

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL
REPORT NUMBER 159 OF
THE UNIVERSITY AFFAIRS BOARD

September 28, 2010

To the Governing Council,
University of Toronto.

Your Board reports that it met on Tuesday, September 28, 2010 at 4:30 p.m. in the Council Chamber, Simcoe Hall, with the following members present:

Ms B. Elizabeth Vosburgh, In the Chair
Mr. John David Stewart, Vice-Chair
Professor Jill Matus, Vice-Provost, Students
Ms Lucy Fromowitz, Assistant Vice-President,
Student Life
Ms Diana A.R. Alli
Dr. Louise Cowin
Mr. Andrew O.P. Drummond
Ms Joeita Gupta
Mr. Arman Hamidian
Professor Ira Jacobs
Mr. Chris McGrath
Ms Natalie Melton
Mr. Samuel Oduneye
Miss Meera Rai
Miss Priatharsini Sivananthajothy
Professor Elizabeth M. Smyth
Mrs. Rachel Trozzolo
Ms Neeharika Tummala

Dr. Sarita Verma

Non-Voting Assessors:

Mr. Louis R. Charpentier, Secretary of the
Governing Council
Mr. Jim Delaney, Director, Office of the Vice-
Provost, Students
Mr. Mark Overton, Dean of Student Affairs,
University of Toronto at Mississauga
(UTM)
Mr. Desmond Pouyat, Dean of Student Affairs,
University of Toronto at Scarborough (UTSC)

Secretariat:

Mr. Henry Mulhall (Secretary)

Regrets:

Miss Melvin Sert
Ms Rita Tsang

In Attendance:

Professor William Gough, Member of the Governing Council, and Chair, Elections Committee
Mr. Olivier Sorin, Member of the Governing Council
Mr. Greg West, Member of the Governing Council
Dr. Anthony Gray, Special Advisor to the President
Ms Joan Griffin, Office of the Vice-Provost, Students
Mr. Anwar Kazimi, Committee Secretary and Chief Returning Officer, Office of the Governing
Council
Mr. Inayat Samji, Scarborough Campus Students' Union (SCSU)
Ms Mae-Yu Tan, Assistant Secretary of the Governing Council

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ALL ITEMS ARE REPORTED FOR INFORMATION.

1. Chair's Welcome and Orientation to the Board

The Chair welcomed members, assessors, and guests to the first meeting of the University Affairs Board for the 2010-11 governance year. She referred to her memorandum entitled 'Orientation of Members to the Board'¹, dated September 21, 2010 which had been distributed as part of the meeting documentation. By means of a PowerPoint presentation the Chair outlined the highlights of the memorandum concerning the general role of the Board, its specific areas of responsibility, the role of its assessors, and the role and responsibilities of its members.

The Chair informed the Board that, beginning with the following meeting, the Secretariat would introduce electronic delivery of documentation through the new Governing Council portal. The portal's intention was threefold: (1) to improve members' on-line access to both public and confidential governance documentation in support of their responsibilities; (2) to create efficiencies in the Secretariat; and (3) to reduce paper consumption and mailing/courier expenses related to agenda package distribution, while enhancing timeliness of distribution. Diligent Board Member Services Inc. had been engaged to implement Diligent Boardbooks (DBB) as the governance portal. It would allow members to read meeting documentation online, print selectively from an agenda package, or print the materials in their entirety. The Chair provided members with details of the implementation process for the Portal, and noted that their feedback on its ease of use would be important as enhancements were made to the Secretariat's processes.

2. Orientation to the Vice-Provost, Students' Portfolio, and the Three Campus Student Affairs / Life Divisions

Professor Matus provided a presentation to the Board intended to orient members to the portfolio of the Vice-Provost, Students, and to outline some of its key priorities for the year ahead. She in turn called on a number of her colleagues to introduce the three campus student affairs and student life divisions. The highlights of the comprehensive presentation are outlined in the slides attached hereto as [Attachment "A"](#).

A member referred to one of the priorities of the Office of the Vice-Provost, Students for the upcoming year – to undertake a review of student aid, including part-time student aid and the Noah Meltz program – and asked whether the Association of Part-time Undergraduate Students (APUS) would be consulted during the review process. Professor Matus responded that the initial plan to review just part-time student aid had been expanded, following discussions that had occurred at a recent Governing Council meeting, into a broader and more comprehensive review of student aid. The University Registrar was in the process of establishing a review committee, and there was every expectation that it would receive student input, including that of part-time students. In addition, it was expected that the Committee would include a representative from APUS.

Referring to the Vice-Provost, Students' further priority to update other policies as needed, the member asked what policies might be included in addition to the *Code of Student Conduct*. Mr. Delaney responded that the *Policy on the Recognition of Campus Groups* required some updates, and

¹ See: <http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=7215>

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2. Orientation to the Vice-Provost, Students' Portfolio, and the Three Campus Student Affairs / Life Divisions (cont'd)

that the timetable to carry these out had been advanced in response to a request from the Students' Administrative Council (SAC) to undertake a revision.²

A number of members expressed their appreciation for the high quality of the two orientation presentations that had been provided.

