

UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 22 OF THE CAMPUS AFFAIRS COMMITTEE

February 7, 2017

To the University of Toronto Scarborough Campus Council, University of Toronto Scarborough

Your Committee reports that it met on Tuesday, February 7, 2017 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Present:

Mr. Larry Whatmore, Chair
Dr. Brian Harrington, Vice-Chair
Prof. Bruce Kidd, Vice-President and
Principal, UTSC *
Mr. Andrew Arifuzzaman, Chief
Administrative Officer, UTSC *
Mr. Desmond Pouyat, Dean of
Student Affairs
Ms Sarah Balkhi
Ms Janet Blakely
Mr. Keith Chen
Ms Mariam Issa
Mr. Mohsin Jeelani
Ms Bobbi McFarlane
Ms Nikita Roy
Ms Amina Shabeen
Dr. Helen Wu

Non-voting Assessors:

Ms Liza Arnason
Ms Helen Morissette

In Attendance:

Mr. Johnathan Collaton, Campus Life and Special Events Coordinator
Mr. Gilbert Delgado, Chief, University Planning, Design & Construction
Ms. Joan Griffin, Acting Manager, Student Policy Initiatives & High Risk
Ms Deborah Hahn, Assistant Director, Retail and Conference Services
Ms Joyce Hahn, Assistant Director, Capital & Business Operations
Mr. Michael LeSage, Coordinator, Student Policy Initiatives
Mr Frank Peruzzi, Assistant Director, Food Partnerships

Secretariat:

Ms Kathy Fellowes
Ms Rena Prashad

Regrets:

Dr. Jonathan S. Cant
Professor Nick Cheng
Professor William Gough
Mr. Rahul Gupta
Dr. Elaine Khoo
Professor Paul Kingston
Ms Tanya Mars
Professor Alice Maurice
Dr. Mandy Meriano
Mr. George Quan Fun
Mr. Mark Rowswell
Ms Kirsta Stapelfeldt
Dr. Andrew Tam

* Telephone participants

Mr. Gary Pitcher, Director, Campus Safety, Issue and Emergency Management *
Ms Nadia Rosemond, Manager, Student Life & Leadership Programs
Ms Ramisa Tasifia, President, Fusion Radio
Ms Jennifer Tigno, Interim Director, Academic Advising and Career Centre
Ms Michelle Verbrugghe, Director, Student Housing & Residence Life
Mr. Frank Villiva, Manager, Conference and Events
Ms Frances Wdowczyk, Director, Business Development & Special Advisor to the
CAO, Operations and Special Projects

1. Chair's Remarks

The Chair welcomed members and guests to the meeting and introduced the members who participated in the meeting by teleconference.

He extended a special welcome to Ms Kathy Fellowes, who was serving as Acting Director of Governance for Ms Amorell Saunders N'Daw who was seconded to the role of Senior Advisor, Equity and Diversity, UTSC in an interim basis.

He advised members that he was in attendance at the University Affairs Board meeting on January 31st, but had no updates to share with the Committee from the meeting.

2. Compulsory Non-Academic Incidental Fees – Report and Analysis: 2016-17

The Chair invited Ms Joan Griffin, Acting Manager, Student Policy Initiatives and High Risk, to present¹ the 2016-17 Compulsory Non-Academic Incidental Fees—Report and Analysis to the Committee.

Ms Griffin explained that the report and analysis was an inventory of all compulsory non-academic incidental fees paid by students across the University, and was presented to the UTM and UTSC Campus Affairs Committees and the University Affairs Board for information. She explained that fees were divided into three categories (Campus Service, Cross-Divisional Student Societies, and Divisional Fees), and that some fees varied by division while others remained relatively constant. In a graphical illustration, Ms Griffin highlighted the specific fees paid by full-time and part-time undergraduate and graduate students at UTSC.

3. Compulsory Non-Academic Incidental Fees – Student Society Fees: UTSC Student Society Proposals for Fee Increases

¹ Presentation- Compulsory Non-Academic Incidental Fees – Report and Analysis: 2016-17

The Chair invited Mr. Desmond Pouyat, Dean of Student Affairs, to present the student society proposals for fee increases to the Committee. He explained that the fees were collected by the University on behalf of the student societies. Examples at UTSC included: Scarborough Campus Students' Union (SCSU), Scarborough Campus Athletics Association (SCAA), Scarborough Campus Residence Council (SCRC), Fusion Radio, and The Underground. Mr. Pouyat also explained that for a society to operate it was necessary for the society to be open, accessible, and democratic, and that there were constitutions and by-laws in place to oversee the requirements for: financial reports, annual audits, appropriate accounting and financial processes, and a complaint process. Mr. Pouyat remarked that Scarborough Campus Community Radio (operating as "Fusion Radio") and the SCSU were requesting fee increases.

A member asked what constituency of students paid the Fusion Radio fee, and Mr. Pouyat reported that only full-time undergraduate students at UTSC paid the fee because historically UTSC had nominal enrolment from part-time and graduate students.

