#### UNIVERSITY OF TORONTO

#### UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

#### REPORT NUMBER 29 OF THE CAMPUS AFFAIRS COMMITTEE

#### **September 12, 2018**

To the University of Toronto Scarborough Campus Council, University of Toronto Scarborough

Your Committee reports that it met on Wednesday, September 12, 2018 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

#### **Present:**

Brian Harrington, Vice-Chair

Andrew Arifuzzaman, Chief Administrative Officer

William Gough, Vice-Principal,

Academic and Dean

Desmond Pouyat, Dean of Student

**Affairs** 

Katherine Balasingham

Janet Blakely

Catherine Bragg Keith Chen

Hanan Domloge

Soaad Hossain

Elaine Khoo Tanya Mars

Sylvia E. Mittler

Chandeni Narain

Jack Parkinson

Carly Sahagian Rajpreet Sidhu

Andrew Tam

Deena Yanofsky

**Non-voting Assessors:** 

Mr. Jeff Miller

Helen Morissette

**Secretariat:** 

Rena Prashad

**Absent:** 

Liza Arnason

Jonathan Cant

Nick Cheng

Kenneth Howard

Mohsin Jeelani

Paul Kingston

Alice Maurice

Mari Motrich

Wisdom Tettey

Humna Wasim

#### In attendance:

James Fernandez, Program Coordinator, Get Started Program

Annette Knott, Academic Programs Officer

Marg Lacy, Senior Manager, Academic Advising & Career Centre

Mike LeSage, Manager, Crisis and Emergency Preparedness

Varsha Patel, Assistant Dean, Student Success

Nadia Rosemond, Senior Manager, Student Life & International Experience

Mary Silcox, Vice-Dean, Graduate

Sahilaa Thevarajah, Coach Coordinator, Get Started Program Michelle Verbrugghe, Director, Student Housing & Residence Life

#### 1. Chair's Remarks

The Vice-Chair welcomed members and guests to the first Committee meeting of the 2018-19 governance year. He introduced himself and invited members to introduce themselves as well.

#### 2. Orientation of Members

The Vice-Chair and Governance Coordinator, Rena Prashad, provided an Orientation presentation<sup>1</sup> to the Committee. The presentation included the follow key points:

- The distinction and role of university administration and governance;
- An overview of the Governing Council and its Boards and Committees including the UTSC Campus Council and its Committees;
- Committee membership composition and areas responsibilities;
- Expectations of Committee members;
- The role of Assessors and the Committee's Assessors plans and priorities for the 2018-19 academic year;
- Types of decisions made by the Committee and guidelines on attendance at meetings; and
- Meeting preparation, agendas, cover sheets, and the Diligent Boards governance portal.

#### 3. Revisions: Policy on Crisis and Routine Emergency Preparedness and Response

The Vice-Chair welcomed and introduced Mike LeSage, Manager, Crisis and Emergency Preparedness, and invited him to present and discuss the revisions to the *Policy on Crisis and Routine Emergency Preparedness and Response* to the Committee. Mr. LeSage reported that the *Policy* had been approved by the Governing Council on June 27, 2018 and that the *Policy* revisions aligned with best and current practices in the field of crisis and emergency response. He explained that the revisions focused on updating terminology and reflecting the tri-campus nature of the *Policy*. Under the *Policy*, 'routine emergencies' were defined as those the University could reasonably predict (e.g. a fire), and a 'crisis' was defined as an unpredictable novel circumstance (e.g. a fire spreading to a cluster of buildings). Mr. LeSage described the Crisis Management Framework (CMF) structure, which included an Incident Management Team and Emergency Response Team. He underscored that the implementation of the framework would complement the existing emergency response structures already in place. To conclude, he encouraged members to register for UTAlerts, which was a tool that allowed the University to quickly send important messages via telephone, email, and/or text message to members of the University community who were registered.

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<sup>&</sup>lt;sup>1</sup> Presentation- Orientation of Members

Several members commented on the *Policy* implementation phase, and suggested that exercises, drills, and timing for responses be considered. Mr. Arifuzzaman remarked that the Emergency Response Team at UTSC was experienced in tabletop role-play exercises and would be holding more hotwash (i.e., lessons learned) discussions. Desmond Pouyat, Dean of Student Affairs, suggested that the University consider mechanisms by which the lessons could be shared in a tricampus context.

A member suggested that the administration develop guidelines that would permit Emergency Response Teams to move forward with large financial transactions in emergency and crisis situations. Mr. Arifuzzaman acknowledged the suggestion and took it under consideration.

A member suggested that UTAlerts continue to be promoted during Fall orientation. In follow-up another member suggested that the Human Resources Department include UTAlerts in new Faculty and Staff orientation. Members of the administration acknowledged the suggestion and took it under consideration.

