UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 10 OF THE CAMPUS COUNCIL

March 3, 2015

Professor William A. Gough, Chair
Mr. Mark Krembil, Vice-Chair
Professor Bruce Kidd, Vice-President and Principal
Mr. Andrew Arifuzzaman, Chief Administrative Officer
Professor Rick Halpern, Dean and Vice-Principal (Academic)
Mr. Preet Banerjee
Mr. Harvey Botting
Mr. Asher Chohan
Ms Kathy Fellowes
Ms Sue Graham-Nutter
Professor Rick Halpern
Dr. Brian Harrington
Mr. John Kapageridis
Dr. Elaine Khoo
Ms Marilyn Kwan
Ms Nancy Lee
Ms Permjit (Pam) Mann

Mr. David Shim

Secretariat:
Mr. Louis Charpentier
Ms Amorell Saunders N’Daw
Ms Rena Parsan

Regrets:
Mr. Ommer Chohan
Professor Suzanne Erb
Mr. Mark Frimpong
Mr. Hussain Masoom
Mr. Moataz S. Mohamed
Ms Susan Murray
Dr. Christopher Ollson
Mr. George Quan Fun
Ms Elaine Thompson
Professor Andre Simpson

In attendance:

Ms Liza Arnason, Director, Student Life
Ms Laura Boyko, Director, Health and Wellness Centre
Ms Jennifer Ankrett, Director, Academic Advising and Career Centre
Ms Joyce Hahn, Senior Financial Officer, Capital & Business Operation, Financial Services
Ms Shannon Howes, Manager, Student Policy Initiatives and High Risk
Mr. Scott McRoberts, Director, Athletics and Recreation
Ms Helen Morissette, Director, Financial Services
Mr. Saad Nathani, TedX Student Presenter
Mr. Gary Pitcher, Director, Campus Safety, Issue and Emergency Management
Ms Daniela Spagnuolo, TedX Student Presenter
Minutes of the Meeting of the Campus Council of March 3, 2015

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

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 advised members that the Highland Hall capital project item was inadvertently recommended to the Business Board and not the Academic Board at the February 4\textsuperscript{th} meeting. He informed members that consideration of the Highland Hall capital project would be brought to the Academic Board on March 19\textsuperscript{th}.

2. Report of the Vice-President & Principal

The Chair introduced and invited Professor Bruce Kidd, Vice-President and Principal to present his report. Professor Kidd introduced two of the organizers of TEDx UTSC, Ms Daniela Spagnuolo and Mr. Saad Nathani, to deliver their presentation\textsuperscript{1}.

a. Student Presentation: TEDx UTSC

Ms Spagnuolo thanked Professor Kidd for the opportunity to present the work of TEDx UTSC to the Council. She reported that UTSC hosted the third annual TEDx conference on January 31\textsuperscript{st}, which was designed to spread ideas about technology, entertainment and design (TED) throughout the local UTSC community, and was organized independently from the official TED organization. She reported that the theme was “Unleash the Fantasy”, and that the conference was promoted at events such as ArtSideOut and the Scarborough Campus Students’ Union (SCSU) Orientation over a nine-month period. Mr. Nathani reported that the TEDxUTSC conference was organized and coordinated by an executive team of 13 dedicated individuals and 25 volunteers. He reported that there were 12 speakers at the conference including 2 students. He remarked that TEDxUTSC was committed to equality and ensured that they had fair representation from both male and female speakers. Further, the conference presented the opportunity to showcase the work of the UTSC community since participating speakers included faculty, students and alumni members.

A member asked whether there was online access to speakers’ talks, and Mr. Nathani explained that they were in the process of editing videography from the conference and that it would soon be available online and on social media.

In response to a question from a member, Ms Spagnuolo reported that 250 individuals attended the conference and that close to 5000 individuals viewed the conference online.

The Chair and Professor Kidd thanked Ms Spagnuolo and Mr. Nathani for their presentation.

\textsuperscript{1} Student Presentation: TEDx UTSC
Returning to his report, Professor Kidd updated the Council on local UTSC matters. His report included the following highlights:

- **CUPE 3902 Unit 1 Strike** - no agreement had been reached between approximately 6,000 Teaching Assistants (TAs), Teaching Laboratory Assistants, markers, graders and some course instructors at the University of Toronto.

- **Postponement of the Installation** - due to the CUPE 3902 Unit 1 strike, the Principal’s Installation ceremony would be postponed to a later date.

- **Searches - Director of Human Resource Services & Vice-Principal, Research** - the searches for the Director of Human Resource Services and Vice-Principal, Research, were underway. Professor Kidd reported that Professor Malcolm Campbell, Vice-Principal, Research was eligible for reappointment.

