student per session (\$4.13 to \$3.96 per part-time student per session)

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 6fi on this agenda.

RECOMMENDATION:

The memorandum is presented for information.

DOCUMENTATION PROVIDED:

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

TO: Members of the Executive Committee

FROM: Desmond Pouyat, Dean of Student Affairs

DATE: March 17, 2020

SUBJECT: Advice from the UTSC 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 2020-21. 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:

- Health and Wellness Service Fee
- Athletics & Recreation Fee UTSC
- Career Services Fee
- Academic Support Fee
- Student Buildings Fee
- Other 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 2.0 %.

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 pre-vote budget meeting, 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 Service Fee

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase in the Health and Wellness Service Fee, from \$75.52 to \$77.04 per full-time student per session and \$15.10 to \$15.41 per part-time student per session

The vote on the resolution was as follows:

In favour: 12 (3 admins, 9 students)

Opposed: 0 (0 admins, 0 students)

Abstentions: 0 (0 admins, 0 students)

Void: 1 (0 admin, 1 student)

Resolution Result: PASS

2) Athletics and Recreation Fee

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase in the Athletics and Recreation fee, from \$145.93 to \$147.29 per full-time student per session and \$29.19 to \$29.46 per part-time student per session

The vote on the resolution was as follows:

In favour: 12 (3 admins, 9 students)

Opposed: 0 (0 admins, 0 students)

Abstentions: 0 (0 admins, 0 students)

Void: 1 (0 admin, 1 student)

Resolution Result: PASS

3) Career Services Fee

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase in the Career Services Fee, from \$85.85 to \$88.64 per full-time student per session and \$17.17 to \$17.73 per part-time student per session

The vote on the resolution was as follows:

In favour: 12 (3 admins, 9 students)

Opposed: 0 (0 admins, 0 students)

Abstentions: 0 (0 admins, 0 students)

Void: 1 (0 admin, 1 student)

Resolution Result: PASS

3) Academic Support Fee

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase in the Academic Support Fee, from \$39.90 to \$44.84 per full-time student per session and \$7.98 to \$8.97 per part-time student per session

The vote on the resolution was as follows:

In favour: 5 (3 admins, 2 students)
Opposed: 6 (0 admins, 6 students)
Abstentions: 1 (0 admins, 1 student)
Void: 1 (0 admin, 1 student)

Resolution Result: FAIL

3) Student Buildings Fee

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year increase in the Student Buildings Fee, from \$33.44 to \$33.45 per full-time student per session and \$6.69 to \$6.69 per part-time student per session

The vote on the resolution was as follows:

In favour: 12 (3 admins, 9 students)
Opposed: 0 (0 admins, 0 students)
Abstentions: 0 (0 admins, 0 students)
Void: 1 (0 admin, 1 student)

Resolution Result: PASS

3) Other Student Services Fee

Proposed Resolution:

Be it resolved,

THAT CSS approve a permanent year over year decrease in the Other Student Services Fee, from \$20.64 to \$19.78 per full-time student per session and \$4.13 to \$3.96 per part-time student per session

The vote on the resolution was as follows:

In favour: 12 (3 admins, 9 students)
Opposed: 0 (0 admins, 0 students)
Abstentions: 0 (0 admins, 0 students)
Void: 1 (0 admin, 1 student)

Resolution Result: PASS

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'. The signature is fluid and cursive, with a long horizontal stroke extending from the top of the 'y'.

Desmond Pouyat
Dean of Student Affairs UTSC

EXECUTIVE SUMMARY

The Office of Student Affairs & Services, led by Desmond Pouyat, Dean of Student Affairs, supports the academic and personal success of U of T Scarborough students by ensuring that appropriate, efficient and student-friendly services are always in place.

Aside from the student services fee, athletics and recreation fee, health services fee and operating budget contributions, Student Affairs actively seeks additional funding opportunities through grants and sponsorship.

Over \$300,000 worth of grants were secured in 2018-19. Some highlights include:

- \$191,604 from the Access Programs University Fund for the Department of Student Life to expand the Imani Academic Mentorship Program.
- \$52,132 from the International Student Experience Fund (ISEF) for the International Student Centre to develop an online pre-arrival platform for international students.
- \$19,740 from the Access Programs University Fund for the Academic Advising & Career Centre to fund VILLAGE, a needs assessment to provide holistic support to students from remote Indigenous communities.

