

FOR INFORMATION

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TO: University Affairs Board

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DATE: March 11, 2014 for March 18, 2014

AGENDA ITEM: 4 (a)

ITEM IDENTIFICATION:

Operating Plans: Student Services, St. George Campus:
Advice from the Council on Student Services (COSS)

JURISDICTIONAL INFORMATION:

The University Affairs Board is responsible for policy and operational matters concerning student services, including levels of service offered, fees charged and categories of users.

Section 5.2.1 of the Terms of Reference provide that the University Affairs Board approve fees for student services, representative student committees and multi-campus organizations.

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 Council on Student Services (or the relevant body within a division of the University) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to University Affairs Board on these plans.

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, 1996.¹ 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; and Hart House. 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 specified 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 Student Services Committee. 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-

¹ A change to Appendix A was approved by the University Affairs Board in November, 1997.

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).

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,² 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. University Affairs Board (March 18, 2014) [For Information]**
- 2. Governing Council (April 8, 2014) [For Information]**

PREVIOUS ACTION TAKEN:

The Vice-Provost, Students & First-Entry Divisions last reported to the Board on the advice from COSS on March 19, 2013.

HIGHLIGHTS:

As of March 11th, 2014, COSS had not yet voted on the operating plans and budgets for the Faculty of Kinesiology and Physical Education: Co-Curricular Programs, Services and Facilities; Hart House; or Student Life Programs and Services.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

Recommendations for approval of each division's operating plans and budgets are outlined in the documentation provided to the Board. The proposed operating plans and

² According to the provisions for referendum delineated in the *Protocol*.

budgets meet the requirements for approval by the Governing Council pursuant to the Protocol and are presented for approval.

RECOMMENDATION:

This report is presented for information only.

DOCUMENTATION PROVIDED:

Draft Advice on Fees and Operating Plans from the Council on Student Services (COSS).
Advice from COSS is not available at this time.



TO: Members of the University Affairs Board

FROM: Jill Matus, Vice-Provost, Students & First-Entry Divisions

DATE: March 12, 2014

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

Included in this package are detailed annual reports and operating plans for the co-curricular services on the St. George Campus for 2013-14. The operating plans and budgets have been prepared with input from the managers of the services, from student users of the services, from various advisory and governing bodies, and from the Council on Student Services (COSS) established under the terms of the Protocol on non-tuition fees.

Pursuant to the Protocol, a key duty of COSS is to provide advice to University Affairs Board (UAB) in respect of the services' operating plans, budgets and changes in fees governed by the Protocol. Decisions of COSS (i.e., approval or the absence of approval) related to operating plans and fees are conveyed to the UAB when the service's plan is under consideration by the Board. If COSS does not approve a fee increase, the administration is entitled to seek approval by the UAB 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 (three year) increase of the greater of the CPI increase or the UTI increase. Permanent increases which are larger than CPI or UTI require the approval of either a majority of the student members of COSS present at the meeting at which the fee increase is considered or the majority of the relevant students voting in a referendum.

The CPI for this year is 2.0%. 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 service's fee. The result is an "indexed fee." For comparison purposes, each fee's UTI is represented here as a percentage:

Student Life Programs and Services: 6.5%

Hart House: 2.62%

Faculty of Kinesiology and Physical Education: Co-curricular Programs, Services and Facilities: 5.8%

This memorandum summarizes the outcomes of the Council's consideration of the operating plans and budgets.

COSS Voting on Operating Plans, Budgets and Fees

For the operating plans, budgets and associated compulsory non-academic incidental fees to be approved by the Council on Student Services, they require the support of a majority of students present at the meeting when the votes are held.

As of March 11, 2014, COSS had yet to vote on the three resolutions listed below.

