

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL
REPORT NUMBER 106 OF
THE UNIVERSITY AFFAIRS BOARD

March 26, 2002

To the Governing Council,
University of Toronto.

Your Board reports that it met on Tuesday, March 26, 2002 at 5:00 p.m. in the Council Chamber, Simcoe Hall, with the following members present:

Dr. John P. Nestor (In the Chair)
Dr. Shari Graham Fell, Vice-Chair
Professor Ian Orchard, Vice-Provost,
Students
Miss Janice Oliver, Vice-President,
Operations and Services
Dr. Robert M. Bennett
Professor Marion Bogo
Ms. Aisling Burke
Ms. Margaret Hancock
Professor Bruce Kidd
Ms. Karen Lewis
Mr. Paul McCann
Professor Ian R. McDonald
Ms. Wendy Swinton
Dr. John Wedge

Ms. Geeta Yadav

Non-voting Members:

Ms. Susan Addario, Director of Student Affairs
Mr. Louis R. Charpentier, Secretary of the
Governing Council
Professor Ron Venter, Vice-Provost,
Space and Facilities Planning

Office of the Governing Council:

Ms. Susan Girard
Mrs. Beverley Stefureak, Secretary

Regrets:

Mr. Muhammad Basil Ahmad
Mr. Jacob Glick
Mr. Vivek Krishnamurthy

Ms. Gail Paech
Mr. Kashif S. Pirzada
Ms. Parissa Safai

In Attendance:

Mr. Felix Chee, Vice-President, Business Affairs and Chief Financial Officer
Ms. Christine Capewell, Chief Administrative Officer, University of Toronto at
Mississauga (UTM)
Professor David Clandfield, Principal, New College
Professor Don Cormack, Acting Dean, School of Graduate Studies
Professor Frank Cunningham, Principal, Innis College
Mr. Jim Delaney, Assistant Director, Student Affairs
Mr. Jim Dunston, Manager of Student Housing, University of Toronto at Scarborough
(UTSC)
Ms. Lorena Gaudio, Manager, Financial Advisory Services and Training
Mr. Ivan Gottlieb, Director of Administrative Services, Facilities & Services
Mr. Jaan Laaniste, Director of Physical Education, UTSC
Ms. Alexandra Love, Manager of Health and Wellness, UTSC
Mr. Tom Nowers, Associate Principal, UTSC
Professor Paul Perron, Principal, University College

In Attendance: (cont'd)

Mr. Lou Ranalli, Manager, Accounting Services
Mr. Jorge Sousa, President, Graduate Students' Union
Ms. Jude Tate, Co-ordinator of LGBTQ Resources and Programs

ITEM 5 IS RECOMMENDED TO THE GOVERNING COUNCIL FOR APPROVAL.

ALL OTHER ITEMS ARE REPORTED FOR INFORMATION.

The Chair welcomed a number of guests from the student services departments of all three campuses and from the Faculty of Physical Education and Health, as well as representatives from the service ancillaries at St. George campus, the University of Toronto at Mississauga and the University of Toronto at Scarborough for items 3 and 4.

On behalf of the Board and himself, the Chair offered congratulations to Professor Ian Orchard on his appointment as Principal of the University of Toronto at Mississauga. Although the appointment was effective July 1, 2002, Professor Orchard would leave the position of Vice-Provost, Students and his role as Senior Assessor to the UAB at the end of March. He also announced that Janice Oliver had decided to retire from the University at the end of March. He would express thanks on behalf of the Board and Governing Council to both Professor Orchard and Miss Oliver at the end of the meeting.

1. Report of the Previous Meeting

Report Number 105 of February 26, 2002 was approved.

2. Business Arising from the Report of the Previous Meeting

There was none.

3. Operating Plans for Student Services – 2002-03 [Council on Student Services Process]

Professor Orchard referred to his memorandum of March 20, 2002 outlining in general terms the process that had been undertaken to approve the operating plans for the St. George campus Student Affairs and Student Services offices and providing advice to the University Affairs Board on co-curricular activities. He noted that the plans covered a number of areas on which there were separate reports and which would be considered under separate motions. However, he believed it important that the Board be made aware of the scrutiny these plans had undergone. As well, it was his responsibility to report on the review by the Council on Student Services (COSS).

