

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL
REPORT NUMBER 142 OF
THE UNIVERSITY AFFAIRS BOARD

May 1, 2007

To the Governing Council,
University of Toronto.

Your Board reports that it met on Tuesday, May 1, 2007 at 4:30 p.m. in the Council Chamber, Simcoe Hall, with the following members present:

Dr. Claude Davis, In the Chair
Ms B. Elizabeth Vosburgh, Vice-Chair
Professor David Farrar, Deputy Provost
and Vice-Provost, Students
Ms Anne E. MacDonald,
Director, Ancillary Services
Professor Varouj Aivazian
Ms Diana A.R. Alli
Professor William Gough
Ms Margaret Hancock
Mr. Richard Hydal
Ms Rae Johnson
Professor Bruce Kidd
Mr. Steven Kraft
Mr. Chris McGrath
Mr. Faraz Rahim Siddiqui

Non-Voting Assessors:

Ms Susan Addario, Director, Student Affairs
Mr. Louis R. Charpentier, Secretary of the
Governing Council
Mr. Jim Delaney, Associate Director and
Senior Policy Advisor, Student Affairs
Mr. Tom Nowers, Assistant Principal, Students,
University of Toronto at Scarborough
Mr. Mark Overton, Dean of Student Affairs,
University of Toronto at Mississauga
Mr. Ron Swail, Assistant Vice-President,
Facilities and Services

Secretariat:

Mr. Neil Dobbs
Mr. Henry Mulhall

Regrets:

Ms Simona Chiose
Miss Coralie D'Souza
Mr. Robin Goodfellow
Mr. Josh Koziembrocki
Ms. Melanie Tharamangalam
Professor John Wedge
Ms. Johanna L. Weststar

In Attendance:

Dr. Anthony Gray, Special Advisor to the President; Chief Returning Officer, Governing Council
Elections
Mr. Darcy Griffith, Director, Police Services, University of Toronto at Scarborough (UTSC)
Mr. Dan Hutt, Director, Police Services, St. George Campus
Mr. Gary Nower, Director, Building Services, Grounds and Trades, Office of Facilities and Services
Mr. Len Paris, Director, Police Services, University of Toronto at Mississauga (UTM)
Ms Mae-Yu Tan, Special Projects Officer, Office of the Governing Council

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ALL ITEMS ARE REPORTED FOR INFORMATION.

1. Report of the Previous Meeting

Report Number 140 (March 13, 2007) was approved.

2. Business Arising from the Report of the Previous Meeting

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

3. Compulsory Non-Academic Incidental Fees: Student Society Fees**(a) Report on Financial Statements and Internal Auditor's Opinion**

The Chair acknowledged and thanked representatives of several of the University's student societies who were in attendance to assist in answering members' questions regarding requests for fee increases. He noted that, under the *Policy on Compulsory Non-Academic Incidental Fees*, where the University collected a compulsory non-academic incidental fee on behalf of a student society, the society was required to present financial statements audited by an independent public auditor licensed under the Public Accountancy Act. For smaller groups, the society could be exempted from doing so by the University's Internal Auditor, who needed to satisfy himself that the society was maintaining proper books of accounts and supporting documentation.

Professor Farrar referred members to page two of the cover sheet that listed the 40 groups that had received the proceeds of a compulsory non-academic incidental fee, and so were required either to submit audited financial statements, or else to obtain an exemption from the University's Internal Auditor. Page 4 listed 4 organizations that had failed to submit financial statements for 3 or more fiscal years, and from whom fees had been withheld. The Office of Student Affairs would continue to work with these groups in order to ensure that the requirements of the *Policy* were met.

A member asked whether groups would retroactively receive multiple years worth of fees if they submitted multiple years worth of outstanding financial statements. Professor Farrar responded that this did occur. Sometimes it was simply a case where an organization's executive forgot to submit the required forms, thereby creating a problem for the subsequent year's executive. Mr. Delaney noted that groups occasionally submitted multi-year plans in order to recover fees withheld for a number of years.

