

Council on Student Services (COSS)
Minutes of Meeting – January 29, 2018

Koffler Student Services Centre, Room 313, 3:00 – 5:00 pm

ATTENDANCE:

Voting Members:

Present:

- Beth Ali, Executive Director, Athletics & Physical Activity, Faculty of Kinesiology & Physical Education
- Daman Singh, UTSU
- Mathias Memmel, UTSU
- Adrian Huntelar, UTSU
- Heather Kelly, Senior Director, Student Success, Student Life St. George
- John Monahan, Warden, Hart House
- David Newman, Senior Director, Student Experience, Student Life St. George
- Brie Berry-Crossfield, GSU
- Mala Kashyap, APUS
- Mark Overton, Dean of Student Affairs and Assistant Principal, Student Services, UTM
- Meredith Strong, Director, Office of the Vice-Provost, Students
- Leonardo Uribe, GSU
- Jose Wilson, QSS

Absent:

- Jackie Zhao, APUS
- Kubra Zakir, CSS
- Anne Boucher, UTSU
- Desmond Pouyat, Dean of Student Affairs, UTSC

Non-voting Members:

- Julia Smeed (Secretary)

Guests:

- Clara Rutherford (KPE)
- Ruqayyah Alibhai (KPE)
- Denita Arthurs (KPE)
- Luc Simard (KPE)
- Jim Webster (KPE)
- Rosanne Lopers-Sweetman (KPE)
- Ira Jacobs (KPE)
- Arlene Clement (Housing)
- Shannon Simpson (First Nations House)
- Sherry Kulman (Hart House)

- Suzanne MacIntyre (Hart House)
- Michelle Brownrigg (Hart House)
- Fran Dobbin (Family Care Office & Child Care)
- Caitlin Campisi (APUS)
- Allison Burges (SGDO)

Chair:

- Richie Pyne

Recording Secretary:

- Kimberly Elias

AGENDA ITEMS

1) Introductions

- a) Chair Pyne welcomed the members and guests and gave a brief overview of the meeting.

2) Meeting Called to Order

- a) Chair Pyne called the meeting to order at 3:16 pm. Committee has quorum.

3) Approval of Agenda

- a) Chair sought mover to approve agenda. Ali motioned to approve agenda, Memmel seconded motion. All voted in favour, so approval of agenda passed.

4) Approval of Minutes

- a) Chair sought mover to approve minutes noting that small edits can be made later. Kelly motioned to approve minutes, and Memmel seconded motion. All voted in favour, so approval of minutes passed.

5) Budget Process Overview

- a) Strong presented an overview of the budget protocol including the process and the student fee calculations under the Policy on Compulsory Non-Academic Incidental Fees includes of campus service fees and student society fees. The "Protocol" includes the establishment of the COSS body, which considers Student Services Fees and provides advice to University Affairs Board (UAB). Decisions of COSS (approval or failure to approve) related to fees are then conveyed to UAB.
- b) If the majority of student members approve the fee increase, the fee increase is brought forward to UAB for approval. If the majority of student members do not approve the fee increase, UAB may approve increases based on two indexes. CPI is the inflation factor equal to the Consumer Price Index, and UTI is the University of Toronto Index, which accounts for changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes to enrolment.
- c) Monahan noted that Hart House is distinct because they don't have the occupancy costs.

- d) In the event that COSS does not approve the budget, UAB can approve a permanent increase (the lesser of the UTI increase or the CPI increase) and temporary increase of up to 3 years (the greater of the UTI increase or the CPI increase).
- e) Strong provided an overview of the UTI/CPI calculation process.
- f) Newman clarified that the enrollment numbers are based on the St. George enrollment and has decreased from the previous year.

