

Constitution of the Council on Student Services



Revised April 2008

Constitution of the Council on Student Services (CSS)

Preamble

Under the general provision of the University of Toronto protocols (approved by the Governing Council on October 24, 1996) regarding the student services fee, the Council of the University of Toronto Scarborough has approved, on the recommendation of the President of Scarborough Campus Students' Union (SCSU) and the Vice-President and Principal of the University of Toronto Scarborough, the establishment of the University of Toronto Scarborough Council on Student Services (CSS). The structure, powers, and jurisdiction of this Council are as follows:

Section 1: Purpose

The purpose of the University of Toronto Scarborough Council on Student Services is:

1. To make recommendations to the Vice-President and Principal through the Dean of Student Affairs and to the University Affairs Board of the University of Toronto as to the kind and level of services offered to students and funded from the "student services fee" and on the direction and the operation of student services at the University of Toronto Scarborough.
2. To recommend annually to the Dean of Student Affairs the schedule of compulsory non-academic incidental fees.
3. To provide a forum for discussion where the interests and priorities of University of Toronto Scarborough students are represented.

Section 2: Powers and Duties

The Council on Student Services shall have the following powers and duties:

- [a] To advise the Governing Council on policy for the following services provided at the University of Toronto Scarborough:
- Office of Student Affairs
 - Student Life
 - AccessAbility Enhancement Fund
 - Alcohol Education & Monitoring
 - Health & Wellness Centre
 - Academic Advising & Career Centre
 - Physical Education & Recreation
 - Space Occupied by Student Societies
 - CSS Student Enhancement Fund
 - Any other service that may be assigned to the CSS by Governing Council

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- [b] To review, in detail, the annual operating plans, including budgets, for the above services and to recommend levels of funding support for each of the funded services.
- [c] To consider and make recommendations to the Dean of Student Affairs regarding the allocation of Student Space and procedures which govern such allocation.
- [d] To serve as a forum for discussion on all facets of the Student Experience at the University of Toronto Scarborough.
- [e] To advise the St. George Council on Student Services (COSS) on policy and funding regarding attributions associated with the following services:
 - Student Services publications intended to benefit all three campuses, such as the *Intuit Handbook*
 - Health Services
 - Career Centre
 - Counseling and Learning Skills Services
 - First Nations' House
 - International Student Centre
 - Psychiatric Services
 - Space Occupied by Student Societies
 - Faculty of Health and Physical Education
 - Hart House
 - Off-campus Housing Service
 - Any other services that may be attributed to the CSS by COSS
- [f] To achieve these ends, receive reports from the CSS Chair or designate following meetings of COSS.
- [g] To receive information on the above services in order to consider current issues in and among the services, and to serve as a mechanism of information, communication and cooperation between the student services and students.
- [h] To advise the Governing Council on proposals for expansion or reduction of student services, including recommendations for new services and/or the elimination of services.
- [i] To review from time-to-time and recommend revisions (if necessary) to this constitution and rules which govern proceedings of this council.
- [j] To review funding proposals and approve funding for projects from the Student Enhancement Fund as per the Student Enhancement Fund Guidelines.

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Section 3: Supplementary Principles

A. UNIVERSITY POLICIES

University of Toronto human resource policies and accounting practices shall apply to all student services and their employees and cannot be altered by the Council.

B. ANCILLARY FEE INCREASE

In any year, the Vice-President and Principal may recommend to Governing Council, through the University Affairs Board, an increase in the student ancillary fee up to the year-over-year rate of inflation.

Section 4: Membership and Terms of Office

A. The following nineteen persons shall be voting members of the Council, student members of which must be eligible for registration at UTSC:

1. Dean of Student Affairs
2. Director of AccessAbility Services
3. Director of the Academic Advising & Career Centre
4. Director of the Health & Wellness Centre
5. Director of Physical Education and Athletics
6. Director of Student Life
7. Vice-President and Principal or designate
8. President of the Graduate Students' Association Scarborough (GSAS)
9. President of the Scarborough College Athletic Association (SCAA)
10. President of the Scarborough Campus Students' Union (SCSU)
11. President of the Student Residence Council (SRC)
12. Vice-President, Academics of SCSU
13. Vice-President, Students and Equity of SCSU
- 14-19. Six undergraduate students appointed by the SCSU to represent full and part-time UTSC students, none of whom serves on the SCSU as a voting Director, officer, or permanent full-time staff.

B. The following members shall be Ex-Officio and Non-Voting:

- Vice-Dean
- Chief Administrative Officer
- Coordinator, Leadership Development
- Coordinator, International Student Services
- Director of Hospitality and Retail Services
- Registrar and Director of Enrolment Services
- Director of Student Housing and Residence Life
- Director of Teaching and Learning Services

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- Director of Campus Safety and Security
- Vice-President, Campus Life of SCSU
- Vice-President, Operations of SCSU

C. Voting Membership Distribution and Terms of Office

Total: Faculty and Staff (7) Student Members (12)

Members of the Council shall hold office from May 15th until the next year May 14th, at the pleasure of the body that appointed them.

Rob Wulkan
President – SCSU

Professor Franco Vaccarino
Vice-President and Principal

Date

Date

Professor Douglas Bors
Chair – UTSC Council

Date