Student Affairs continues to enhance the student experience inside and outside of the classroom by engaging thousands of students throughout the year. As our campus has evolved, we have long ago outgrown our space, and this has provided a continuing challenge to accommodate our staff to effectively serve our students. Some of our offices have moved to new locations on campus with the opening of Highland Hall, in particular, the International Student Centre. More recently, the Office of Student Affairs & Services and AccessAbility Services moved to the Arts & Administration building.

While space continues to be a challenge, future planning for IC2, the next major campus building, is well underway. IC2 will largely be a classroom building that will feature a student services hub including: the Health & Wellness Centre, the Academic Advising & Career Centre, AccessAbility Services and the Office of Student Affairs & Services, finally consolidating our major services in one building.



PRIORITIES

These priorities are in alignment and reflective of U of T and UTSC priorities. These include areas such as experiential and work-integrated learning, healthy campus, internationalization, Indigeneity, and of course, service excellence as it relates to the many services including prevention and education initiatives that we deliver to students.

The departmental priorities largely fall into the following six categories:

1. Experiential and work-integrated learning
2. Indigeneity
3. Healthy campus
4. Internationalization
5. Supporting student success
6. Supporting an equitable, inclusive and safe community

There have been many successes across the Student Affairs portfolio that have had a direct impact on U of T Scarborough students. Perusal of the 2018-19 management reports (see page 33) for the departments will provide an overview of our achievements.

Student communications continues to be a priority as we strive to deliver timely, effective messages

through a variety of channels. With increased circulation, the Student Experience Guide is now integrated into all first-year orientation kits including AA&CC's Get Started, SCSU's Frosh and those living in residence. The UTSC Student Experience App user base continues to grow and recently surpassed the milestone of 9,000 users. Both resources provide a comprehensive overview of Student Affairs programs, services and events. Other strategies for delivering key information to students include: coordinated portfolio-wide promotions, social media ad campaigns, a monthly e-newsletter, email communications and highlighting student stories.

By achieving high rates of student engagement, such as strongly supporting student clubs and offering an even greater range of programs and services with expanded Indigenous programming and the continued support to the Sexual Violence Prevention & Support Centre on campus, the Office of Student Affairs & Services is leading the student experience of choice.

We look forward to another year of achievement and will continue to work on the wide range of priorities captured in this report across all of our departments. We will also continue supporting major campus and University priority areas, including the implementation of our campus strategic plan.



Frequently Asked Questions Concerning Compulsory Fees Charged for University Operated Services

At this meeting, the administration will present the proposed operating plans and fees associated with a number of University operated student for the upcoming fiscal year. The following frequently asked questions and answers are presented for the information of members.

What policies govern fees charged for University operated student services?

Three U of T policies govern these fees: 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*.¹ The *Memorandum* is commonly referred to as the *Protocol on Non-Tuition Fees* or simply the *Protocol*. The *Protocol* is considered to be both an agreement between the University and the student organizations as required by Ministry of Training, Colleges & Universities guidelines, and a policy of the University approved by the Governing Council. The policies are available on the Governing Council web site and are described on the page attached to this document.

What is the Protocol?

The *Protocol* is 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*. The *Protocol* describes the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services. Such a protocol is required pursuant to a guideline of the Ministry of Training, Colleges & Universities.

What is UTI?

UTI is the University of Toronto Index. Generally speaking, UTI is an indexation of a service's fee which takes into account changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes in enrolment. It is calculated separately for each fee. The result

¹ Pursuant to a condition of the approval by the Governing Council in 2004 of the Scarborough Campus Students' Union (SCSU) as a 'representative student committee' of the University, the Students' Administrative Council (operating as the University of Toronto Students' Union, UTSU) continues to represent full-time undergraduate UTSC students for the purposes of the *Protocol* as an agreement. Full-time undergraduate students on the UTM campus continue to be members of UTSU and are represented by UTSU for the purposes of the *Protocol* as an agreement. Part-time undergraduate students on all three campuses are members of the Association of Part-time Undergraduate Students (APUS) and continue to be represented by this organization in respect of the *Protocol* as an agreement.

of the calculation is an indexed fee. For comparison purposes, it is sometimes described as a percentage increase from the previous year. Appendix C of the *Protocol* describes the method for calculating UTI. Appendix E illustrates examples of the calculations.

