UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 16 OF THE CAMPUS AFFAIRS COMMITTEE

February 8, 2016

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

Your Committee reports that it met on Monday, February 8, 2016 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Present:

Ms Sue Graham-Nutter, Chair Professor Brian Harrington, Vice-Chair

Professor Bruce Kidd, Vice-President and Principal, UTSC Mr. Andrew Arifuzzaman, Chief Administrative Officer, UTSC

Mr. Desmond Pouyat, Dean of Student Affairs, UTSC

Ms Janet Blakely Mr. Harvey Botting*

Professor Jonathan S. Cant

Mr. Keith Chen Ms Kathy Fellowes Professor Sarah D. King

Ms Lydia V.E. Lampers-Wallner

Ms Tanya Mars Ms Bobbi McFarlane

Mr. Scott McRoberts

Professor Mandy Meriano

Mr. Achala H. Rodrigo

Non-voting Assessors:

Ms Liza Arnason Ms Helen Morissette

Secretariat:

Ms Amorell Saunders N'Daw Ms Rena Prashad (Parsan)

Regrets:

Ms Nourhan Ahmed Ms Ludmila Elias Professor William A. Gough Professor Paul Kingston Professor Alice Maurice Ms Vienna Phung

Mr. James Pritchard Mr. George Quan Fun Mr. Michael Rebic Mr. Azeem Shaikh Ms Kirsta Stapelfeldt Professor Helen Wu

In attendance:

Ms Laura Boyko, Director, Health and Wellness Centre

Ms Deborah Hahn, Assistant Director, Retail and Conference Services

Ms Joyce Hahn, Assistant Director, Capital & Business Operation

Ms Shannon Howes, Manager, Student Policy Initiatives and High Risk

Mr. Frank Peruzzi, Assistant Director, Food Partnerships, Food and Beverage Services

^{*}Telephone participant

Mr. Gary Pitcher, Director, Campus Safety, Issue and Emergency Management Ms. Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor

Ms Michelle Verbrugghe, Director, Student Housing & Residence Life Mr. Frank Villiva, Supervisor, Conference and Events, Retail and Conference Services Ms Frances Wdowczyk, Business Development & Special Advisor to the CAO Operations & Special Projects

1. Chair's Remarks

The Chair welcomed members and guests to the meeting and introduced the member who participated by teleconference. She reported that the February 2, 2016 meeting of the University Affairs Board, of which she is a member by virtue of her UTSC CAC Chair role, a presentation was made on Aggression in Social Media and the Annual Report: Compulsory Non-Academic Incidental Fees.

2. Assessors' Reports

There were no Assessor reports.

3. Operating Plans: Service Ancillaries – UTSC

The Chair invited Mr. Arifuzzaman to present¹ the 2016-17 Operating Plans: Service Ancillaries, UTSC, to the Committee. Mr. Arifuzzaman reported that UTSC had three major budgets, which included: operating fund, student fees, and ancillary. 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 Verbrugghe, Director, Student Housing & Residence Life, reported that the budget increase was related to implementing improvements to residences in order to maintain their maximum occupancy targets. In addition, she commented that the budget increase would also be used to pay down the balance of the existing mortgage on the Joan Foley Hall residence. The mortgage was anticipated to be paid in full by 2017-18.

Conference and Retail Services & Food and Beverage Services

Ms Frances Wdowczyk, Director, Business Development & Special Advisor to the Chief Administrative Officer (CAO), reported that retail and conference services would be hosting the following events at UTSC: The Association of Food and Society

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¹ Presentation- Operating Plans: Service Ancillaries—UTSC

Annual Conference, Canadian Wheel Chair Basket Ball team, Ontario Math Olympics, and Eurocentre Camp. She commented that there was limited space on campus to host conferences, but explained that with the construction of Highland Hall, more space would become available.

In the Food and Beverages Services area, Ms Wdowczyk reported that users were generally satisfied with the offerings on campus, and noted that the Humanities Wing (H-Wing) cafeteria was being renovated, and that a new food outlet was being added. She also commented on the continued success that Starbucks was experiencing since it had opened in September 2014.

• Parking Services

Mr. Gary Pitcher, Director, Campus Safety, Issue and Emergency Management, reported that 2015 was a successful year for Parking Services due to the Pan-American and Para Pan-American Games. Mr. Pitcher reported that a portion of the budget increase for parking services would be allocated to building a 4-5 storey parking structure.