Plans had been put together by each of the areas of student services, with participation of a number of advisory bodies each of which included a significant number of student representatives. The list of student bodies and student representatives on each had been distributed. Each of the plans had been developed with extensive consultation and he had thought it worthwhile for the Board to know how wide the participation had been. Following review in the various divisions, the plans had been taken to COSS or its equivalent at the University of Toronto at Scarborough (UTSC) for advice.

3. Operating Plans for Student Services – 2002-03 [Council on Student Services Process] (cont'd)

The *Memorandum of Agreement for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-Tuition Related Fees (the Protocol)* provided for COSS or its equivalent at a suburban campus to make recommendations to the University Affairs Board on operating plans and budgets through the senior assessor. If the plans were approved by a majority of student members, they could proceed unchanged. If a majority of student members was not in favour, the proposed plans could come forward but the fee increases were restricted to what was outlined in *the Protocol*. His memorandum reported fully on the advice of COSS, the motions at COSS, and the outcome of those motions. He would present these individually at the appropriate Agenda item.

The Chair recognized Mr. Sousa. Mr. Sousa, on behalf of the Graduate Students' Union, offered congratulations and best wishes to Professor Orchard on his appointment. In his view, students had always been able to have constructive dialogue with Professor Orchard and the University of Toronto at Mississauga would benefit from his leadership.

The Graduate Students' Union had concerns about two of the motions that would be coming forward. GSU had not had time to consider the operating plans for the Office of Student Affairs and he believed that was contrary to process. He requested the Board to refer the motion back to COSS so that it could be dealt with appropriately. Secondly, he expressed strong reservations with regards to the proposal coming forward from Hart House despite the lack of support from COSS for that plan. While he understood that *the Protocol* permitted this, it was rarely done. He realized the revenue was needed but believed that it should not be acquired at the expense of the students. He urged members to refer this motion back, showing support for the student views.

3.1 Operating Plans for Student Services – 2002-03

3.1.1 St. George Campus

Referring to his memorandum of March 20, 2002, Professor Orchard noted that COSS had unanimously approved the operating plans and budget for the Office of Student Services. This was an area in which the University and the students took pride. It comprised many divisions and he congratulated Ms. Van Norman and the co-coordinators of the services for the tremendous job they were doing.

A member asked about the impact of the double cohort on student services. Professor Orchard replied that the major enrolment expansion would occur at the suburban campuses and discussion of how that would be managed was reported in their operating plans. He noted also that discussions were underway related to attribution of a portion of the St. George fee to the other two campuses.

A member asked about the possible overlap in services between psychiatric services and counseling. Ms. Van Norman explained that duplication of service was not an issue. The former was a medical model involving pharmacological assistance; the latter involved counseling and was not medical in nature.

Responding to a question about the merging of the health plans, Professor Orchard indicated that Mr. Delaney was discussing this with the student governments. However,

3. Operating Plans for Student Services – 2002-03 [Council on Student Services Process] (cont'd)
3.1 Operating Plans for Student Services – 2002-03 (cont'd)
3.1.1 St. George Campus (cont'd)

since this was under the jurisdiction of the student governments the decision was ultimately theirs.

On motion duly moved and seconded,

YOUR BOARD APPROVED

THE 2002-03 Operating Plans and Budget for Student Services, as summarized in the submission from the Director of Student Services, Marilyn Van Norman; and

THAT the part of the Student Service fee which supports Student Services be increased for a full-time student from \$103 to \$104.55 (an increase of \$1.55) and the fee for a part-time student be increased from \$30.90 to \$31.36 (an increase of \$0.46), beginning in the 2002 fall session.

On motion duly moved and seconded,

YOUR BOARD APPROVED

THE 2002-03 Operating Plans and Budget for the Health Service and Student Psychiatric Service as summarized in the submission from the Director of Student Services, Marilyn Van Norman; and

THAT the Health Service fee remain unchanged at \$34.25 for a full-time student and \$10.28 for a part-time student.