- **Doris McCarthy Gallery (DMG)** - recommendations from the Review of the Doris McCarthy Gallery were approved by the UTSC Executive Group. The Review recommended acknowledging and strengthening the role of the DMG as a UTSC-wide and public gallery, and to that end, transferring the primary responsibility for the Gallery from the Department of Arts, Culture and Media (ACM) to the Principal’s Office. To the extent that the DMG staff supported teaching, they would continue to report to ACM. The change was to come into effect in the spring of 2015.

The Chair thanked Professor Kidd for his presentation.

3. **2015-16 Operating Plans - UTSC Ancillary Services**

The Chair introduced and invited Ms Sue Graham-Nutter, Chair of the UTSC Campus Affairs Committee to introduce the 2015-16 UTSC Ancillary Services Operating Plans.

a. **Ancillary Services Overview Presentation**

Ms Graham-Nutter reported that the 2015-16 UTSC Ancillary Services Operating Plans were presented by Mr. Andrew Arifuzzaman, Chief Administrative Officer (CAO), at the February 11th UTSC Campus Affairs Committee meeting where each ancillary service Director provided information to the Committee regarding the future plans and challenges for their ancillary unit. Ms Graham-Nutter invited Mr. Arifuzzaman to present the 2015-16 Ancillary Services Operating Plans to the Council.

Mr. Arifuzzaman’s presentation highlighted the following major points:

- The objectives of ancillary budgets were to operate independent of the operating budget, provide for all costs of capital renewal, create and maintain operating reserves, and contribute net revenue to the operating budget.

- In 2014-15, Student and Residence Life achieved an occupancy rate of 98 percent, but challenges included maintaining adequate, affordable residence pricing.
The Retail and Conference Services ancillary reported plans for Camp UofT (Scarborough), the Jane Goodall Youth Summit in October 2015, and the Association of Food and Society Annual conference in June 2016.

The Food and Beverage Services ancillary reported higher sales from the previous year, and that the Tim Hortons in the Bladen Wing had reported sales of $1.5M in 2014, which made it the top performing outlet for Aramark Canada’s Higher Education outlets.

Plans were underway for the potential parking structure and increased revenues were expected to be generated from event parking during the Pan-American and Para Pan-American games in the summer of 2015.

A member asked what processes were in place to ensure that the ancillary services didn’t significantly affect the campus’s operating budget, and Mr. Arifuzzaman reported that there was dedicated staff in the financial services department who worked closely with the ancillary services units to ensure that their budgets were managed well.

A member asked how the new parking structure would be funded and Mr. Gary Pitcher, Director, Campus Safety, Issue and Emergency Management explained that the parking services ancillary would generate funding to fully service associated with the new structure.

In response to a question regarding the use of the 4 percent fee increase to Student and Residence Life, Ms Michelle Verbrugghe, Director, Student Housing & Residence Life, reported that the fee would be used to address improvements in staffing, increased utilities fees, contractor fees, and paying off a structural deficit.

On motion duly made, seconded and carried,

YOUR COUNCIL APPROVED,

THAT, subject to confirmation by the Executive Committee;

THAT the 2015-16 operating plans and budgets for the UTSC Service Ancillaries, 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 27, 2015, be approved effective May 1, 2015.

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

The Chair invited Ms Sue Graham-Nutter to introduce and present the Compulsory Non-Academic Incidental Fees – Student Society Fees: UTSC Student Society Proposals for Fee Increases. Ms Graham-Nutter explained that the UTSC Campus Affairs Committee had made the recommendation to the UTSC Campus Council for approval at the February 11th meeting. She reported that the student societies proposal for fee increases were first received by the Office of
the Vice-Provost, Students and First Entry Divisions who first received by the Vice-Provost, Students and First Entry Divisions who collaborated with the UTSC Office of Student Affairs to advise on the proposals received for fee increases. It was noted that the requests from the SCSU were compliant with the Policy for Compulsory Non-Academic Incidental Fees, and were related to cost of living, sports and recreation levy, dental plan, accident, and prescription drug insurance.