6) KPE Sport & Recreation Budget Presentation

- a) Ali invited the two student co-chairs of the Council of Athletics and Recreation (CAR) Budget Committee—Clara Rutherford and Ruqayyah Alibhai to co-present the KPE budget. Sport & Rec has alignment with 2017-18 Student Unions' Priorities, which includes ensuring that the values of accessibility, equity, inclusivity and diversity inform all programs, facilities and services. There is also alignment with the priorities of UTMSU and UTSSU posted on their websites. All three student unions are represented on the CAR budget committee. Co-Curricular budget is supported by student ancillary fees.
- b) Ali provided an overview of the Sport and Rec budget, showing both the approved 2017-18 budget and the proposed 2018-19 budget plan.
- c) The most significant increases in the proposed 2018-19 budget result from:
 - d) Increase in the provincial minimum wage and the corresponding increases in the minimum compensation within the university's collective agreements, having a significant impact on our casual staffing budget.
 - e) Increase in the occupancy costs.
 - f) Increase in transportation and official's cost in intramurals, tri-campus development league and intercollegiate.
 - g) KPE staff worked hard to keep costs down and maintain student access to programs, facilities and services.
 - h) Huntelar inquired about Goldring debt payments. Guest (Jim Webster) noted that the short-term note has just over \$1 million to be paid off and that has been pledged by donors. This fee is not being paid out of student fees, but out of revenue made by KPE.
 - i) Ali noted that 66% of income comes from St. George Student Fees and 2% from UTM and UTSC Student Fees. The tri-campus agreement and transfer calculation addresses the use of the ancillary fees collected from UTM and UTSC students and directed to KPE. When agreement was initiated, most of the sports were at St. George, which has since changed. The agreement has been amended to allow for an increase in the percentage of the transfer of funds to UTM and UTSC, which would change the amount to be returned back to UTM and UTSC, with an increase over the next couple years.
- j) Using the fee index calculations (CPI and UTI), the indexed full-time fee per term is \$189.

- k) Rutherford said that while the 2018-19 fee index calculations allowed for a request to increase the student ancillary fee by 4.1%, KPE will be requesting a 2% increase. [See document for detailed increase]. Alibhai noted a number of priority areas, including several facility renewal projects, continued expansion of drop in programming, and enhance and diverse revenue streams.

7) Questions & Answers

- a) Singh asked how tri-campus transfer calculation is established. Ali noted that UTSC and UTM requested a 30% transfer, but recognized the significant impact on KPE budget. Therefore, the three divisions agreed on a phased approach, which was approved by CAR in Oct. 2016.
- b) Berry-Crossfield asked that given SMA2 was signed and there is a budget model review, has there been any consultation around moving money into a differentiation envelope, and reviewing course services, etc.? Has there been any further consultations in better supporting these activities? Guest (Dean Jacobs) noted that each SMA in Ontario looks different, although none of them mention sports metrics; they may mention co-curricular broadly, but not specifically sports and rec to help support these metrics around student experience. Dean Jacobs added that the operating funds from government to universities are specifically restricted to not include co-curricula programming.
- c) Memmel noted that it is fantastic that KPE is coming in with a 2% increase with inflation, and congratulations.

8) Student Life Budget Presentation

- a) Newman provided an overview of the Student Life operating plan, including an overview of the types of services and programs in Student Life as well as areas of strategic priority including: student development and engagement, internationalization, health and wellness, programs and services for graduate students, academic support, and divisional and university support services. Newman highlighted the importance of involving student and community feedback so that there is alignment.
- b) A detailed budget was overviewed including the approved 2017-18 budget and the proposed 2018-19 budget, noting that the budget is broken down in more detail in 2018-19 to include divisional supports, where the previous year it used to roll up into AVP office. Newman noted that some of the student-facing parts of services that aren't part of Student Life are funded through the Student Life fee (i.e. Early Learning Centre, Family Care Office, and Sexual Gender and Diversity Office).
- c) Newman noted, like in KPE, that there have been increases as a result of the new minimum wage. Guest (Serena Persaud) noted that they have broken out work study in the 2018-19 budget to be more transparent and clear.
- d) In highlighting sources of funding for Student Life, in 2017-18, student fees made up 66% and University contributions made up 20%. In the proposed 2018-19 budget student fees make up 64% and University contributions make up 22%. The student fee contribution has decreased by 2% and the University contributions have increased by 2%.