A member asked for an explanation on how the fees collected for Fusion Radio would be spent. Mr. Pouyat explained that it was not the role of the administration to oversee the spending of fees collected for a student society. However, he did remark that student societies were required to generate financial reports and were subject to annual audits. The Chair invited the President of Fusion Radio, Ms Ramisa Tasifa, to share information regarding how Fusion Radio planned to spend the collected fees. Ms Tasifa explained that the fees would be spent on technical equipment (i.e. antenna, transmission line, transmitter etc.).

A member commented on the low voter rate and suggested that a threshold be implemented prior to a fee being considered by the administration. Mr. Pouyat remarked that there was currently no voter threshold requirement under the *Policy for Compulsory Non-Academic Incidental Fees*.

A member asked what the listener and frequency base was for Fusion Radio. Ms Tasifa reported that the listener base was currently UTSC students and that the radio station was online. She commented that with the fee increase Fusion Radio aspired to develop an FM frequency throughout Scarborough and into Pickering to reach more listeners.

A member commented on Fusion Radio's status as a not for profit organization. Mr. Arifuzzaman explained that being a not for profit organization was a legal status, which did not inhibit Fusion Radio from generating profits.

In response to a comment regarding the permanent fee increase for Fusion Radio, Ms Griffin explained that students with questions regarding the programming and services offered by Fusion Radio could raise their concerns with them.

The Vice- Chair, Dr. Brian Harrington, reminded members that Fusion Radio had followed due process for proposing the fee increase, and that it was the role of members to provide governance oversight on the proposal being presented.

On motion duly made, seconded and carried,

YOUR COMMITTEE RECOMMENDS,

THAT beginning in the summer 2017 session, the Scarborough Campus Community Radio (operating as Fusion Radio) fee be increased as follows: (a) an increase of \$8.00 in the society portion of the fee.

If approved, the total Fusion Radio fee will be \$12.85 per session (summer, fall, and winter), charged to full-time undergraduate students at UTSC (full-time only).

THAT beginning in the Summer 2017 session, the SCSU fee be increased as follows: an increase of \$6.06 per session (\$1.21 part-time) in the UTSC Sports and Recreation Centre Levy portion of the fee; and

Subject to confirmation of approval of the following fee increase proposals by the Scarborough Campus Students' Union (SCSU) Board of Directors on February 27, 2017,

THAT beginning in the Fall 2017 session, the SCSU fee be increased as follows: (a) an increase of \$0.52 per session in the Society membership portion of the fee (\$0.03 part-time), (b) an increase of \$0.77 per session in the Student Centre portion of the fee (\$0.23 part-time), (c) an increase of \$0.15 per session (full-time only) in the CFS/CFS-O portion of the fee, (d) an increase of up to \$7.13 (full-time only) per session in the Accident & Prescription Drug Insurance Plan portion of the fee, and (e) an increase of up to \$8.60 (full-time only) per session in the Dental Plan portion of the fee, and (f) continuation of the Student Refugee Program portion of the fee through the 2017-18 academic period.

If approved, the total Fall/Winter SCSU fee will be up to \$410.24 per session (\$45.25 part-time), charged to all UTSC undergraduate students.

4. Operating Plans and Fees: Student Affairs and Services, UTSC

a. Advice from the UTSC Council on Student Services (CSS)

Mr. Pouyat provided the Committee with a summary of the CSS process and offered an overview of the proposal made to CSS, who voted in favour of the Operating Plans and Fees.

He added that the decisions made by CSS were considered advice to the UTSC Campus Affairs Committee in their recommendation to the UTSC Campus Council.

b. Operating Plans and Fees

Mr. Pouyat reported that the 2017-18 operating plans and fees for student affairs and services focused on the following objectives:

- Keeping services and programs strong;
- Developing administrative efficiencies, service delivery, and process improvements;
- Strengthening financial supports for student initiatives; and
- Keeping student fee increases to a minimum.

A member asked whether funding for mental health initiatives was included in the fee increase proposals. Mr. Pouyat reported that funding for mental health initiatives were included in the fee increase proposals, and that there were plans for the Health and Wellness Centre to hire a counsellor focused on trauma counseling.

On motion duly made, seconded and carried,

YOUR COMMITTEE RECOMMENDS,

THAT, the 2017-18 operating plans and budgets for the UTSC Student Affairs and Services (including the Health & Wellness Centre, Athletics & Recreation, and Student Services), as presented in the documentation from Mr. Desmond Pouyat, Dean of Student Affairs, be approved; and

THAT the sessional Health & Wellness Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to \$67.31 (\$13.46 for a part-time student), which represents a year over year increase of \$1.96 (\$0.31 for a part-time student) or 3%;

THAT the sessional Athletics & Recreation Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to \$137.57 (\$27.51 for a part-time student), which represents a year over year increase of \$3.36 (\$0.67 for a part-time student) or 2.5%;

THAT the sessional Student Services Fee for a UTSC-registered or UTSC-affiliated full-time undergraduate student be increased to \$177.60 (\$35.52 for a part-time student), which represents a year over year increase of \$4.52 (\$0.98 for a part time student) or 2.61%.