In response to a question from a member regarding a new residence, Mr. Arifuzzaman reported that future residence housing would be completed as partnerships with external partners were established.

A member remarked that there was limited space on campus for academic related activities as well for conferences, and asked how the campus intended to balance the needs of both. Mr. Arifuzzaman explained that conferences would be welcomed on campus when academic endeavours were slow (e.g. summer months), and that academic activities would receive preference for space. He added that the driver for hosting conferences was to use space that wasn't in use to generate revenues.

A member asked what concerns were raised among survey respondents who indicated dissatisfaction with food offerings. Ms Wdowczyk reported that the feedback received was related to cost, meal fatigue, and the desire for more healthy food options.

A member asked whether underground parking was an option to preserve the aesthetic appearance of the campus, and Mr. Arifuzzaman reported that an underground parking lot would be very costly, but that different design types were being considered to maintain the visual appeal of the campus.

A member commented on the proposed location of the parking structure being located in close proximity to the Highland Creek community, and Mr. Pitcher explained that the parking structure would be primarily used during business hours and that attempts would be made to limit disruption to individuals living in the surrounding community.

A member asked what the anticipated completion date for the parking structure was, and Mr. Arifuzzaman reported that the parking structure would be completed by 2020.

On motion duly made, seconded and carried,

YOUR COMMITTEE RECOMMENDS.

THAT the 2016-17 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 7, 2016, be approved effective May 1, 2016.

4. Compulsory Non-Academic Incidental Fees-- Report and Analysis: 2015-16

The Chair introduced and invited Ms Meredith Strong, Director, Office of the Vice-Provost, Students and Student Policy Advisor, to present² the 2015-16 report and analysis on the Compulsory Non-Academic Incidental Fees to the Committee.

Ms Strong remarked 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 Fees, Cross-Divisional Student Societies, and Divisional Fees), and that some fees varied by division while others remained relatively constant. To conclude, she informed the Committee that the report highlighted the range of fees across the University and was reflective of the local needs of the various divisions and any special programs within those divisions.

5. Compulsory Non-Academic Incidental Fees-- Student Societies: Requests for Fee Increases – UTSC

The Chair invited Mr. Desmond Pouyat, Dean of Student Affairs, to present the student societies requests for fee increases to the Committee.

Mr. Pouyat explained that the student societies proposal for fee increases at UTSC was first received by the Office of the Vice-Provost, Students who coordinated closely with the UTSC Office of Student Affairs to advise on the proposals received for fee increases. Mr. Pouyat reported that the requests received and reviewed were compliant with the *Policy for Compulsory Non-Academic Incidental Fees*, and that increases in fees were related to a variety of factors, including cost of living. Mr. Pouyat reported that a referendum³ was supported for Fusion Radio. However, concerns regarding the referendum process were

² Presentation- Compulsory Non-Academic Incidental Fees-- Report and Analysis: 2015-16

³ A referendum would be held if the fees were greater than the cost of living.

received and the matter was being reviewed by the Office of the Vice-Provost, Students. Mr. Pouyat advised the Committee that the Fusion Radio fee increase request could be brought forward to the Committee for consideration at a later cycle if the matter was resolved.

On motion duly made, seconded and carried,

YOUR COMMITTEE RECOMMENDS.

THAT beginning in the Summer 2016 session, the SCSU fee be increased as follows: an increase of \$5.82 per session (\$1.16 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 22, 2016

THAT beginning in the Fall 2016 session, the SCSU fee be increased as follows: (a) an increase of \$0.43 per session in the Society membership portion of the fee (\$0.03 part-time), (b) an increase of \$0.64 per session in the Student Centre portion of the fee (\$0.19 part-time), (c) an increase of \$0.13 per session (full-time only) in the CFS/CFS-O portion of the fee, (d) an increase of <u>up to</u> \$6.85 (full-time only) per session in the Accident & Prescription Drug Insurance Plan portion of the fee, and (e) an increase of <u>up to</u> \$8.11 (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 2016-17 academic period.

6. 2016-17 Operating Plans and Fees: Student Affairs and Services – UTSC

The Chair invited Mr. Pouyat to present⁴ the 2016-17 Student Affairs and Services Operating Plans to the Committee.

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

Mr. Pouyat shared a brief summary regarding 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.