Professor Orchard reported that the advisory committee for Student Affairs, which included representatives of the Graduate Students' Union (GSU), the Students' Administrative Council (SAC) and the Association of Part-time Undergraduate Students (APUS), as well as several other student constituencies, worked with the Director and others in the department to construct the operating plans for 2002-03. Despite about five meetings with full participation from all three student groups, a positive response by Student Affairs to a request from GSU that the budget be reformulated, and a timely submission to GSU, they had not considered these operating plans and budget. Professor Orchard had been informed that the item had been on the GSU agenda, but that the meeting had been adjourned before the item had been considered. At the COSS meeting two weeks later, GSU requested and was granted a deferral of COSS consideration of this item pending GSU consideration. Because of time pressures related to the department's ability to provide continuing service to students, and because it was important that these operating plans and the budget be considered within the context of the others coming forward to this meeting, the Director of Student Affairs had elected to bring them forward without the advice of COSS.

Professor Orchard noted that he agreed with the Director's decision. While it was hoped that COSS advice would be available to the Board on every item within its mandate, there had been extensive student input into the process leading up to this submission. The

3. Operating Plans for Student Services – 2002-03 [Council on Student Services Process] (cont'd)
3.1 Operating Plans for Student Services – 2002-03 (cont'd)
3.1.1. St. George Campus (cont'd)

process had been inclusive and there were practical and contextual advantages to having the operating plans and budget of the Office of Student Affairs, which were well organized and did an excellent job of highlighting the advances for this year, considered by the Board at this meeting. It was his view that University could be proud of its Student Affairs portfolio for the support that it provides to students.

In response to a question for clarification from the Chair, Ms. Addario said that the increase in fees requested was the lower of the two permitted by *the Protocol*.

On motion duly moved and seconded,

YOUR BOARD APPROVED

THE 2002-03 operating plans and budget for the Office of Student Affairs, as described in the submission by Susan Addario, Director of Student Affairs; and

THAT the part of the Student Service fee that supports Student Affairs be increased from \$42.30 to \$42.87 for a full-time student (an increase of \$0.57) and from 12.69 to \$12.86 for a part-time student (an increase of \$0.17) beginning in the 2002 fall session.

3.1.2. University of Toronto at Scarborough

The Chair welcomed Associate Principal Tom Nowers from the University of Toronto at Scarborough, together with a number of his staff and other guests from UTSC.

Professor Orchard noted that the operating plans and budget for student services at UTSC went through a consultative process equivalent to the COSS process at St. George. The various divisions of student services at UTSC were staffed by professionals who contribute significantly to a continually improving student experience and environment at that campus. This report provided a synopsis of the previous year's activities, objectives for the future and highlights of a five-year plan and budget. Professor Orchard drew attention to additional documentation that had been circulated electronically and to the pages placed on the table to complete the submission.

Mr. Nowers was invited to respond to a question about planning for the enrolment expansion and the demand for increased services. He said that this year they had engaged in a planning process that projected fees and services to 2006-07. The long-range plan would be revisited each year by the student advisory groups. Expectations were that revenue and services would both increase dramatically. A big increase in the demand and provision of career services was expected; there would be a direct investment in nurses and counselors. Detailed staff projections had been done, but these would be revisited annually. He concluded by noting that each budget from UTSC student services areas had been enthusiastically endorsed and unanimously supported by the student body.

3. Operating Plans for Student Services – 2002-03 [Council on Student Services Process] (cont'd)
3.1 Operating Plans for Student Services – 2002-03 (cont'd)
3.1.2 University of Toronto at Scarborough (cont'd)

A member noted that it would be helpful if the projections could be presented with the operating plans and budget next year. Another member from UTSC agreed that the availability of a five-year plan was good and he commended Mr. Nowers for the planning that had gone into this. He added that, though the plans and budgets had been unanimously endorsed by the students, there had been serious discussions. The unanimous student support was indicative of plans that had been cogently presented and thoroughly discussed.