A member noted that the total amount of fees withheld was substantial, and that those for one group, the Medical Society, amounted to approximately \$180,000. He agreed that the fees should be withheld, but wondered if there was a point at which more active intervention was required in order to ensure these substantial sums were being used to support student-life initiatives. Mr. Delaney responded that it was difficult to define such a point, as each case was different, but that fees were released as soon as the Office of Student Affairs was confident that adequate financial reporting practices were in place. Professor Farrar noted that Mr. Delaney and his staff worked closely with groups to assist them in complying with the *Policy*. A member noted that student affairs staff in the Faculty of Medicine were also working with the Medical Society executive in order to rectify the situation. In the interim the Medical Society did have other sources of funding to enable it to support various programs.

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3. Compulsory Non-Academic Incidental Fees: Student Society Fees (cont'd)

(b) Student Society Proposals for Fee Increases

Professor Farrar reported that this recommendation was for approval of requests by student societies for increases in the levels of compulsory non-academic incidental fees that were collected by the University on their behalf. The proposed increases included both those established by regular internal processes in order to keep pace with increases in the cost of living, and those which exceeded increases in the cost of living and had been supported by a positive result in a recent referendum. He noted that the very low voter turnout in some of these referenda was a cause for concern, but that the University allowed the student societies to set the standards for acceptable referenda results by means of their constitutions, by-laws or established policies. The University had not established additional criteria with respect to valid referenda voter turnout.

A member noted that one of the requests had come from a group, the Graduate Architecture, Landscape & Design Student Union (GALDSU), that had failed to submit audited financial statements for three years. Mr. Delaney assured the Board that he was confident in this case that the required financial procedures had been put in place and that the request was appropriate.

On the recommendation of the Deputy Provost and Vice-Provost, Students,

YOUR BOARD APPROVED

THAT beginning in the fall 2007 session, the **Association of Part-time Undergraduate Students (APUS)** fee be increased as follows: (a) an increase of \$0.04 per session in the Canadian Federation of Students (CFS) – CFS-Ontario portion of the fee. If approved, the total authorized APUS fee will be increased to \$76.46 per session, charged to all part-time undergraduate students.

THAT beginning in the fall 2007 session, the **Engineering Society** fee be increased as follows: (a) an increase of \$0.50 per session in the Formula SAE Racing Team portion of the fee; (b) the establishment of a new designated portion of the fee of \$1.25 per session for the Human Powered Vehicle Design project; and (c) the establishment of a new designated portion of the fee of \$1.25 per session for Engineers Without Borders. If approved, the total Engineering Society fee will be increased to \$107.65 per session, charged to all full-time Faculty of Applied Science and Engineering students.

THAT beginning in the fall 2007 session, a new fee of \$20.99 per session be established for the **Engineering Society**, charged to all part-time Faculty of Applied Science and Engineering students and Professional Experience Year students.

THAT beginning in the fall 2007 session, the fees charged on behalf of the **Graduate Architecture, Landscape & Design Student Union (GALDSU)** be adjusted such that all full-time graduate architecture, landscape architecture, and urban design students are charged \$40.00 per session, and all part-time graduate architecture, landscape architecture, and urban design students are charged \$25.00 per session.

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3. Compulsory Non-Academic Incidental Fees: Student Society Fees (cont'd)

(b) Student Society Proposals for Fee Increases (cont'd)

THAT beginning in the fall 2007 session, the **Graduate Students' Union** (GSU) fee be increased as follows: (a) an increase of \$0.13 per session for full-time students (\$0.06 per session for part-time students) in the Canadian Federation of Students (CFS) – CFS-Ontario portion of the fee; (b) an increase of \$2.33 per session (\$0.00 for part-time students) (including administration fee and provincial sales tax) in the Supplementary Health Coverage portion of the fee; and (c) an increase of \$2.28 per session (\$2.28 for part-time students) (including administration fee and provincial sales tax) in the Dental Plan portion of the fee. If approved, the total GSU fee will be increased to \$206.07 per session for full-time students (\$91.17 per session for part-time students), charged to all graduate students.

THAT beginning in the fall 2007 session, the **University of Toronto at Mississauga Students' Union** (UTMSU) fee be increased as follows: (a) an increase of \$0.13 per session in the society portion of the fee; (b) the establishment of a new portion fee of \$44.50 per session (fall and winter only) for a UPass; and (c) the establishment of a new portion of fee of \$0.89 per session for an Academic Society levy. If approved, the total UTMSU fee will be increased to \$88.36 per session, charged to all full-time University of Toronto at Mississauga students.