1. Faculty of Kinesiology and Physical Education: Co-Curricular Programs, Services and Facilities

Be it resolved that:

THAT the 2014-15 operating plans and budget for Faculty of Kinesiology & Physical Education: Co-Curricular Programs, Services and Facilities, as presented in the documentation from Anita Comella, Assistant Dean, Co-Curricular Physical Activity and Sport, be approved; and

THAT the sessional fee for a full-time student on the St. George campus be increased to \$157.07 (\$31.41 for a part-time student), which represents a year over year permanent increase of \$2.24 (\$0.44 for a part-time student) or 1.45% (resulting from the elimination of a 2011-12 three year temporary increase, and a permanent increase of 7.8%); and

THAT the sessional fee for a full-time student at UTM or UTSC be increased to \$18.22 (\$3.64 for a part-time student), which represents a year over year permanent increase of \$0.26 (\$0.05 for a part-time student) or 1.45% (resulting from the elimination of a 2011-12 three year temporary increase, and a permanent increase of 7.8%).

In the absence of advice from COSS, the Faculty of Kinesiology and Physical Education is presenting plans to the Board which include a request for fee increases which include permanent and temporary components.

2. Hart House

Be it resolved:

THAT the 2014-15 operating plans and budget for Hart House, as presented in the documentation from Professor Bruce Kidd, Warden, be approved; and

THAT the sessional fee for a full-time student on the St. George campus be increased to \$80.51 (\$16.11 for a part-time student), which represents a year over year permanent increase of \$1.12 (\$0.22 for a part time student) or 1.4% (resulting from the elimination of a 2011-12 three year temporary increase, and a permanent increase of 4.62%); and

That the sessional fee for a full-time student at UTM or UTSC be increased to \$2.47 (\$0.50 for a part-time student), which represents a year over year permanent increase of \$0.03 (\$0.01 for a part time student) or 1.4% (resulting from the elimination of a 2011-12 three year temporary increase, and a permanent increase of 4.62%).

In the absence of advice from COSS, Hart House is presenting plans to the Board which include a request for fee increases which include permanent and temporary components.

3. Student Life Programs and Services

Be it resolved:

THAT the 2014-15 operating plans and budget for Student Life Programs and Services, as presented in the documentation from Lucy Fromowitz, Assistant Vice President, Student Life, be approved; and

THAT the sessional fee for a full time student on the St. George campus be increased to \$142.22 (\$28.45 for a part-time student), which represents a year over year permanent increase of \$9.08 (\$1.82 for a part-time student) or 6.82% (resulting from the elimination of a 2011-2012 three year temporary increase, and a permanent increase of 8.5%).

In the absence of advice from COSS, Student Life Programs and Services is presenting plans to the Board which include a request for fee increases which include permanent and temporary components.

Operating Plans: St. George Campus Student Services

2014-2015

Summary of Changes

Description	Applies to:	2013-2014 Fee		2014-2015 Increase / Decrease		Change from Previous Year			
		Full-time	Part-time	Full-time	Part-time	% Full-time	\$ Full-time	% Part-time	\$ Part-time
Athletics	St. George	154.83	30.97	157.07	31.41	1.45	2.24	1.45	0.44
Athletics	UTM and UTSC	17.96	3.59	18.22	3.64	1.45	0.26	1.45	0.05
Hart House	St. George	79.39	15.89	80.51	16.11	1.4	1.12	1.4	0.22
Hart House	UTM and UTSC	2.44	0.49	2.47	0.50	1.4	0.03	1.4	0.01
Student Life	St. George	133.14	26.63	142.22	28.44	6.8	9.08	6.8	1.82

Highlights:

Athletics

The budget reflects a balance between attempting to meet increased program and service demand, while managing rising costs. The Faculty's largest expenses were for compensation, facility operation and occupancy costs.

Hart House

The budget reflects a balance between attempting to meet increased program and service demand, while managing rising costs. 81% of expenses are fixed costs and include: salaries, wages and benefits; utilities and building maintenance; and necessary facility improvements (e.g. sound system for the Great Hall, IT wiring, signage). The backload of deferred and major maintenance represents an ongoing budgetary challenge.

Student Life

The budget reflects a balance between attempting to meet increased program and service demand, while managing rising costs. Compensation and occupancy represent the largest operating expenses for Student Life. 61% of operating revenue comes from Student Fees. Other sources of operating are central support (11%), grants (15%), and other revenue (13%).