Administration & Governance

Administration
Management of the University

Governance
Oversight, advice, and approval of specific matters within delegated authority bounded by the Committee’s Terms of Reference.

University Decision Making
The UTSC Campus Council and its Standing Committees was established in 2013 to improve governance oversight on all three campuses;

The governance processes are aimed at enhancing campus-based decision-making and accountability;

The Council is comparable to a Board of Governing Council and comprise representatives of the five estates: teaching staff, students, administrative staff, librarians, community members [LGIC, alumni, etc.].
UTSC Governance Bodies

UTSC Campus Council

- Agenda Committee
- Academic Affairs Committee
- Campus Affairs Committee
Mandate and Responsibilities of the CAC

Student & Campus Life
- Campus and student services.
- Co-curricular programs, services, and facilities.
- Compulsory non-academic incidental fees.
- Student societies and campus organizations

Planning issues & priorities
- Campus master plan
- Relations with the campus’s external community
- Establishment, termination, or restructuring of academic units and proposals for EDU As and Bs

Budgets
- Capital plans, projects, and space
CAC Membership Composition

- 4 Administrative Staff
- 4 Community Members
- 1 Librarian Staff
- 7 Students
- 9 Teaching Staff
- 6 *Ex-Officio* Members
- 3 Presidential Assessors

**Total = 34 Members**
### 2019-20 CAC Presidential Assessors

<table>
<thead>
<tr>
<th>Role</th>
<th>Name and Title</th>
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<tr>
<td>Voting Assessor</td>
<td>Mr. Andrew Arifuzzaman, Chief Administrative Officer</td>
</tr>
<tr>
<td>Voting Assessor</td>
<td>Mr. Desmond Pouyat, Dean of Student Affairs</td>
</tr>
<tr>
<td>Voting Assessor</td>
<td>Prof. Maydianne Andrade, Acting Vice-Principal, Academic and Dean</td>
</tr>
<tr>
<td>Non-Voting Assessor</td>
<td>Mr. Jeff Miller, Director, Facilities Management</td>
</tr>
<tr>
<td>Non-Voting Assessor</td>
<td>Ms Nadia Rosemond, Assistant Dean, Student Life, Community Outreach &amp; International Experience</td>
</tr>
<tr>
<td>Non-Voting Assessor</td>
<td>Ms Helen Morissette, Director, Financial Services</td>
</tr>
</tbody>
</table>
**Strategic visioning**

Divisional review
- Self study
- External review

**Equity-Diversity-Inclusion**

Indigenous place-making
Online education modules

**Academic Units**

Ongoing Discussions:
- EDU-B’s

**Relationships**

Tri-campus review
Internal & External tables
Six priorities on which we continue to focus, and which align closely with and support the strategic direction of the campus:

- Work Integrated Learning / Experiential Education
- Community Outreach
- Internationalization / Global Experience
- Mental Health and A Healthy Campus
- Indigenous Priorities informed by the TRC’s recommendations and the University’s commitment
- Service Excellence, Services and Programs that support Student Success
Student Affairs and Services Priorities and Objectives 2019-2020

- Strengthening the student experience
- Continuing to increase global mobility opportunities for our students, exchanges, study aboard, research opportunities, etc
- Partnerships and community building (Community Outreach, City building, strengthening experiential learning opportunities, support for Indigenous students and Indigenous community outreach)
- Collaborating to strengthen the academic success and experience of all students while strengthening campus life experience and outcomes for students with disabilities
- Creating a stronger, holistic and integrated student life and managing the impact of the Student Choice Initiative (SCI)

Building together a healthy campus platform, leveraging all opportunities to do so

Strengthening student engagement in physical activity through a renewed community outreach strategy

Mental health and counselling—maintaining excellence in responsiveness and strengthening access

**Equity training and continuing to build positive and inclusive workplace culture**

Support and continuing to build strong working relationships with colleagues across campus and tri-campus

Impactful involvement in tri-campus review
Business Operations and Strategic Affairs
2019-2020 Priorities and Objectives

- Strategic Plan

- Evolution of UTSC Budget Model

- Capital Plans and Development
  - Secondary Planning Approval
  - New Student Residence - construction
  - Design
    - Instruction Centre 2
    - Indigenous House
    - Parking Structure
  - Next Phase of Campus Space Plan
  - Completion of Project Planning Reports
    - Arts Centre (ACM, English and DMG)

- Partnerships and Government Relations Support
  - EaRTH and GTA-Rise

- Operationalizing Sustainability Objectives (Campus Retrofits)
The role of Committee Members

- Approve, recommend, confirm etc. business items
- Offer advice
- Provide oversight
Types of Decisions made by the Committee

- Approve
- Reject
- Referred back to the Administration with advice
- Withdrawn by the administration
Expectations of Members

