Council on Student Services (CSS)

Orientation

September 18th, 2019
Orientation to CSS

1. Purpose + Authority
2. Process and Responsibilities
3. Membership
4. Agenda Planning and Meetings
5. CSS Rules and Procedures
6. Appointment of Chair
7. Voting
8. Student Advisory Groups
9. Resources
Purpose of CSS

• CSS approval for permanent fee increases is required for increases in excess of the “year-over-year rate of inflation” (CPI) or as determined by a calculation of the “UTI” according to the methodology outlined in the long-term protocol.

• The fees support a variety of key mandatory services

• Students can now opt out of some fees that support student campus life such as campus life, partnership, and enhancement funds

• Funds that students can opt out of will not be subject to the protocol, but will be presented for information and discussion
Authority of CSS

• The authority of CSS is founded within the provisions of the Protocol on non-tuition fees

• The Protocol sets out the terms and conditions regarding increases to, and the establishment of, compulsory non-academic incidental fees now known as Mandatory Ancillary Fees

• CSS provides advice on such fees to the Governing Council

• CSS is accountable to, and must meet the timelines of, the Governing Council
Process for CSS

CSS Presentations and Discussions

Unit Process → CSS Decision → Campus Affairs Committee → Campus Council → Executive Committee

For Information: University Affairs Board

Meeting Report: Governing Council
Responsibilities

• To review annual operating plans of programs and services, supported by mandatory fees, and to offer advice to the Governing Council on these plans

• To receive reports on the services and programs funded by student mandatory fees, and to receive reports for inflation on programs supported by optional fees

• To advise the Governing Council on proposals for expansion or reduction of student services, including recommendations for new services and for the elimination of services
Responsibilities

• To consider and make recommendations to the appropriate body regarding the allocation of space for student services, and student societies

• To serve as a forum for discussion of student experiences at UTSC
Membership

The following fifteen (15) student members shall be voting members of the Council; they must be eligible for registration at UTSC.

- President of the Graduate Students’ Association Scarborough (GSAS)
- One graduate student, appointed by the GSAS, to represent graduate students
- President of the Scarborough College Athletic Association (SCAA)
- President of the Scarborough Campus Students’ Union (SCSU)
- President of the Scarborough Campus Residence Council (SCRC)
- Vice-President Academic & University Affairs of the SCSU
- Vice-President Equity of the SCSU
- Vice-President External of the SCSU
- Seven (7) undergraduate students appointed by the SCSU to represent full-time and part-time UTSC students:
  - none of whom serves on the SCSU as a voting Director, officer, or permanent full-time staff
  - One International student
  - One Resident student

**QUORUM:** Quorum for any meeting shall be **twelve** voting members of Council, of whom at least **eight** must be students.

**CSS Term of Appointments:** May 1st until the next April 30th
# CSS Administrative Members

(Voting and Non-Voting)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Wisdom Tettey</td>
<td>Principal &amp; Vice-President, UTSC</td>
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<tr>
<td>Desmond Pouyat</td>
<td>Dean of Student Affairs</td>
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<tr>
<td>Nadia Rosemond</td>
<td>Senior Manager, Student Life &amp; International Experience</td>
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<tr>
<td>Sheila John</td>
<td>Assistant Dean, Health, Wellness, Physical Activity, Recreation &amp; Sport</td>
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<tr>
<td>Varsha Patel</td>
<td>Assistant Dean, Student Success</td>
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<td>Tina Doyle</td>
<td>Director, AccessAbility Services</td>
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<tr>
<td>Mary Silcox</td>
<td>Vice Dean, Graduate Ex-Officio (non-voting)</td>
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<tr>
<td>Mark Schmuckler</td>
<td>Vice-Dean Undergraduate Ex-Officio (non-voting)</td>
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<tr>
<td>Andrew Arifuzzaman</td>
<td>Chief Administrative Officer Ex-Officio (non-voting)</td>
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<tr>
<td>Fiorella Sabadin</td>
<td>Director of Student Services, Office of the Registrar Ex-Officio (non-voting)</td>
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<tr>
<td>Greg Hum</td>
<td>Director, Student Housing &amp; Residence Life Ex-Officio (non-voting)</td>
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<tr>
<td>Karen McCrindle</td>
<td>Director, Centre for Teaching &amp; Learning Ex-Officio (non-voting)</td>
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<tr>
<td>Fran Wdowczyk</td>
<td>Special Advisor, Operations &amp; Special Projects Ex-Officio (non-voting)</td>
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<tr>
<td>Gary Pitcher</td>
<td>Director, Campus Safety, Issue &amp; Emergency Mgt. Ex-Officio (non-voting)</td>
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<tr>
<td>Erika Loney</td>
<td>Manager, International Student Centre Ex-Officio (non-voting)</td>
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Agenda Planning and Meetings