THAT beginning in the fall 2007 session, the **Scarborough Campus Community Radio** (SCCR) fee be increased as follows: (a) an increase of \$1.50 per session in the society portion of the fee. If approved, the total SCCR fee will be increased to \$3.50 per session, charged to all full-time University of Toronto at Scarborough students.

THAT beginning in the fall 2007 session, the **Scarborough Campus Students' Union** (SCSU) fee be increased as follows: (a) an increase of \$0.25 per session for full-time students (\$0.01 for part-time students) in the society portion of the fee; (b) an increase of \$0.07 per session for full-time students (\$0.00 per session for part-time students) in the Canadian Federation of Students (CFS) – CFS-Ontario portion of the fee; (c) an increase of \$0.36 per session for full-time students (\$0.11 for part-time students) in the Student Centre portion of the fee; and (d) an increase of \$3.36 in the Accident & Prescription Drug Insurance Plan portion of the fee. If approved, the total authorized SCSU fee will be increased to \$172.22 per session for full-time students (\$11.57 for part-time students), charged to all University of Toronto at Scarborough students.

THAT on the condition that the proposed decrease is supported by a due constitutional referendum anticipated to occur during the week of May 14th, 2007 and that other requirements are met, beginning in the fall 2007 session, the **Student Teachers' Union** (STU) fee be decreased as follows: (a) the elimination of the Teacher Employment Preparation Centre portion of the fee; and (b) a decrease of \$18.50 per session in the society portion of the fee. If approved, the total STU fee will be decreased to \$6.50 per session, charged to all undergraduate students registered at the Ontario Institute for Studies in Education, University of Toronto.

3. Compulsory Non-Academic Incidental Fees: Student Society Fees (cont'd)

(b) Student Society Proposals for Fee Increases (cont'd)

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THAT beginning in the fall 2007 session, the **Students' Administrative Council (SAC)** fee be increased as follows: (a) an increase of \$0.17 per session in the society portion of the fee; (b) an increase of \$0.07 per session in the Canadian Federation of Students (CFS) – CFS-Ontario portion of the fee; (c) an increase of \$0.30 per session in the U of T Environmental Resources Network portion of the fee; (d) an increase of \$0.30 per session in the Student Refugee Program portion of the fee; and (e) an increase of \$4.57 per session (including administration fee and provincial sales tax) in the Accident & Prescription Drug Plan portion of fee. If approved, the total authorized SAC-St. George fee will increase to \$140.80, charged to all full-time undergraduate students on the St. George Campus; and the total authorized SAC-UTM fee will increase to \$138.55, charged to all full-time undergraduate students on the U of T at Mississauga campus.

THAT beginning in the fall 2007 session, the **University College Literary & Athletics Society (UC Lit)** fee be increased as follows: (a) an increase of \$0.11 per session for full-time students (\$0.04 for part-time students) in the society portion of the fee. If approved, the total UC Lit fee will be increased to \$17.74 per session for full-time students (\$8.88 for part-time students), charged to all University College students.

THAT beginning in the fall 2007 session, the **Varsity Publications** fee be increased as follows: (a) an increase of \$0.62 per session in the society portion of the fee. If approved, the total Varsity Publications fee will be increased to \$1.25 per session, charged to all full-time undergraduate students.

4. Police Services: Annual Reports, 2006 – St. George Campus, University of Toronto at Mississauga, University of Toronto at Scarborough

The Chair welcomed Mr. Darcy Griffith, Director of Police Services at UTSC, Mr. Dan Hutt, Director of Police Services on the St. George Campus, and Mr. Len Paris, Director of Police Services at UTM. Mr. Hutt noted that, instead of presenting the highlights of the three police services annual reports that had been provided to members, a presentation would be provided on new initiatives that were underway to prevent thefts of bicycles and laptop computers. These were serious problems that had significant negative impacts on the quality of student and campus life. Mr. Paris reported that, despite rapid growth on the UTM campus in recent years, no significant increase in criminal activity had occurred there. Reported levels of some crimes, such as damage to property and criminal harassment, had, in fact, decreased. The Police Services at UTM continued to place a strong emphasis on training and community outreach. Mr. Griffith reported a similar focus on community programs and outreach on the UTSC campus.