What is CPI?

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).

What are COSS, QSS and CSS?

COSS is the Council on Student Services, QSS is the UTM Quality Services to Students group, and CSS is the UTSC Council on Student Services. Collectively, these are referred to as the "Protocol Bodies." Pursuant to the *Protocol*, the main duty of the Protocol Bodies is to provide advice to the Governing Council in respect of the services' operating plans, budgets and changes in fees governed by the *Protocol*. Pursuant to the *University of Toronto Act, 1971*, the Governing has delegated authority to approve compulsory non-academic incidental fees to the University Affairs Board and to the UTM and UTSC Campus Councils (both of which receive recommendations from the respective Campus Affairs Committees). The decisions of COSS, QSS and CSS (i.e., approval or failure to approve) related to operating plans and fees of student services are conveyed to the appropriate bodies of the Governing Council when the services' plans are under consideration.

Are there limitations with respect to increases to fees charged for University operated services?

Prior to the approval by the appropriate bodies of the Governing Council, permanent increases to fees which are larger than the lesser of CPI or UTI require the approval of either: (a) approval of the relevant Protocol Body including a majority of the student members present at the meeting at which the fee proposal is considered;² or (b) the majority of the relevant students voting in a referendum.

² Some refer to this as a "double majority" (i.e., among those present and voting at a duly constituted meeting of the Protocol Body, approval of the majority of the voting members, and approval of the majority of the student voting members.).

If COSS, QSS, or CSS decline to recommend approval of operating plans and fees, what options are available to the administration?

If the relevant Protocol Body does not approve a proposed fee increase, the administration is entitled to seek approval by the Governing Council of:

- (a) a permanent fee increase of the lesser of CPI or UTI;
and
- (b) a temporary (three year) increase of the greater of CPI or UTI.

What rules govern referenda concerning increases to student services fees?

Appendix D of the *Protocol* describes the procedures for referenda for increases in compulsory non-academic incidental fees covered by the *Protocol*. It provides that referenda must be conducted by mailing ballots (i.e., via Canada Post) to applicable students. The *Protocol* does not permit referenda to be conducted electronically via the Internet.

Are student societies required to comply with the *Protocol* in respect of their own fees?

No. However, student societies are required to meet the requirements articulated in the *Policy for Compulsory Non-Academic Incidental Fees*.

Why is there more than one fee?

Some fees for some specific services have existed for many years, in some cases decades. “Student Services” fees were introduced in 1993. The Student Services fees on each campus fund a range of programs and units. The *Protocol* specifically identifies a number of fees as following under its provisions, including the respective Student Services, Health Services, and Athletics and Recreation fees for each campus.³ The Hart House fee is also explicitly identified. In practice, the University treats all fees described by Category 1 of the *Policy on Ancillary Fees* as subject to the terms of the *Protocol*. With respect to the operations funded by each fee, the *Protocol* allows for the reallocation of resources in response to changing service demands. However, the reallocation may not, without appropriate approval, result in the creation of a new service or the discontinuation of an existing service.

Why aren’t the fees indexed automatically?

The *Protocol* does not provide this as an option.

³ In 2002, the University Affairs Board approved the separation of the St. George Campus Student Services fee into two fees, the Student Affairs fee and the Student Services fee (both of which funded a range of programs and services). In 2008, the University Affairs Board approved a proposal to combine the St. George Campus Student Services, Student Affairs, and Student Affairs fees into a single fee named the Student Life Programs and Services fee.

What's the difference between compulsory non-academic incidental fees and other ancillary fees?

“Compulsory non-academic incidental fees” include those charged for student services provided by the University, student societies, and special projects. Fees charged for University operated services fall under Category 1 of the *Policy on Ancillary Fees*, are subject to the provisions of the *Policy for Compulsory Non-Academic Incidental Fees*, and fall under the jurisdiction of the *Protocol*. Other ancillary fees are charged for a variety of items and services (e.g., library fines, and cost recovery fees for equipment that becomes the property of a student). The UTM and UTSC Campus Affairs Committees and Campus Councils, and the University Affairs Board, are responsible for matters concerning compulsory non-academic incidental fees. The Business Board is responsible for matters related to other ancillary fees.