- Attend meetings
- Pose thoughtful questions
- Act in the best interest of the University
- Reading and evaluate meeting materials
- Participate in discussions
- Maintain Confidentiality
Meeting Agendas

- Agendas are set based on the Calendar of Business, which is an overview of all anticipated business to be transacted in the governance year;
- Agendas are approved two to three weeks before the Committee meeting by the agenda planning group;
- The Calendar of Business is updated regularly and posted on the UTSC governance website.
Diligent Boards governance portal

- Only tool used to distribute confidential meeting documentation to members
- Password protected
- Help is available 24/7: 1-866-262-7326
Cover Sheets

1. General
2. Header Information
3. Sponsor & Presenter
4. Jurisdictional Information
5. Previous Action Taken
6. Highlights
7. Recommendation
## Guidelines on Attendance at Meetings

**Open Session**
- Open to members of the University, the public, the media, up to room capacity. Most governance bodies meet in open session.

**Closed Session**
- Restricted to members of the governance body and individuals whose presence is considered by the body to be necessary (normally members of the administration). A motion is needed to move from open to closed session.

**In Camera**
- A meeting or part of a meeting may be held *in camera* where “intimate financial or personal matters of any person may be disclosed.” *(By-law Number 2).* A motion is needed to go into *in camera.*
The Role of the Secretariat/Office of the UTSC Campus Council

• Provide support to the Committee Chair and Committee members:
  • Meeting preparation and follow-up
  • Communication of decisions
  • Management of governance and membership records
  • An expert resource for policy and procedural advice
Contacting the Secretariat

**Ms Emma Thacker**  
Assistant Secretary of the Governing Council & Ombuds Officer  
em.thacker@utoronto.ca  
416-287-5639  
Office- Room BV 504

**Ms Rena Prashad**  
Governance Coordinator, UTSC  
rparsan@utsc.utoronto.ca  
416-208-5063  
Office- Room BV 502
Thank you

Questions?
Committee Members’ Quick Reference Guide to On-Line Resources

You are encouraged to familiarize yourself with these resource documents in advance of the first meeting. Please click on each hyperlink for more information.

1. **Organizational Chart of the Governing Council**

2. **Terms of Reference** *(UTSC Campus Affairs Committee)*

3. **2019-20 UTSC Campus Affairs Committee Membership List**
   Includes the names of members’ and the constituency they represent.

4. **2019-20 Presidential Assessors**
   Includes information on the members of the University’s administration who bring forward business to governance bodies.

5. **2019-20 UTSC Campus Affairs Committee Meeting Schedule**

6. **2019-20 Calendar of Business** *(updated every Friday)*
   Includes planned items for approval and information for each governance body.

7. **List of Commonly Used Acronyms**
   Includes a list of commonly used acronyms across the University and in governance.

8. **Guidelines on Attendance at Meetings**
   Defined are the parameters of open, closed and in camera meetings.

9. **Principles of Good Governance**

10. **Expectations and Attributes of Governors and Key Principles of Ethical Conduct**
   Governors’ responsibilities in contributing to an effective governance process – approved by the Governing Council on October 28, 2010.
11. **Mandate of Governance**

12. **Fiduciary Responsibilities of Members of the Governing Council**
   Members are expected to act honestly and in good faith with a view to the best interests of the University, and to exercise the level of skill and diligence that can reasonably be expected from an individual of his or her knowledge and experience.
## Consolidated Calendar of Business

### Campus: UTSC

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<tr>
<th>Item</th>
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*September 3, 2019*
### Consolidated Calendar of Business

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**Annual Report: Vice-Principal, Research- UTSC**

- **Portfolio:** VPRUTSC
- **Cycle:** CYCLE_05

- **FII:** -

**Appointments: 2019-20 UTSC Campus Council Community Members**

- **Portfolio:** OCCUTSC
- **Cycle:** CYCLE_05

- **FA:** -

**Capital Project- Indigenous House, UTSC**

- **Portfolio:** CAOUTSC
- **Cycle:** CYCLE_05

- **YES:**

**Graduate Minor Curricular Modifications**

- **Portfolio:** VPADUTSC
- **Cycle:** CYCLE_05

- **FI:** -

**Undergraduate Major Curricular Modifications, TBD**

- **Portfolio:** VPADUTSC
- **Cycle:** CYCLE_05

- **FI:** -

**Undergraduate Minor Curricular Modifications, TBD**

- **Portfolio:** VPADUTSC
- **Cycle:** CYCLE_05

- **FI:** -

**University Operating Budget: A UTSC Campus Perspective**

- **Portfolio:** VPPUTSC
- **Cycle:** CYCLE_05

- **FI:** -
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*September 3, 2019*