Corporal Peter Franchi from the Community Resource Unit on the St. George Campus gave a presentation on the GPS Bait Bike Program where campus police officers hid a Global Positioning System (GPS) beacon on a bicycle, then left it within a high theft area on campus. When the bicycle was stolen, campus police would be alerted, and with the assistance of the Toronto Police Services, would arrest the culprits. Launched in October 2006, the program had likely contributed to a slight decline in reported bicycle thefts that averaged 3-4 per week. Probably more significant than the number of arrests would be the deterrent effect of the program. It had been widely publicized and had received extensive media coverage.

4. Police Services: Annual Reports, 2006 – St. George Campus, University of Toronto at Mississauga, University of Toronto at Scarborough (cont'd)

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Among the matters that arose in discussion were the following. It was clarified that a member of the University community would be treated in the same manner as any one else if apprehended as a result of this program. Thus far, this had not occurred. A member asked whether there would be significant costs to achieve the desired deterrent effect, specifically through the need to maintain the public profile of the program. Corporal Franchi responded that the media had been very helpful, and wanted to continue to report on the program and its results over time. The member asked whether the decline in thefts had been significant since the introduction of the program. Corporal Franchi responded that there had been a slight decline during the first few months of the program, but a larger decrease was expected during the upcoming summer months when more bicycles would be in use on campus. A similar program operated by the City of Victoria had reported a 20% decline over the longer term.

Corporal Franchi then outlined the STOP (Security Tracking of Office Property) Program, designed to prevent the theft of laptop computers by diminishing their resale value. This would be achieved by permanently affixing to the laptop a security plate with a bar-coded identification number and a toll-free number to call for owner verification. If removed, the security plate would leave a permanent tattoo on the laptop indicating that it was stolen property. Approximately 3000 laptops had been registered on campus since June 2006, and it was intended to double this number within the next 6 months. A decline in laptop thefts had occurred in 2006, and it was hoped that this trend would continue.

The Board then viewed a brief video on the 3-day emergency training session that members of the University's police services had completed in November 2006. Mr. Hutt noted that this was a subject on the minds of many members of the University community in light of the tragic shootings that had occurred at Virginia Polytechnic Institute on April 16, 2007. The training session had been led by public safety and emergency planning consultants, and had involved members of the City of Toronto's emergency services, as well as police services from 6 Canadian universities. Its focus was training in best practices for primary responders in a major emergency situation. This included the establishment and operation of an incident command unit involving personnel from the University and municipal police services, fire and emergency medical services (EMS). In such a situation, the Toronto Police Services would take lead responsibility, and the University police services would provide support.

A member asked if the Peel Police Service and Mississauga Fire Services had participated in the training session. Mr. Hutt responded that they had not, but that they would be invited to attend the three further sessions that were planned for 2007. A member asked how this training was intended to interface with the University's disaster plan and the work of its crisis management team. Mr. Hutt noted that a key task of the primary responders in an emergency situation would be to ensure that members of the University's crisis management team were contacted as soon as possible. A particular emergency and the work of the first responders could be over very rapidly, but the follow up work of the crisis team would be longer-term.

5. Fire Prevention Services Manager: Report

Professor Farrar noted that it was appropriate that the University Affairs Board receive the annual report of the Fire Prevention Services Section given the Board's responsibility for matters concerning the quality of student and campus life, including safety and security. It was particularly appropriate to do so this year, given that the Section had launched a public awareness campaign during 2006.

5. Fire Prevention Services Manager: Report (cont'd)

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Mr. Gary Nower presented the Report in his capacity as Director of Building Services, Grounds and Trades, to whom the Fire Prevention Services Section reported. Fire Prevention at the University operated within a legislative framework that included the Ontario Fire Code, municipal by-laws, and the Ontario Building Code. It aimed to reduce risk and liability through due diligence including fire drills, inspections and testing (eg. fire extinguishers, alarm systems, sprinkler systems). There was also an increasing focus on community involvement and public awareness of fire prevention issues. Finally, the office frequently provided advice with respect to fire/life safety design standards as they applied to renovation and construction projects on campus.