Are incidental fee increases automatically covered by OSAP and UTAPS?

Both OSAP and UTAPS consider compulsory non-academic incidental fees to be part of the amount included in the assessment.

Are incidental fees for student services refundable?

No. The University charges the applicable compulsory non-academic incidental fees to all students, with very few exceptions. There are, however, some portions of student society fees for which students may receive a refund upon request directly from the student society.⁴

How do students become aware of the services and organizations to which they pay fees?

The individual fees charged are listed in the student account information available through the web service of ROSI. Students become aware of the services and organizations through a variety of means including University print publications, the University's websites, student society handbooks, and various orientation programs including those offered by the various services.

Who can I contact in the administration for more information about compulsory non-academic incidental fees and the University's practices concerning these matters?

The Office of the Vice-Provost, Students and First-Entry Divisions can answer questions concerning these matters.

⁴ Some conditions may apply.

Brief Summary of Relevant Policies and Regulations Which Govern Compulsory Non-Academic Incidental Fees at the University of Toronto

Three University of Toronto policies govern compulsory non-academic incidental fees and charges of these fees to students:

Policy on Ancillary Fees: The *Policy* describes categories of permitted ancillary fees including fees for services provided by the University (Category 1), fees for student organizations (Category 2), fees for special projects, including capital projects funded by a student levy through a student society (Category 3), cost recovery fees (e.g., equipment), user fees and fines (e.g., library fines), and system wide fees (e.g., University Health Insurance Plan).

Policy for Compulsory Non-Academic Incidental Fees: The *Policy* provides the requirements and conditions associated with compulsory charges Categories 1, 2 and 3, outlined in the *Policy on Ancillary Fees* (i.e., student services fees, student society fees, and special projects fees). The manner in which these fees are charged is also described. Specific requirements applicable to student societies are included in the *Policy*.

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: The "*Protocol on Non-Tuition Fees*" or simply the *Protocol* describes the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services (i.e., Category 1 of the *Policy on Ancillary Fees*). The terms of reference and rules of procedure for the Council on Student Services (COSS) is also provided. COSS has an advisory role to the University Affairs Board on the approval of St. George Campus and University-wide student services fees. Pursuant to the *Protocol*, the former faculty councils of UTM and UTSC established the UTM Quality Service to Students Committee (QSS) and the UTSC Council on Student Services (CSS) respectively. QSS and CSS provide advice to the UTM and UTSC Campus Affairs Committees and Campus Councils in relation to the consideration of student services fees charged only to students on those campuses.⁵

There is one key government guidelines on issues related to compulsory ancillary fees: Section 5.2 of the ***Ontario Operating Funds Distribution Manual*** (Ministry of Training, Colleges and Universities) outlines conditions on charging non-tuition-related compulsory ancillary fees. In particular, the Ministry's guidelines require universities to establish protocols with student governments (defined as the minimum number of student organizations which have elected leadership and which when viewed in combination, represent all students charged compulsory fees) which set out the "means by which students will be involved in decisions to increase existing compulsory non-tuition-related ancillary fees or introduce new ones." The University's *Protocol* described above is mandated by this Ministry guideline. The guidelines became effective for the 1994-95 year and have not been reviewed or revised since.

⁵Innis College has established a Student Services Committee, which provides advice to the Innis College Council, and in turn, to the University Affairs Board.

Operating Plans: UTSC Student Affairs and Services

2020-2021 PROPOSED TO CSS

	2019-2020	2020-2021	Fee Increase (\$)	Fee Increase (%)
Health and Wellness Service Fee	\$75.52 per FT student \$15.10 per PT student	\$77.04 per FT student \$15.41 per PT student	\$1.52 \$0.30	2.01%
Athletics and Recreation Fee	\$145.93 per FT student \$29.19 per PT student	\$147.29 per FT student \$29.46 per PT student	\$1.36 \$0.27	0.93%
Career Services Fee	\$85.85 per FT student \$17.17 per PT student	\$88.64 per FT student \$17.73 per PT student	\$2.79 \$0.56	3.25%
Academic Support Fee	\$39.90 per FT student \$7.98 per PT student	\$44.84 per FT student \$8.97 per PT student	\$4.94 \$0.99	12.38%
Student Buildings Fee	\$33.44 per FT student \$6.69 per PT student	\$33.45 per FT student \$6.69 per PT student	\$0.01 \$0.00	0.03%
Other Student Service Fee	\$20.64 per FT student \$4.13 per PT student	\$19.78 per FT student \$3.96 per PT student	(\$0.86) (\$0.17)	-4.17%
Total Fees	\$401.28 per FT student \$80.26 per PT student	\$411.04 per FT student \$82.21 per PT student	\$9.76 per FT \$1.95 per PT	2.43%