Mr. Pouyat introduced the Student Services Directors from Athletics and Recreation, Mr. Scott McRoberts, Health and Wellness, Ms Laura Boyko, Academic Advising and Career Centre, Ms Jennifer Ankrett, and Student Life Ms Liza Arnason,

b. Operating Plans and Fees

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⁴ Presentation- 2016-17 Operating Plans and Fees: Student Affairs and Services – UTSC

Mr. Pouyat provided the Committee with an overview of his Portfolio's objectives, which included:

- Keeping services and programs strong;
- Seeking administrative efficiencies, service delivery, and process improvements;
- Strengthening financial supports that enabled student initiatives on campus; and
- Keeping student fee increases low

He explained that growth in enrollment, growth in campus life and campus groups, and space affected the proposed increase to the Operating Plans and Fees. To conclude, Mr. Pouyat presented each Operating Plan Fee increase to the Committee.

Mr. Scott McRoberts remarked that the Operating Plans fees increase for Athletics and Recreation was the lowest it had been in fifteen years (i.e. 2.5 percent), and that the fee included access to the Toronto Pan-Am Sports Centre (TPASC) and Centre programming. He acknowledged the collaborative effort among the Student Affairs portfolios to keep increases to a minimum.

On motion duly made, seconded and carried,

YOUR COMMITTEE RECOMMENDS,

THAT, the 2016-17 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 \$65.35 (\$13.07 for a part-time student), which represents a year over year increase of \$1.60 (\$0.32 for a part-time student) or 2.5%;

THAT the sessional Athletics & Recreation Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to \$134.21 (\$26.84 for a part-time student), which represents a year over year increase of \$3.27 (\$0.65 for a part-time student) or 2.5%; and

THAT the sessional Student Services Fee for a UTSC-registered or UTSC- affiliated full-time <u>undergraduate</u> student be increased to \$173.08 (\$34.62 for a part-time student), which represents a year over year increase of \$5.24 (\$1.05 for a part time student) or 3.12%.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the consent agenda be adopted and that the item requiring approval (item 7) be approved.

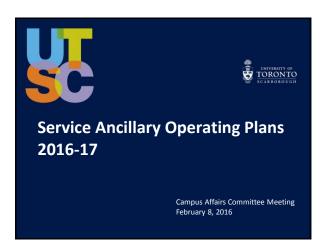
- 7. Report of the Previous Meeting: Report 14 Monday, January 11, 2016
- 8. Business Arising from the Report of the Previous Meeting
- **9. Date of the Next Meeting** –Wednesday, March 23, 2016 at 4:10 p.m.

10. Other Business

A member commented on the no plastic water bottles on campus policy, and asked why the campus continued to offer juice and soft drinks on campus in plastic bottles. Ms Wdowczyk reported that she would investigate how other sister institutions were handling this concern and would provide the Committee with an update at a later meeting.

A member asked whether a bicycle share program could be introduced on campus, and Ms Verbrugghe explained that the campus already had a bicycle share program associated with Student Housing and Residence Life for faculty, staff, and student use. She noted that bicycles could be rented from Student Housing and Residence Life Welcome Centre.

The meeting adjourned at 5:27 p.m.	
Secretary	Chair





Budgets

Operating Fund Budget

- Student tuition and Government grants

Student Fees

- for Student programming

Ancillary Budgets

- Funded exclusively by the users of the service

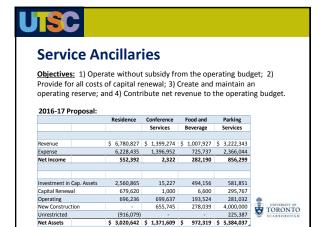


UISC

Ancillary Budgets

- · Must be self sufficient
 - Operating Expenses
 - lacksquare Capital Renewal and Deferred Maintenance
 - Maintain Reserves
- Provide services to all internal users as well as external users







Ancillary Units at UTSC

- Student Housing and Residence Life Michelle Verbrugghe
- Retail and Conference Services Fran Wdowczyk
- Food and Beverage Services Fran Wdowczyk
- Parking Services Gary Pitcher



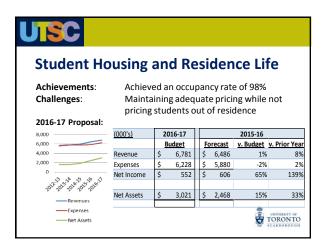


Student Housing and Residence Life

"To provide the residence experience; a transition to independence in a vibrant on-campus community that supports academic achievement and personal growth"