On motion duly made, seconded and carried,

YOUR COUNCIL APPROVED,

THAT, subject to confirmation by the Executive Committee;

THAT beginning in the Summer 2015 session, the SCSU fee be increased as follows: an increase of $5.60 per session ($1.12 part-time) in the UTSC Sports and Recreation Centre Levy portion of the fee; and

THAT subject to confirmation of approval of the following fee increase proposals by the Scarborough Campus Students’ Union (SCSU) Board of Directors on January 30, 2015;

THAT beginning in the Fall 2015 session, the SCSU fee be increased as follows: (a) an increase of $0.47 per session in the Society membership portion of the fee ($0.03 part-time), (b) an increase of $0.71 per session in the Student Centre portion of the fee ($0.21 part-time), (c) an increase of $0.14 per session (full-time only) in the CFS/CFS-O portion of the fee, (d) an increase of $6.23 (full-time only) per session in the Accident & Prescription Drug Insurance Plan portion of the fee, and (e) an increase of $7.37 (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 2015-16 academic period.

5. Operating Plans —UTSC Student Affairs and Services

The Chair invited Ms Graham-Nutter to introduce the item. She reported that the UTSC Campus Affairs Committee considered the Operating Plans for UTSC Student Affairs and Services at the February 11th meeting for recommendation to the UTSC Campus Council for approval of the Health and Wellness, Athletics and Recreation and Student Services operating budgets. Ms Graham-Nutter remarked that each Director of the service requesting approval of their operating plans was present to explain their units operations, impact on student services, and future plans.

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

Ms Liza Arnason, Director, Student Life reported that the Council on Student Services (CSS) did not vote in favour of the Health and Wellness, Athletics and Recreation and Student Services operating budgets presented at the CSS meeting on January 22nd. A simple majority of student
votes in favour of the budgets was not achieved. As a result, the Memorandum of Agreement between The University of Toronto, The Students’ Administrative Council, The Graduate Students’ Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees, also known as the Protocol, specified that the administration could implement the Consumer Price Index (CPI) and/or the University of Toronto Index (UTI) to maintain current operations in each unit.

b. Presentation of Operating Plans and Fees

Ms Graham-Nutter advised members that the current motion presented on the meeting agenda and documentation had been slightly altered from the motion that was presented to the UTSC Campus Affair Committee on February 11th to address an administrative error. The fee increases that were approved to the Health and Wellness budget remained unchanged, but the allocation of the amounts for the permanent and temporary fee increases, as per the Protocol, was inadvertently reversed.

A member asked what would happen if the Council did not approve the fees, and Mr. Louis Charpentier, Secretary of the Governing Council, remarked that the budgets would go back to each service area for consideration on how to manage the implications. Professor Bruce Kidd added that the only reason he could see for voting against the operating plans was due to poor process, which did not occur.

In response to a question regarding the structure of the fees, Ms Arnason explained that the smaller amount of the fee was the permanent increase and the larger amount of the fee was the temporary increase.

On motion duly made, seconded and carried,

YOUR COUNCIL APPROVED,

THAT, subject to confirmation by the Executive Committee;

THAT, the 2015-16 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 Athletics & Recreation Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to $130.94 ($26.19 for a part-time student), which represents a year-over-year increase of $6.24 ($1.25 for a part-time student) or 5% (resulting from a permanent increase of 2%, and a three-year temporary increase of 3% on the eligible portion); and
THAT the sessional Health & Wellness Fee for a UTSC-registered or UTSC-affiliated full-time student be increased to $63.75 ($12.75 for a part-time student), which represents a year-over-year permanent increase of $1.85 ($0.37 for a part-time student) or 3% (resulting from a permanent increase of 1%, and a three-year temporary increase of 2% on the eligible portion); and

THAT the sessional Student Services Fee for a UTSC-registered or UTSC-affiliated full-time undergraduate student be increased to $167.84 ($33.57 for a part-time student), which represents a year-over-year permanent increase of $3.29 ($0.66 for a part-time student) or 2% (resulting from a permanent increase of 2%).

6. Report of the Committee to Review the UTM and UTSC Campus Council (CRCC)

The Chair presented the findings of the Committee to Review the UTM and UTSC Campus Council (CRCC) to the Council for information. He remarked that most of the issues and concerns raised by the CRCC could be addressed through improvements to existing practices and through enhanced communications within governance bodies and more broadly within the campus community in order to encourage a culture of engagement within governance structures and processes. He drew members’ attention to the recommendations of the CRCC, which included the following:

- The desire to increase the amount of meaningful discourse in the Council and their Committees. Effort from Chairs, Vice-Chairs, Assessors and the Secretariat to support open and robust discussion while observing the separation of governance and administrative operations was encouraged.
- The need for ongoing efforts to raise awareness on the importance of governance and the value of participating in its processes.
- The Governing Council was encouraged to initiate a follow-up review of the governance model in the 2017-18 academic year, by which time the new model would have matured further and more information would be available from experience.