Highlights:

- The UTSC Student Services operates without drawing substantially on UTSC's operating income.
- Pursuant to the terms of the Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees (the "Protocol"), and the Policy on Compulsory Non-Academic Incidental Fees approved by Governing Council on October 24, 1996, the UTSC Council on Student Services (CSS) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to the UTSC Campus Affairs Committee (CAC) on these plans.
- These plans have been closely reviewed and examined by the student advisory committees, as well as the Finance Committee of CSS.
- These plans were presented to CSS for a vote on January 23, 2020.
- In our proposed operating plans we focus on continuing to deliver excellent programs and services but also on improvements in the efficiency of how we deliver programs and services, always searching for ways to improve our processes, so that we can effectively

respond to our growing campus by getting the most out of our existing resources.

- In considering therefore, all of the advances made in recent years, and the continued improvement in campus life and support services, which have occurred through investments, and smart delivery, this budget does not propose to make demands on students for new staffing asks of any type.

PROPOSED TO CSS JANUARY 23, 2020

UNIVERSITY OF TORONTO SCARBOROUGH STUDENT SERVICE FEES 2020-21

	Gross Direct Expenditure	Building Occupancy Costs	Gross Direct and Indirect Expenditure	Operating Budget Contribution	Other Income	St. George Attributions	Net Cost For Fee Purposes	% of Total Costs	2020-21		2019-20		Fee Increase (\$)	
									Fee per session		Fee per session			
									Full Time	Part Time	Full Time	Part Time		
HEALTH & WELLNESS FEE	3,748,745	77,334	3,826,079	(575,753)	(894,355)	-	2,355,971	18.7%	\$77.04	\$15.41	\$75.52	\$15.10	\$1.52	\$0.30
ATHLETICS & RECREATION FEE	2,917,221	1,807,032	4,724,253	(1,217,334)	(219,701)	-	4,504,552	35.8%	\$147.29	\$29.46	\$145.93	\$29.19	\$1.36	\$0.27
CAREER SERVICES FEE	3,681,672	77,750	3,759,422	(1,217,334)	(35,000)	203,807	2,710,895	21.6%	\$88.64	\$17.73	\$85.85	\$17.17	\$2.79	\$0.56
ACADEMIC SUPPORT FEE	2,104,406	34,514	2,138,920	(726,019)	(41,540)	-	1,371,361	10.9%	\$44.84	\$8.97	\$39.90	\$7.98	\$4.94	\$0.99
STUDENT BUILDINGS FEE	196,007	801,685	997,692	-	-	25,199	1,022,891	8.1%	\$33.45	\$6.69	\$33.44	\$6.69	\$0.01	\$0.00
OTHER STUDENT SERVICE FEE: (Formerly Optional Under the SCI):														
Alcohol Education & Monitoring	-	-	-	-	-	-	-	0.0%	\$0.00	\$0.00	\$1.01	\$0.20	-\$1.01	-\$0.20
Equity & Community Programs	52,791	-	52,791	(1,500)	-	-	51,291	0.4%	\$1.68	\$0.34	\$1.71	\$0.34	-\$0.03	-\$0.01
Family Care Office	10,000	-	10,000	-	-	-	10,000	0.1%	\$0.33	\$0.07	\$0.34	\$0.07	-\$0.01	\$0.00
Non Athletics Clubs Space Rented in TPASC	20,000	-	20,000	-	-	-	20,000	0.2%	\$0.65	\$0.13	\$0.68	\$0.14	-\$0.03	-\$0.01
Student Life Clubs & Funds	113,000	-	113,000	-	-	-	113,000	0.9%	\$3.69	\$0.74	\$3.83	\$0.77	-\$0.14	-\$0.03
International Student Centre Fee	887,163	13,242	900,405	(457,580)	(71,589)	-	371,236	3.0%	\$12.14	\$2.43	\$11.80	\$2.36	\$0.34	\$0.07
Centennial Joint Program Fee	39,375	-	39,375	-	-	-	39,375	0.3%	\$1.29	\$0.26	\$1.27	\$0.25	\$0.02	\$0.00
	1,122,329	13,242	1,135,571	(459,080)	(71,589)	-	604,902	4.8%	\$19.78	\$3.96	\$20.64	\$4.13	-\$0.86	-\$0.17
TOTAL - ALL SERVICES	13,770,379	2,811,557	16,581,936	(2,978,186)	(1,262,185)	229,006	12,570,572	100.0%	\$411.04	\$82.21	\$401.28	\$80.26	\$9.76	\$1.95