On motion duly moved and seconded,

YOUR BOARD APPROVED

THE Annual Operating Plans for the Student Services – University of Toronto at Scarborough and the Annual Operating Budgets as outlined in the submission from UTSC; and,

THAT beginning in the 2002-03 Winter Session, the full-time Health and Wellness Centre fee increase from \$47.94 to \$67, the full-time Physical Education and Athletics fee increase from \$147.68 to \$152.85 and the full-time Student Services fee increase from \$137.77 to \$152.37.

3.2 Operating Plans for Physical Education and Health

Professor Orchard reported that the advice from COSS on the operating plans and budget for Physical Education and Health was positive and the motion had been approved at that level. The Faculty enjoyed an international reputation for co-curricular programs that were inclusive and accessible, and within the community it was well known for its leadership development and the support provided to other parts of the University. Professor Kidd's report identified achievements and challenges, goals and priorities, and Professor Orchard congratulated the Dean and his directors for driving the equity and accessibility agenda of the Faculty.

Professor Orchard noted that, though an increase in fees had not been requested, members should be aware that the Faculty was at the conclusion of a three-year temporary fee increase. Therefore, the request to continue the current fee had the effect of converting a temporary increase formerly approved into a permanent one.

In response to a question, Professor Orchard said that the temporary increase had come about when COSS had not approved the Faculty's request for increased fees three years ago. It had been critical at that time for the Faculty to generate the requested additional revenue to fund salaries for the staff to support their quality program. Accordingly, the Faculty had requested the higher of the two options under *the Protocol*, recognizing that the increase would be limited to a period of three years unless subsequently made permanent.

A member queried why there was an expense of about \$400,000 for alumni affairs. Professor Kidd responded that this was to support an alumni development

3. Operating Plans for Student Services – 2002-03 [Council on Student Services Process] (cont'd)

3.2 Operating Plans for Physical Education and Health (cont'd)

effort to raise money for an endowment which could replace funds that were lost in the early nineties, and which could provide permanent revenue for programs that were chronically under-funded.

Before calling the question, the Chair clarified that in voting to retain the current fee members would be approving that a temporary increase would become permanent.

On motion duly moved and seconded,

YOUR BOARD APPROVED

THE 2002-03 operating plans and budget for the Faculty of Physical Education and Health: Co-curricular Programs, Services and Facilities in Athletics, as described in the February 5, 2002 memorandum from the Dean of the Faculty, Professor Bruce Kidd; and,

THAT the fee for a full-time student remain at \$179.56 and the fee for a part-time student remain at \$53.86, beginning in 2002 fall session.

3.3 Operating Plans for Hart House

Professor Orchard reported that the operating plans and budget for Hart House had been turned down by COSS. Though the vote had been a majority in favour, the motion had not received the support of a majority of the students present and voting. Nevertheless, the Warden and administration were bringing forward the plans at this time, requesting the allowable three-year temporary increase.

Professor Orchard recalled that the report of the Advisory Committee for the Review of Hart House had come forward at the last meeting. The Advisory Committee had commented on the excellent planning process undertaken by the current Warden and noted that Hart House was a jewel in the support network for students within the University community. It was an effective link among faculty, staff, students and alumni and was a launching pad for student leaders. The Warden and her team were to be complimented for the inclusive nature of the well thought out planning, and the initiative to re-assess programs to be more reflective of students' needs.

Professor Orchard informed members that the Hart House fee included an accessibility project funding component of \$1.71 per full-time student and \$0.51 per part-time student.

A member asked why these operating plans and budget had been turned down by COSS. Professor Orchard ventured that it may have been because part of the revenue generated was designated for deferred maintenance and there was a view that student fees should not be used in this way.

Another member indicated that he had been a member of the Board of Stewards of Hart House this year and that he had been impressed with its participatory and efficient governance structure. The operating plans and budget had been driven by students in a

3. Operating Plans for Student Services – 2002-03 [Council on Student Services Process] (cont'd)

3.3 Operating Plans for Hart House (cont'd)

process that was heavily weighted with students and he was disappointed that COSS could not support what was a fair and well-planned budget. Further, he noted that there had been no option but to proceed with the deferred maintenance --- without it there would be a loss in revenue and further funding problems.