3. Report of the Previous Meeting

Report Number 158 (June 1, 2010) was approved.

4. Business Arising from the Report of the Previous Meeting

The Chair noted that Professor Matus had indicated at the June 1, 2010 meeting (reported on page 5 of the Report) that she would provide a progress report to the Board in the fall on the process to update the *Code of Student Conduct*. As Professor Matus had indicated during the Orientation presentation, the progress report would be provided at the Board's meeting on November 2, 2010. On page 6 of the Report, Mr. Delaney had undertaken to enquire whether the University had a sustainability policy that covered products that were sourced. He reported that the office of Procurement Services, in cooperation with the Sustainability Office, was developing a sustainable procurement strategy that would be embedded in the University's practices, and was expected to be implemented within a year.

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

5. Calendar of Business for 2010-11

The Chair noted that the Calendar of Business listed the items scheduled to come before the Board during the 2010-11 governance year. It changed regularly, for a variety of reasons, including the emergence of new priorities and issues. The most up to date version was posted weekly on the Governing Council website.

6. Report on Approvals under Summer Executive Authority

The Chair stated that this was an annual report of any matters under the authority of the Board that had been approved on its behalf by the President and Chair of the Governing Council under summer executive authority, that is, since the last regular meeting of the Board during the previous governance year. There had been no approvals within the Board's terms of reference during the summer of 2010.

7. Compulsory Non-Academic Incidental Fees: Student Society Fees – Student Society Proposal for a Fee Increase

The Chair noted that, as part of its responsibility for matters that concerned the quality of student and campus life, the Board was responsible for the approval of requests for fee increases proposed by student societies. The Board's role was not to debate the merits of the individual fee requests, but rather to consider the processes, governed by policy, by which they had been brought forward for approval. If it

² Mr. Delaney subsequently communicated to the member that a further policy under consideration for an update, though one that would not come before the University Affairs Board for consideration, was the *Policy on Scheduling of Classes and Examinations and Other Accommodations for Religious Observances*.

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7. **Compulsory Non-Academic Incidental Fees: Student Society Fees – Student Society Proposal for a Fee Increase (cont'd)**

was satisfied that these processes had been appropriate and thorough, and that any issues that had arisen had been dealt with satisfactorily, then the Board had a responsibility to approve the fees.

Professor Matus provided the context for the request for a fee increase. In the spring of 2010, while also dealing with various matters related to the referendum for a levy to support the proposed University of Toronto at Scarborough (UTSC) athletics facility, the Scarborough Campus Students' Union (SCSU) had requested a decrease in the portion of the SCSU fee designated for an Accident and Prescription Drug Insurance Plan. The University Affairs Board had approved this decrease. Subsequently, it had become apparent that an increase was required. SCSU was thus requesting an increase of \$3.08 (including administrative fees and sales tax) to this portion of the fee, which would return the amount to the same level as during the 2009-10 Fall/Winter academic period. The fee currently being charged for the insurance plan in Fall 2010 was the lower amount approved by the Board the previous spring. If approved, the increase would be effective beginning in the Winter Session. As a result, students whose fees had already been assessed through the Fall/Winter period would have an additional \$3.08 charge added to their accounts, and a message would be sent to full-time UTSC students informing them of the change. At its meeting held on September 24, 2010, the SCSU Board had approved a resolution requesting the increase. The draft minutes of this meeting had been provided to the Office of the Vice-Provost, Students on September 27, 2010. The request had been reviewed by the Office of the Vice-Provost, Students in light of the requirements of the *Policy for Compulsory Non-Academic Incidental Fees* and had been found to be in compliance.

Mr. Samji assured the Board that SCSU was working closely with the Office of the Dean of Student Affairs as well as the Registrar's Office regarding the communication that would occur with full-time UTSC students should the fee increase be approved.

On the recommendation of the Vice-Provost, Students,

YOUR BOARD APPROVED

THAT, beginning in the Winter 2011 session the Accident and Prescription Drug Insurance Plan portion of the Scarborough Campus Students' Union (SCSU) fee be increased by \$3.08 per session for all full-time University of Toronto Scarborough (UTSC) undergraduate students. If approved, the total SCSU fee will be \$210.09 per session, charged to all full-time undergraduate UTSC students.

8. **Report of the Elections Committee**

Members received for information Report Number 61 (June 22, 2010) of the Elections Committee which included the *Report of the 2010 Governing Council and Academic Board Election Process*.

9. **Report of the Senior Assessor**

Professor Matus reported on three initiatives within her portfolio that were scheduled to come before governance during the upcoming year. Her report is attached hereto as [Attachment "B"](#).

A member asked whether APUS had been consulted regarding the provision of alternative space to that which it currently occupied on the west side of Devonshire Place. Professor Matus responded that the

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

Vice-Provost, Academic Operations had met with APUS representatives in order to show them the space proposed for APUS, and that APUS was considering the proposal.

10. Date of the Next Meeting

The Chair informed members that the next regular meeting of the Board was scheduled for Tuesday, November 2, 2010 at 4:30 p.m.

11. Other Business

There was no other business.

The meeting adjourned at 6:05 p.m.

Secretary

Chair

October 21, 2010