- Service/Experience Improvements
- Cost Containment
- 6.7% fee increase
- Consultation Process





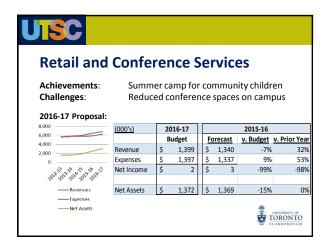


Retail and Conference Services

"To provide quality service that satisfies the multi-faceted needs of our external clients, students, faculty and staff"

- The Association of Food and Society Annual Conference (June 22 – 26, 2016)
- Wheel Chair Basketball (May Aug)
- Ontario Math Olympics (May 26 May 28)
- Eurocentre Camp (July 3 Aug 14)





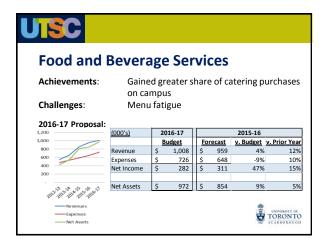


Food and Beverage Services

"Enhance student life experience and client experience while seeking opportunities for growth"

- New menu concepts
- 58% student satisfaction rate
- · Renovation of Marketplace seating area





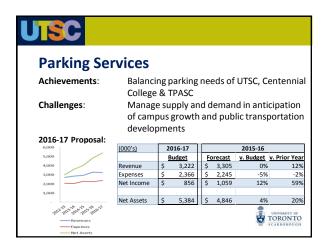


Parking Services

"Provide quality parking facilities and services in a safe, effective environment,"

- Pan Am/Parapan Am Games, strategic success
- Standalone parking structure, South Campus Status
- Monitoring developments of City's transit plans, impacts and opportunities
- · 3% Permit Fee Increase



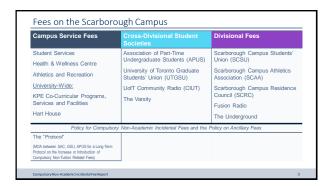


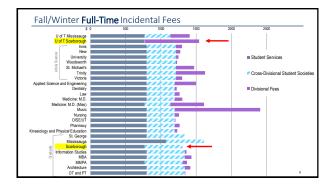


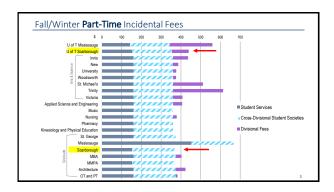


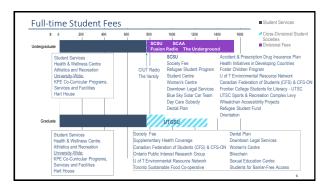


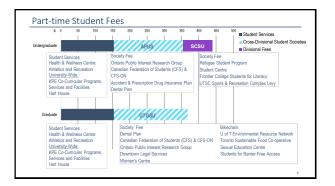














Student Societies Request For Fee Increase: 2016-2017

- UTSC Office of Student Affairs has liaised with the Office of the Vice Provost Students to ensure that the obligations of the fee collection process and related accountabilities have been met.
- This ensures that societies function in an orderly manner and that funds are properly accounted for.

Compulsory Non-Academic Incidental Fees 2016-2017

Compliance

- Compliance with the expectations have been met by the societies.
- In the case of Fusion Radio, complaints have been received. Part of the documentation required is a detailed list of decisions and rulings arising from application complaints or concerns related to the referendum process. The required documentation is now being compiled.

Compulsory Non-Academic Incidental Fees 2016-2017

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Student Societies at UTSC

- Scarborough Campus Student Union (SCSU)
- Scarborough Campus Athletics Association (SCAA)
- Scarborough Campus Residence Council (SCRC)
- The Underground
- Fusion Radio*

[* Fusion Radio referendum was conducted and complaints were received. The required documentation is now being compiled.]

Compulsory Non-Academic Incidental Fees 2016-20

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2016-2017 Budget is about

- Keeping services and programs strong
- Seeking administrative efficiencies, service delivery, and process improvements
- Strengthening financial supports that enable student initiatives on campus
- · Keeping student fee increases low



STUDENT AFFAIRS & SERVICES

Drivers that continue to impact Operating Plans

- Growth and enrollment
- Growth in campus life and campus groups
- Space
- Demand on departments services and programs
- Pressure on student fees



STUDENT AFFAIRS & SERVICES