Statistical highlights from the Report included the following. Fire alarm activations had remained consistent over the previous 3 years, despite a significant increase in the total number and area of the University's buildings. Average annual fire damage costs had been approximately \$14,000 during the previous ten years, a significant decrease from previous decades when it had peaked at \$101,000 in 1994 and \$254,000 in 1995.

Public awareness initiatives during 2006 had included a poster campaign, an increased joint presence on campus with Toronto Fire Services during Orientation Week, and the use of a Fire Prevention Information Kiosk placed in a variety of locations on campus throughout the year. In addition, Fire Safety Plan boxes had been installed in all buildings, a fire safety listserv had been launched, standard attire had been issued for Fire Prevention staff, and media coverage had been arranged for Fire Prevention Week.

A member noted the significant decrease in annual fire damage costs since the mid-1990s, and asked what factor was most likely to have contributed most to this impressive statistic. Mr. Nower responded that it was likely the increased public awareness of fire prevention issues, at least in part through increased outreach to the University community. He clarified for the member that both the average number of fires on campus each year, and the average annual fire damage cost had decreased significantly during this period. Professor Farrar noted that his experience in the Department of Chemistry had been that there was a much stronger culture of fire safety than had been the case 10 or 15 years previously, and that this had resulted in far fewer fires.

A member asked whether the Fire Prevention Services Section was active on the UTM and UTSC campuses. Mr. Nower responded that it had visited those campuses on several occasions, but that it was probably time that it had a larger presence there. A member stated his view that, to avoid liability for the University, the Section should take responsibility for fire prevention training on the two suburban campuses, rather than just increasing its presence there. Fire prevention should be an institutional responsibility across the three campuses, rather than specific to just the St. George campus.

6. Report of the Senior Assessor

Professor Farrar referred to the document he had placed on the table entitled 'Restructuring Working Group Reports – Call for Comments'¹. It had been released on April 23, 2007 as part of the continuing process of restructuring the St. George campus student life offices, programs and services that had been ongoing for over a year. It outlined the process that had been followed to date, including the extensive assessment and detailed self-studies that had been carried out for Student Affairs, Student Services, and Hart House. This had resulted in a preliminary plan intended to realign and strengthen the structure, organization and administrative relationships of these divisions. Two elements of the preliminary plan were being implemented. An Office of the

6. Report of the Senior Assessor (cont'd)

¹ See: <http://www.students.utoronto.ca/viceprovoststudents/restructuring/taskforce/wgreports.htm>.

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Vice-Provost, Students was being established with responsibilities for university-wide student policy issues, communication to students and among student services divisions on the three campuses, assessment and research, and crisis response. The new position of Assistant Vice-President, Student Life had been established, and a search was underway to fill the position.

Three working groups had also been established to consider the preliminary plan and recommend the optimal structure for the renewed and restructured Student Affairs and Student Services units. Each working group had also considered issues specific to one of the three ‘clusters’ of programs and services identified in the preliminary proposal: the ‘Development and Learning’ Cluster, the ‘Community Engagement’ Cluster, and the ‘Health’ Cluster. Feedback, comments and advice were now being sought from members of the University community regarding the three working group reports, and Professor Farrar encouraged members of the Board to contribute to the process. He also encouraged them to attend a town hall meeting on the subject to be held on May 11, 2007 at 3:00 p.m. at Innis College.

7. Report of the Elections Committee

The Board received for information Report Number 47 (March 8, 2007) of the Elections Committee.

8. Date of the Next Meeting

The Chair informed members that the next regular meeting of the Board was scheduled for Tuesday, May 29, 2007 at 4:30 p.m.

9. Other Business

There was no other business to transact in open session.

On a motion duly moved and seconded,

The Board moved *in camera*.

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10. Governing Council Elections - Chief Returning Officer: Appointment

On a motion duly moved and seconded,

YOUR BOARD APPROVED

THAT Ms Nancy Smart be appointed Chief Returning Officer, effective immediately and continuing until her successor is appointed.

On a motion duly moved and seconded,

The Board returned to open session.

The meeting adjourned at 5:50 p.m.

Secretary

Chair

May 18, 2007