ENROLMENT PROJECTIONS:

Full-time	29,672
Part-time	4,554
	<u>34,226</u>

PROPOSED TO CAC - FEBRUARY 11, 2020

UNIVERSITY OF TORONTO SCARBOROUGH
STUDENT SERVICE FEES
2020-21

	Gross Direct Expenditure	Building Occupancy Costs	Gross Direct and Indirect Expenditure	Operating Budget Contribution	Other Income	St. George Attributions	Net Cost For Fee Purposes	% of Total Costs	2020-21		2019-20		Fee Increase (\$)			
									Full Time	Part Time	Full Time	Part Time				
HEALTH & WELLNESS FEE	3,748,745	77,334	3,826,079	(575,753)	(894,355)	-	2,355,971	18.7%	\$77.04	\$15.41	\$75.52	\$15.10	\$1.52	\$0.30	2.01%	
ATHLETICS & RECREATION FEE	2,917,221	1,807,032	4,724,253	(1,217,334)	(219,701)	-	4,504,552	35.8%	\$147.29	\$29.46	\$145.93	\$29.19	\$1.36	\$0.27	0.93%	
CAREER SERVICES FEE	3,681,672	77,750	3,759,422	(1,217,334)	(35,000)	203,807	2,710,895	21.6%	\$88.64	\$17.73	\$85.85	\$17.17	\$2.79	\$0.56	3.25%	
ACADEMIC SUPPORT FEE	2,104,406	34,514	2,138,920	(726,019)	(41,540)	-	1,371,361	10.9%	\$42.09	\$8.42	\$39.90	\$7.98	\$2.19	\$0.44	5.50%	
STUDENT BUILDINGS FEE	196,007	801,685	997,692	-	-	25,199	1,022,891	8.1%	\$33.45	\$6.69	\$33.44	\$6.69	\$0.01	\$0.00	0.03%	
OTHER STUDENT SERVICE FEE: <i>(Formerly Optional under the SCI):</i>																
Alcohol Education & Monitoring	-	-	-	-	-	-	-	0.0%	\$0.00	\$0.00	\$1.01	\$0.20	-\$1.01	-\$0.20		
Equity & Community Programs	52,791	-	52,791	(1,500)	-	-	51,291	0.4%	\$1.68	\$0.34	\$1.71	\$0.34	-\$0.03	-\$0.01		
Family Care Office	10,000	-	10,000	-	-	-	10,000	0.1%	\$0.33	\$0.07	\$0.34	\$0.07	-\$0.01	\$0.00		
Non Athletics Clubs Space Rented in TPASC	20,000	-	20,000	-	-	-	20,000	0.2%	\$0.65	\$0.13	\$0.68	\$0.14	-\$0.03	-\$0.01		
Student Life Clubs & Funds	113,000	-	113,000	-	-	-	113,000	0.9%	\$3.69	\$0.74	\$3.83	\$0.77	-\$0.14	-\$0.03		
International Student Centre Fee	887,163	13,242	900,405	(457,580)	(71,589)	-	371,236	3.0%	\$12.14	\$2.43	\$11.80	\$2.36	\$0.34	\$0.07		
Centennial Joint Program Fee	39,375	-	39,375	-	-	-	39,375	0.3%	\$1.29	\$0.26	\$1.27	\$0.25	\$0.02	\$0.00		
	1,122,329	13,242	1,135,571	(459,080)	(71,589)	-	604,902	4.8%	\$19.78	\$3.96	\$20.64	\$4.13	-\$0.86	-\$0.17	-4.17%	
TOTAL - ALL SERVICES	13,770,379	2,811,557	16,581,936	(2,978,186)	(1,262,185)	229,006	12,570,572	100.0%	\$408.29	\$81.66	\$401.28	\$80.26	\$7.01	\$1.40	1.75%	