On motion duly moved and seconded,

YOUR BOARD APPROVED

THE 2002-03 Operating Plans and Budget for Hart House, as summarized in the Service Ancillary Operating Plan and Budget and described in the February 5, 2002 cover memorandum from the Warden of Hart House, Margaret Hancock; and,

THAT the fee for a full-time student increase from \$120.24 to \$124.39 (an increase of \$4.15, 2% or \$2.37 of which is permanent and 1.5% or \$1.78 of which is temporary for a three-year period) and that the fee for a part-time student increase from \$36.07 to \$37.31 (an increase of \$1.24, 2% or \$0.71 of which is permanent, and 1.5% or \$0.53 is temporary for a three-year period), beginning in the 2002 fall session

4. Operating Plans for Other Service Ancillaries- 2002-03

Professor Orchard referred to his memorandum outlining the process under which the service ancillaries operating plans and budgets were formulated in the divisions and reviewed by the Service Ancillaries Review Group (SARG) which was chaired by the Vice-President, Business Affairs. He noted that Hart House was scrutinized annually under this process as well. Three members of the University Affairs Board were also members of SARG and had been present during the one-day review of these budgets.

Professor Orchard reviewed the four objectives of the ancillaries that were outlined within the SARG process and referred to the SARG assessment in each case as to whether the objectives had been met, if not why not, and the discussion that was part of that review process.

A member recalled the construction expenses that were the reason Graduate House had been unable to meet the four objectives and asked if there were a possibility of recovering some of those funds. Ms. Oliver reported that the University was engaged in a lengthy legal suit and hoped to recover expenses. If so, the central administration would have first claim and Graduate House next.

On motion duly moved and seconded,

YOUR BOARD APPROVED

THE service ancillary operating plans for 2002-03 (with the exception of Hart House) including the service ancillary operating budgets, as summarized in Schedule II; the service ancillary capital budgets as

4. Operating Plans for Other Service Ancillaries- 2002-03 (cont'd)

summarized in Schedule V; and the rates and fees in Schedule VI of the *Service Ancillaries Report on Operating Plans for the Year 2002-03*, attached to Professor Orchard's memorandum for this meeting.

5. Elections: Designation of Academic Programs -- Transitional Year Program and Academic Bridging Program

Ms. Lewis, on behalf of the Chair of the Elections Committee, recalled that at the meeting of November 5, 2001, the Board was informed that the Elections Committee was willing to consider proposals from members of the relevant student groups for programs that could be designated as a program of study under Section 1.1 (1) of the *University of Toronto Act* for the purposes of eligibility to participate in Governing Council elections.

The Elections Committee had considered requests on behalf of students in the Transitional Year Program (TYP) and in the Millie Rotman Shime Academic Bridging Program (ABP) and its conclusions had been outlined in the memorandum from the Chair of the Elections Committee dated March 18, 2002 (attached as Appendix "A").

On the recommendation of the Elections Committee,

YOUR BOARD RECOMMENDS

THAT the Transitional Year Program and the Millie Rotman Shime Academic Bridging Program be designated by the Governing Council as programs of post-secondary study at the University under clause 1 (1) (1) of the *University of Toronto Act, 1971* for the purposes of Governing Council elections.

6. Hart House: Administrative Response to Report of the Provost's Review Committee

The Chair invited Ms. Hancock, Warden of Hart House, to introduce her administrative response to the Report of the Provost's Review Committee. Ms. Hancock referred to the administrative response and the addendum which had been circulated at the beginning of the meeting. She viewed the report as supportive of her mandate and noted that much of what it recommended was already underway.

Professor Orchard added his appreciation of the response, noting that the Review Committee had made constructive recommendations and, on behalf of the Committee, he wanted to say that it was reassuring to see a positive response from Hart House.

7. Student Societies: Report on Financial Statements and Internal Auditor's Opinion

Professor Orchard referred to his memorandum of March 13, 2002, explaining that the *Policy for Compulsory Non-Academic Incidental Fees* required that each student society receiving proceeds from such a fee must submit annually financial statements audited by a public accountant or obtain an exemption from the University's Internal Auditor.