- e) In overviewing operating expenses, last year's compensation included student and casual staff. This year, Student Life pulled all the casual and work study positions out, which reflects the increase in non-salary expenses.
- f) Student Life spent \$777,238 on student staff and work study positions. In 2017-18, university funding added 9 new on-location health & wellness counsellors to academic divisions. While Health & Wellness hires and coordinates these counsellors, the associated costs do not appear in the Student Life budget.
- g) The proposed increase is 3.42% change.

9) Questions & Answers

- a) Singh asked to see more detailed lines for some of the single line items for Health & Wellness Newman offered to meet with any interested party to share those details, adding that Health & Wellness is one of the areas that was focused on in terms of funding.

10) Hart House Budget Presentation

- a) John Monahan introduced Suzanne Macintyre (Director of Finance) to present the Hart House budget. Monahan reminded the group that Hart House has a dual reporting relationship to COSS and to the Service Ancillary Review Group (SARG).
- b) MacIntyre overviewed the Hart House Finance Committee, which is chaired by a student, Yuki Takaki, and which comprises of a number of students - has been one of the largest and most active standing committees at Hart House this past year. On January 16, that Committee unanimously passed the proposed Hart House budget for 2018-2019. Two days later, on January 18, Takaki and MacIntyre represented the budget to the Hart House Board of Stewards, where it was passed unanimously.
- c) Hart House is anticipating that 51% of its 2018-2019 budget will come from student fees, with the other 49% coming from revenue. Macintyre noted that the Hart House 5-year strategic plan includes a commitment to ensure that, by no later than 2020-2021, student fees will comprise no more than 50% of the Hart House budget. In the current fiscal year, 52% of Hart House revenues come from student fees; Hart House anticipates that this number will fall to 51% in 2018-2019, which is ahead of the schedule set out in the strategic plan.
- d) Hart House operates on a social enterprise model, wherein revenue generated from operations helps to offset the reliance on student fees. Hart House estimates that approximately 75% of its operating expenses are ultimately returned to students, either in the form of student employment or as student-focused programs and services.
- e) In 2018-19, 63% of expenses will be comprised of salaries/wages/benefits and UofT overhead charge. The budget also includes 21% for utilities, equipment, maintenance, and capital renewal, and 3% for designated for Hart House Committee and Club-related programming. Hart House is not charged an occupancy cost by the central University; rather, it is responsible for the direct payment of its own utilities and other facility-related costs. 87% of the expenses in the Hart House budget are fixed; those that are not include the cost of food sold in Hart House's

catering and restaurant businesses, general office costs, software, laundry, and other sundry expenses, etc.

- f) MacIntyre noted that Hart House is trying to increase revenue, and also noted that it will be including some of its endowed trust funds and investment income in the operating budget.
- g) Hart House anticipates completing some capital projects in Fiscal 17/18 that will therefore be depreciated starting in Fiscal 18/19. Because Hart House has a tri-campus mandate, it will also incur some additional costs related to that work.
- h) Hart House has many facility and capital requirements in an aging building. Monahan adds that they are working towards launching a large-scale infrastructure renewal campaign and project, and that Hart House needs to keep a healthy amount of money in its capital reserves in the meantime in order to position itself strategically to leverage other forms of financing.
- i) Under the Protocol, Hart House is permitted to ask for a 9.56% increase in student fees for 2018-2019. However, thanks to a combination of increased efficiencies and ongoing revenue generation activities, Hart House is asking instead for only a 3.5% increase to the student fee.

11) Questions & Answers

- a) No questions.

12) Other Business

- a) Chair Pyne asked for any extended questions. Monahan commented that if anyone has specific questions and want to delve into the budget lines, they can make themselves available. Newman also added, that if any of the Student Unions have a pre-set meeting, that they can come and present there. Ali noted that she also has copies of annual report and activity guide. Kashyap thanked everyone for the presentations.

13) Adjournment

- a) Chair Pyne asked for a movement to adjourn. Singh moved, seconded by Kelly. Pyne adjourns the meeting at 4:26 p.m.