ENROLMENT PROJECTIONS:

Full-time	29,672
Part-time	4,554
Total	34,226

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Health Services Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)		1,932,440
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		2,009,738
Average Benefit Cost Rate		24.00%
Indexed Appointed Salary and Benefits Base		2,492,075
Casual/PT Salary Expenditure Base (previous year)		632,441
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		648,252
Average Benefit Cost Rate		10%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>713,077</u>
Indexed Salary and Benefits Expenditure Costs		3,205,152
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(1,191,083)
Add the Non-Salary Expenditure Base (previous year)	+	308,084
Add the Occupancy Costs (current year)	+	77,333
Reduce by the proportion of non-student use (current year)	-	-
Add Attributions from St. George (current year)	+	-
Costs for UTI Purposes		\$ 2,399,487
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,583
UTI Indexed Fee		\$ 78.46
\$ Amount of UTI based increase (over adjusted fee base)		\$ 2.94
% Amount of UTI based increase (over adjusted fee base)		3.89%
Consumer Price Index		
Fee Per Session (previous year)		\$ 75.52
Less: Removal of old temporary fee	-	-
Adjusted fee base		75.52
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 77.03
\$ Amount of CPI based increase		\$ 1.51

Combined Fee Increase		
Fee Per Session (previous year)		\$ 75.52
Less: Removal of old temporary fee	-	\$ -
Adjusted fee base		\$ 75.52
CPI Based Fee Increase	+	\$ 1.51
UTI Based Fee Increase	+	\$ 2.94
Indexed Full Time Fee		\$ 79.97

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Athletics and Recreation Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)		\$ 1,001,919
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		1,041,995
Average Benefit Cost Rate		24.00%
Indexed Appointed Salary and Benefits Base		1,292,074
Casual/PT Salary Expenditure Base (previous year)		236,927
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		242,850
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>267,135</u>
Indexed Salary and Benefits Expenditure Costs		\$ 1,559,210
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(184,664)
Add the Non-Salary Expenditure Base (previous year)	+	1,391,209
Add the Occupancy Costs (current year)	+	1,807,032
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	-
Costs for UTI Purposes		\$ 4,572,786
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,583
UTI Indexed Fee		\$ 149.52
\$ Amount of UTI based increase (over adjusted fee base)		\$ 3.59
% Amount of UTI based increase (over adjusted fee base)		2.46%
Consumer Price Index		
Fee Per Session (previous year)		\$ 145.93
Less: Removal of old temporary fee	-	-
Adjusted fee base		\$ 145.93
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 148.85
\$ Amount of CPI based increase		\$ 2.92

Combined Fee Increase		
Fee Per Session (previous year)		\$ 145.93
Less: Removal of old temporary fee	-	-
Adjusted fee base		145.93
CPI Based Fee Increase	+	2.92
UTI Based Fee Increase	+	3.59
Indexed Full Time Fee		\$ 152.44

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Career Services Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)		\$ 2,369,910
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		2,464,707
Average Benefit Cost Rate		24.00%
Indexed Appointed Salary and Benefits Base		3,056,236
Casual/PT Salary Expenditure Base (previous year)		113,370
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		116,204
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>127,825</u>
Indexed Salary and Benefits Expenditure Costs		\$ 3,184,061
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(1,166,905)
Add the Non-Salary Expenditure Base (previous year)	+	378,471
Add the Occupancy Costs (current year)	+	76,666
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	203,807
Costs for UTI Purposes		\$ 2,676,100
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,583
UTI Indexed Fee		\$ 87.50
\$ Amount of UTI based increase (over adjusted fee base)		\$ 1.65
% Amount of UTI based increase (over adjusted fee base)		1.93%
Consumer Price Index		
Fee Per Session (previous year)		\$ 85.85
Less: Removal of old temporary fee	-	-
Adjusted fee base		\$ 85.85
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 87.57
\$ Amount of CPI based increase		\$ 1.72

Combined Fee Increase		
Fee Per Session (previous year)		\$ 85.85
Less: Removal of old temporary fee	-	-
Adjusted fee base		85.85
CPI Based Fee Increase	+	1.72
UTI Based Fee Increase	+	1.65
Indexed Full Time Fee		\$ 89.22