7. Student Societies: Report on Financial Statements and Internal Auditor's Opinion

A report from the University Internal Auditor had been attached to his report and was self-explanatory. As well, a memorandum from Mr. Delaney, also attached, further explained the role of the University Affairs Board in the process.

A member asked about the implications of a society's failure to submit statements. Mr. Delaney responded that the consequences were that the society would not receive its fees. It was not unusual to find that societies had not submitted by the deadline; about the same number failed to submit on time each year.

8. Report Number 27 of the Elections Committee

The Chair reported that, following distribution of Report Number 27, a correction had been submitted by the Chair of the Elections Committee. The Report should be corrected as follows:

items 5 and 6 (and the content under each) are removed. To item 4, following the first paragraph, the following two sentences are added: "On motion duly moved and seconded, the Committee returned to open session." "On motion duly moved and seconded, the meeting adjourned."

There were no questions about the revised Report.

9. Report of the Assessors

Professor Orchard provided the Board with an update on the Varsity Centre referendum. He was Chair of the Referendum Conduct Committee, which had been established by a University appointment by the President (Professor Orchard), an appointment jointly approved by the Presidents of SAC, APUS and GSU (Mr. Selwyn Pieters) and a third person appointed by the first two members Ms. Vinitha Gengatharan. There had been unanimous agreement on procedures, rules and regulations for the referendum, questions and inserts for the mailings from the official "yes" and "no" committees. He hoped the referendum would be fair and open. If the outcome was "no", plans for the Varsity Centre would not go forward; if the outcome was "yes" approval of the levy amount, as a new fee under *the Protocol*, would come to the Board for approval.

Ms. Oliver reported on architectural selection for the University of Toronto at Scarborough Student Centre; planning was proceeding. She informed the Board that a favorable ruling had been received from the Ontario Municipal Board with respect to the Woodsworth project and the project would be proceeding to tender soon. Because of the delay, it may not be possible to meet the September 2003 deadline and January 2004 may be more realistic.

10. Date of Next Meeting

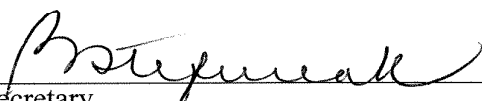
The Chair reminded members that the next regular meeting of the Board was scheduled for Tuesday April 30 at 5:00pm.

11. Other Business

There was no other business.

The Chair, on behalf of Governing Council, offered words of gratitude to Professor Ian Orchard and Ms. Janice Oliver. Professor Orchard would leave his current position on March 31, 2002 for a short leave before beginning an appointment as Principal of the University of Toronto at Mississauga. Ms. Oliver was retiring from the University on March 31. Both had contributed significantly over the years to supporting the University Affairs Board and Governing Council, and in the case of Ms. Oliver the Business Board as well. He wished each of them well in their future endeavours and members showed their appreciation with long applause for each.

The meeting adjourned at 6:40 p.m.


Secretary

Chair

April 23, 2002

19442



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

To: Members of the University Affairs Board

From: Professor Brian Corman, Chair, Elections Committee

Date: March 18, 2002

Item Identification:

5. Elections: Designation of Academic Programs

Jurisdictional Information:

The Board is responsible for policy on Governing Council elections.

Background:

At the meeting of the University Affairs Board held on November 5, 2001, I reported that the Elections Committee was willing to consider proposals from members of the relevant student groups to identify programs that could be designated as a program of study under the *University of Toronto Act*. The Committee, in turn, would make its recommendation to the University Affairs Board.

The Elections Committee has considered requests on behalf of students in the Transitional Year Programme (TYP) and in the Millie Rotman Shime Academic Bridging Program (ABP) to allow them to participate in Governing Council elections.

Action Sought:

THAT the University Affairs Board recommend to the Governing Council

THAT the Transitional Year Programme and the Millie Rotman Shime Academic Bridging Program be designated by the Governing Council as programs of post-secondary study at the University for the purposes of clause 1 (1) (l) of the *University of Toronto Act, 1971*.