5. Operating Plans: Service Ancillaries, UTSC

The Chair invited Mr. Andrew Arifuzzaman, Chief Administrative Officer, to present² the 2017-18 UTSC service ancillaries operating plans to the Committee. Mr. Arifuzzaman reported that UTSC had three major budgets, which included: operating fund, student fees, and ancillary fees. He reported that ancillary budgets operated by providing services to internal and external users and maintained self-sufficient operations by managing operating expenses, making capital investments, and maintaining financial reserves. He invited the Directors from the four ancillaries to present information regarding their service area. The following key points were raised:

- **Student Housing and Residence Life**

Ms Michelle Verbrugge, Director, Student Housing and Residence Life, reported that in 2017-18 there were plans to develop five working groups, driven by students, to enhance communities, equity, safety, wellbeing, and communications within the unit. In addition, there were plans to review the Housing Master Plan with respect to administrative structures, programs, procedures, and cost containments. A 3.8 percent fee increase was being proposed to student residence fees.

A member asked what expenditures were deferred from the 2017-18 budget, and Ms Verbrugge explained that hiring for specific positions would be considered in the 2018-19 budget.

- **Retail and Conference Services**

Ms Frances Wdowczyk, Director, Business Development & Special Advisor to the CAO, Operations and Special Projects, reported that in 2017-18 there were plans to host a variety of conferences on campus during times when space wasn't being used for teaching, learning, research, or co-circular programing (i.e. Council of Ontario Drama and Dance Educators Conference (CODE), Wheelchair Basketball training camps, Animal Behaviour Society Annual Meeting, and Swim Canada Provincial meet).

A member asked what new strategies would be considered to develop a larger client base, and Ms Wdowczyk explained that the unit planned to further explore the internal (i.e. UTSC) client base.

- **Food and Beverage Services**

Ms Wdowczyk reported that in 2017-18 there were plans to develop healthier food menus on campus and complete the renovation of cafeteria seating in the Humanities Wing. In addition, plans were in place to adjust the hours of operation to serve the needs of the campus community.

² Presentation- Operating Plans: Service Ancillaries, UTSC

- **Parking Services**

Mr. Gary Pitcher, Director, Campus Safety, Issue and Emergency Management, reported that in 2017-18 parking services continued to generate revenues to fund a new parking garage on the north end of the campus. A fee increase of 3 percent was being proposed to the sale of permits.

On motion duly made, seconded and carried,

YOUR COMMITTEE RECOMMENDS,

THAT the 2017-18 operating plans and budgets for the UTSC Service Ancillary, as summarized in Schedule 1; the Service Ancillary capital budgets as summarized in Schedule 5; and the rates and fees in Schedule 6, as presented in the documentation dated January 02, 2017, be approved effective May 1, 2017.

6. Revisions to the University of Toronto *Policy on Capital Planning and Capital Projects*

The Chair welcomed and invited Mr. Gilbert Delgado, Chief, University Planning, Design, and Construction, to present the revisions to the *Policy on Capital Planning and Capital Projects*.

Mr. Delgado reported that the revisions to the *Policy* included the following:

- The threshold for consideration of a Level 1 project be increased from \$3M to \$5M;
- The threshold for consideration of a Level 2 project be increased to include any projects with a value between \$5M and \$20M;
- Total project increases less than 10 percent could be approved by the Vice-President, University Operations, providing that the additional increase kept the project below the threshold of the original project authority;
- The Vice-President, University Operations, could approve any change in scope to a project within the framework of allowable cost increases(i.e. less than 10 percent), if it was determined that the change would provide efficiencies in cost and time and remain within the framework of the original purpose of the project as outlined in the project planning report; and
- All projects to be managed according to standardized processes instituted and maintained under the authority of the Vice-President, University Operations, as a tri-campus capital program initiative.

A member asked for clarification on the role of the Vice-President, University Operations, in the approval to changes in scope. Mr. Delgado explained that under the new *Policy* revisions, the Vice-President, University Operations, could approve any change in scope if it was determined that such change would provide efficiencies in cost and time, and remain within the framework of the original purpose of the project as outlined in the project planning report.

7. Assessors' Report

There were no Assessors' Reports.

8. Report of the Previous Meeting: Report 21 –Tuesday, January 10, 2017

The report of the previous meeting was approved with amendments to item five, Business Arising from the Report of the Previous Meeting.

9. Business Arising from the Report of the Previous Meeting

There was no business arising from the report of the previous meeting.

10. Date of the Next Meeting –Wednesday, March 22, 2017 at 4:10 p.m.

The Chair reminded members that the next scheduled meeting of the Committee would be held on Wednesday, March 22, 2017 at 4:10 p.m.

11. Other Business

A member asked how UTSC planned to address the topic of xenophobia in the wake of new US travel restrictions and the recent tragedy in Quebec City, which occurred on January 29th. Professor Kidd remarked that UTSC held a vigil to mourn the tragedy in Quebec City and that the International Student Centre was prepared to answer questions and meet with students regarding US travel restrictions. He also highlighted that similar services were available to faculty and staff. He reinforced that UTSC was an inclusive campus for all members of its community, which would be consistently communicated.

The meeting adjourned at 6:06 p.m.

Secretary

Chair