Meeting #1- September 18, 2019 : Welcome, Orientation
Meeting #2- October 23, 2019: Student Affairs presentations
Meeting #3- November 11, 2019: Student Affairs presentations
Meeting #4- January 14, 2020: Preliminary Budget meeting
   (student attendees, others welcome)
Meeting #5- January 23, 2020: Budget Vote
Meeting #6- March 4, 2020
Agenda Planning and Meetings

• The Chair shall set the agenda, subject to the approval of Council at the opening of each meeting, and shall solicit agenda items from all members.

• The Chair shall ensure that the agenda and all supporting documents are provided to the members of Council at least 4 days in advance of a meeting.

• All substantive motions require at least five working days’ notice before debate by the Council. Substantive matters may be added to the agenda for information, but no motions on such matters will be received without due notice.
Key Dates and Timeline

• Pre-Budget Meeting (*student attendees, others welcome*):
  January 14, 2020

• CSS Vote : January 23, 2020

• CAC Presentation : February 11, 2020

• Campus Council : March 10, 2020
Meetings

• The Chair shall rule on all points of order. Unless specifically prescribed otherwise by the by-laws, the Chair shall be guided by Bourinot’s Rules of Order.

• The Chair’s ruling may be appealed by any member of the Council and, in such case, shall be decided by a simple majority vote of all members present without amendment or debate.

Voting

• Proxy voting is not permitted.

• Persons attending on behalf of absent members may not vote, and therefore cannot count towards quorum.

• The Chair may temporarily relinquish the Chair during a meeting of Council in order to constitute quorum of student members, in which case the Chair shall be entitled to vote in that temporary role.

• Other motions, including those involving expenditures such as the approval of Student Enhancement Fund proposals, must receive support from a simple majority of all members present for the vote.
CSS Rules and Procedures

Speaking Rights

• In addition to voting members, the following may speak at the discretion of the Chair:
  • Persons attending on behalf of a voting member. Written notice should be provided to the chair by the voting member of who will be attending on their behalf.
  • Guests called upon by voting members or the Chair to contribute expertise to a motion or to provide information requested by CSS members.

Guests

• CSS meetings are normally open meetings and guests may attend subject to space availability.
• If space is limited, seating for CSS members, CSS support staff, and those scheduled to present to CSS have precedence over other guests.
• The pre-budget meeting on January 14, 2020 is for student attendees, but others are welcome.
Appointment of Chair

• Members of Council shall elect the Chair at the first meeting of its annual term, from among the student members of Council.

• The Chair will be familiar with the CSS Constitution and By-Laws and serve as the Council’s guide to these documents.

• The Chair shall call regular meetings of Council, as provided in the by-laws, and shall be responsible for ensuring quorum.

• The Chair shall not vote in meeting of Council. The Chair may temporarily relinquish the Chair during a meeting of Council in order to constitute quorum of student members, in which case the Chair shall be entitled to vote in that temporary role.

• In the absence of the Chair or when the Chair has temporarily relinquished the position, meetings of Council shall be chaired by the Assistant Dean, Student Life, Community Outreach and International Experience or Senior Manager, Student Life & International Experience. In the absence of these individuals, Council may appoint another faculty or staff member of Council to serve as Chair.
Voting members will be deciding on the cost for the following mandatory services:

- Health and Wellness Fee
- Athletics and Recreation Fee
- Career Services
- Academic Support
Student Advisory Groups

The departments of Student Affairs receive consultation from student advisory groups for budget and programming purposes.

Each group has a minimum of one representative who is a voting member of CSS.

The CSS Finance Advisory Sub-committee (4)
The Academic Advising and Career Centre Advisory Committee (1)
The Athletics & Recreation Advisory Committee (1)
The Health and Wellness Centre Advisory Committee (1)
The Department of Student Life and ISC Advisory Committee (2)
Student Services Enhancement Fund Committee (3)
By-laws Sub Committee (2)
Equity and Community Fund (1)
Resources

• Constitution and By-Laws of the Council on Student Services
• Membership List
• Agendas, Meeting minutes
• Bourinot’s Rule of Order
• University of Toronto Governing Council 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
• Governing Council Policy for Compulsory Non-Academic Incidental Fees
• Governing Council Policy on Ancillary Fees
• Management Reports
• Partnership Fund
• Campus Life Fund Administrative Guidelines

http://uoft.me/utsccss
Questions?