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Academic Support Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)		\$ 1,221,513
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		1,270,373
Average Benefit Cost Rate		24.00%
Indexed Appointed Salary and Benefits Base		1,575,263
Casual/PT Salary Expenditure Base (previous year)		48,573
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		49,787
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>54,766</u>
Indexed Salary and Benefits Expenditure Costs		\$ 1,630,029
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(705,232)
Add the Non-Salary Expenditure Base (previous year)	+	303,618
Add the Occupancy Costs (current year)	+	34,515
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	
Costs for UTI Purposes		\$ 1,262,930
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,583
UTI Indexed Fee		\$ 41.30
\$ Amount of UTI based increase (over adjusted fee base)		\$ 1.40
% Amount of UTI based increase (over adjusted fee base)		3.50%
Consumer Price Index		
Fee Per Session (previous year)		\$ 39.90
Less: Removal of old temporary fee	-	-
Adjusted fee base		\$ 39.90
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 40.70
\$ Amount of CPI based increase		\$ 0.80

Combined Fee Increase		
Fee Per Session (previous year)		\$ 39.90
Less: Removal of old temporary fee	-	-
Adjusted fee base		39.90
CPI Based Fee Increase	+	0.80
UTI Based Fee Increase	+	1.40
Indexed Full Time Fee		\$ 42.09

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Student Buildings Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)	\$	-
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		-
Average Benefit Cost Rate		24.00%
Indexed Appointed Salary and Benefits Base		-
Casual/PT Salary Expenditure Base (previous year)		-
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		-
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		-
Indexed Salary and Benefits Expenditure Costs	\$	-
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	-
Add the Non-Salary Expenditure Base (previous year)	+	195,183
Add the Occupancy Costs (current year)	+	801,685
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	25,199
Costs for UTI Purposes		\$ 1,022,067
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,583
UTI Indexed Fee		\$ 33.42
\$ Amount of UTI based increase (over adjusted fee base)	\$	(0.02)
% Amount of UTI based increase (over adjusted fee base)		-0.06%
Consumer Price Index		
Fee Per Session (previous year)	\$	33.44
Less: Removal of old temporary fee	-	-
Adjusted fee base	\$	33.44
Consumer Price Index		2.00%
Consumer Price Indexed Fee	\$	34.11
\$ Amount of CPI based increase	\$	0.67

Combined Fee Increase		
Fee Per Session (previous year)	\$	33.44
Less: Removal of old temporary fee	-	-
Adjusted fee base		33.44
CPI Based Fee Increase	+	0.67
UTI Based Fee Increase	+	(0.02)
Indexed Full Time Fee	\$	34.09

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Other Student Service Fees Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)	\$	513,223
Average ATB Increase/Decrease for Appointed Staff		4.00%
Indexed Salaries Base		533,751
Average Benefit Cost Rate		24.00%
Indexed Appointed Salary and Benefits Base		661,852
Casual/PT Salary Expenditure Base (previous year)		17,064
Average ATB Incr./Decr. for casual/pt staff		2.50%
Indexed Casual/PT Salary Base		17,491
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		19,240
Indexed Salary and Benefits Expenditure Costs	\$	681,091
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(398,396)
Add the Non-Salary Expenditure Base (previous year)	+	345,206
Add the Occupancy Costs (current year)	+	13,242
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	-
Costs for UTI Purposes	\$	641,143
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,583
UTI Indexed Fee	\$	20.96
\$ Amount of UTI based increase (over adjusted fee base)	\$	0.32
% Amount of UTI based increase (over adjusted fee base)		1.57%
Consumer Price Index		
Fee Per Session (previous year)	\$	20.64
Less: Removal of old temporary fee	-	-
Adjusted fee base	\$	20.64
Consumer Price Index		2.00%
Consumer Price Indexed Fee	\$	21.05
\$ Amount of CPI based increase	\$	0.41

Combined Fee Increase		
Fee Per Session (previous year)	\$	20.64
Less: Removal of old temporary fee	-	-
Adjusted fee base		20.64
CPI Based Fee Increase	+	0.41
UTI Based Fee Increase	+	0.32
Indexed Full Time Fee	\$	21.38