CONSENT AGENDA

On motion duly made, seconded and carried,

YOUR COUNCIL APPROVED,

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


8. Business Arising from the Minutes of the Previous Meeting
9. Reports for Information

a. Report Number 9 of the UTSC Agenda Committee (Wednesday, January 21, 2015)
b. Report Number 9 of the UTSC Academic Affairs Committee (Thursday, January 8, 2015)
c. Report Number 9 of the UTSC Campus Affairs Committee (Monday, January 12, 2015)

10. Date of the Next Meeting – Tuesday, April 21, 2015, 4:00 p.m.

11. Other Business

No other business was raised.

12. Question Period

There were no questions.

IN CAMERA SESSION

The Council moved in camera.

13. Appointments to the 2015 UTSC Nominating Committee

On motion duly moved, seconded and carried,

YOUR COUNCIL APPROVED,

THAT Dr. Brian Harrington (teaching staff member of the Campus Council) and Mr. David Shim (student member of the Campus Council) be appointed from March 3, 2015 to June 30, 2015 to serve on the Agenda Committee when the Committee serves as a Nominating Committee of the UTSC Campus Council.

The meeting adjourned at 5:58 p.m.

____________________________  ______________________________
Secretary                           Chair
TEDxUTSC Advisory Board

Centre for Teaching & Learning
Co-founder – TEDxUTSC 2013
Communications & Public Affairs
Communications & Public Affairs
Design & Construction Management
Development & Alumni Relations
Office of the Dean & Vice-Principal (Academic)
Office of the Vice-President & Principal
Office of the Vice-Principal, Research
Retail & Conference Services
Student Life
Student Life

Mark McKee
Karen Young
Kristina Doyle
Perry Sheppard
Tracy Gould
Regan Tagno
Maryam Ali
Tracy Torres
Debbie Bilinski
Frank Viliva
Kimberley Choi
Alyssa Graham
Scott MacDonald
Ancillary Budgets

**Objectives:**
1) Operate without subsidy from the operating budget;
2) Provide for all costs of capital renewal;
3) Create and maintain an operating reserve;
4) Contribute net revenue to the operating budget.

- Provide services to all internal users as well as external users

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Student Housing and Residence Life

“A living and learning experience that can transform lives.”

**Achievements:** Achieved an occupancy rate of 98%

**Challenges:** Maintaining adequate pricing while not pricing students out of residence

**2015-16 Proposal**

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<tr>
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<td><strong>Revenue</strong></td>
<td>2015-16</td>
<td>2014-15</td>
<td>% Change</td>
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<td>Food and Parking Services</td>
<td>$6,396,444</td>
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<td><strong>Net Assets</strong></td>
<td>$2,139,274</td>
<td>$1,977,235</td>
<td>8.7%</td>
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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**

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Operating Fund Budget - Student tuition and Government grants

Student Fees - for Student programming

Ancillary Budgets - Funded exclusively by the users of the service
Student Housing and Residence Life

- Service/Experience Improvements
- Cost Containment
- 4% fee increase
- Consultation Process

Retail and Conference Services

“Maximize use of campus facilities and resources when not required for academic purposes.”

Achievements: Successful partnerships with summer programs
Challenges: Diversifying portfolio with limited access to campus facilities

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Food and Beverage Services

“Enhance student life experience and client experience while seeking opportunities for growth.”

Achievements: Renovations of the Marketplace and new outlets
Challenges: Maintaining quality of service and menu offerings

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<tbody>
<tr>
<td>Revenue</td>
<td>$920</td>
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<td>$781</td>
<td>$842</td>
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Food and Beverage Services

- RFP Consultation
  - The Food User Committee consulted on the RFP
- Revenue
  - RFP commission 17% from Aramark (catering and regular retail sales)
  - 2014-2015 Projected Profit: $298,754
  - 2015-2016 Projected Profit: $210,804
  - To date, sales are higher over the last year by 18% (fiscal year)
  - BV Tim Horton’s sales of $1.5 million was the top performing outlet for Aramark Canada Higher Education in 2014

Parking Services

“Provide quality parking facilities and services in a safe, effective environment.”

Achievements: Initiating plans for first parking structure at UTSC
Challenges: Managing parking supply in anticipation of campus growth

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Parking Services

- Event parking, Pan Am Games (July 10-26, 2015)
- Event parking, post-games (weekend events)
- Standalone parking structure, South Campus
- 3% Permit Fee Increase

Be It Recommended to the UTSC Campus Council,

THAT the 2015-16 operating plans and budgets for the UTSC service ancillaries, 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 provided by Andrew Arifuzzaman, Chief Administrative Officer, be approved, effective May 1, 2015.

Recommendation

UTSC Debt
As at April 30, 2015

Discussion