## 4. UTSC Current Year Campus Operating Budget- Presentation by the Chief Administrative Officer, Andrew Arifuzzaman

The Vice-Chair invited Andrew Arifuzzaman, Chief Administrative Officer, to present the UTSC Current Year Campus Operating Budget to the Committee. Mr. Arifuzzaman's presentation<sup>2</sup> included the following key points:

- The budget process at the University was a bottom up exercise driven by the priorities in the academic divisions;
- The UTSC balanced budget for 2018-19 was \$327M. Revenues were generated primarily by student fees and the largest expenses were costs related to compensation;
- The Annual Budget Review (ABR) submission in 2017 included budgetary funding for: Indigenous initiatives, equity, diversity, and inclusion, experiential learning, and centres of excellence, research start-ups, and Strategic Enrolment Management (i.e. SEM)
- The 2018-19 Fall undergraduate student enrolment was 10,706 full-time equivalents (FTE), with 21 percent international student enrolment. Undergraduate and doctoral enrolment growth was expected to remain at steady state with enrolment growth expected for the students in the Masters pool towards 2022-23;
- Space pressures continued to be an ongoing challenge with limited classroom, teaching and research, office, and student study and common space. Historically, UTSC lagged behind institutional averages for teaching, research, and academic office space; and
- Capital plans were underway for an Indigenous House, Instructional Centre 2 (IC2), and Parking structure. The cost of construction materials was expected to increase, which could impact project cost estimates and the Request for Proposals (RFP) submissions.

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<sup>&</sup>lt;sup>2</sup> Presentation- UTSC Current Year Campus Operating Budget

In response to a comment regarding the revenues generated from graduate student fees, William Gough, Vice-Principal, Academic and Dean, remarked that undergraduate student fees were the main source of revenues for the UTSC and institutional operating budget.

## 5. Proposal to Close the Centre for Public Management as an Extra-Departmental Unit C (EDU:C)

The Vice-Chair invited Mary Silcox, Vice-Dean, Graduate, to present the proposal to Close the Centre for Public Management to the Committee.

Professor Silcox reported that the Centre for Public Management in the Department of Management had been inactive for several years and the Department was proposing that it be formally closed because public management was no longer an area of focus or emphasis for the Department. Professor Silcox remarked that there were no students or research funds associated with the Centre, and the two faculty members associated with the Centre had been consulted and that they had not expressed concerns with the closure.

On motion duly made, seconded and carried,

#### YOUR COMMITTEE RECOMMEDS,

THAT, the closure of the Centre for Public Management as an Extra-Departmental Unit: C as described in the proposal dated July 4, 2018, and recommended by the Vice-Principal Academic and Dean, William Gough, be approved effective for January 1, 2019.

#### 6. Reports of the Presidential Assessors

The Vice-Chair invited the Presidential Assessors to present their reports and update to the Committee.

Mr. Arifuzzaman reported that as of Monday, September 10<sup>th</sup>, classes were being held in ground level lecture halls inside Highland Hall. He anticipated that the remainder of the building would meet substantial completion by the end of September, and that units would begin moving in at the beginning of October with full operations in November. Mr. Arifuzzaman remarked that exterior landscaping and the café construction were underway. He also updated the Committee on the status of the Student Residence project, which had received further governance consideration in Spring 2018 to increase the total project cost based on Request for Proposal (RFP) submissions that were higher than the approved project budget and cost estimate. The cost of construction materials, an overheated construction market in Toronto, and tariff laws had impacted the cost of the project. Various options were being evaluated to decrease the cost of the project without impacting the scope. Mr. Arifuzzaman advised the Committee that he would continue sharing updates on the status of the project.

A member asked what resources had been invested in the Student Residence project. Mr. Arifuzzaman reported the resources invested in the project at the present stage were staff time and legal fees for contracts.

Professor Gough reported that as of September 4<sup>th</sup>, the new student intake for the academic year was 3,448, and of that, 69.3 percent were domestic and 30.7 percent were international students. Professor Gough anticipated that the full-time undergraduate student enrolment figures would be slightly under the established targets for the November 1, 2018 reporting of enrolment data to the provincial government due to changes in enrolment status. The incoming entrance average for this year was 86.1 percent, up from 85.3 percent last year. He remarked that domestic recruitment continued to be a challenge due to the declining number of Ontario high school students in the system and competition from peer institution. However, the UTSC recruitment strategy was to create access pathways for traditionally underrepresented communities (i.e. Indigenous, black, rural, first in family, LGBTQ, and disabled students) and develop mechanisms and systems to prepare students from those communities for university at UTSC.

A member asked what resources and supports would be in place for students from underrepresented communities. Professor Gough explained that the needs of each group would vary and that the administration was committed to creating the appropriate resources and supports in order for students to succeed at UTSC.

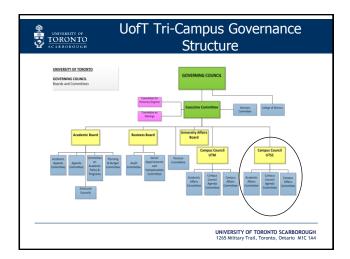
Mr. Pouvat invited colleagues from his portfolio to update the Committee on Fall Orientation and the Get Started program. Nadia Rosemond, Senior Manager, Student Life and International Student Centre, reported that Orientation and Transition Programming and Events began on campus with pre-orientation, which included the e-mentoring and e-buddy program to get students acquainted with the campus (i.e. emails and phone calls). Orientation programming included event such as: UTSC Welcome Day, Faculty Mix and Mingle, International Settling in the City Tours, Indigenous Learning Circle, and the Scarborough College Student's Union (SCSU) Orientation- Infinity, which was attended by over 700 students. Marg Lacy, Chair of the Get Started program, reported that the program had been in place for twenty years and included a full day of programing for students and parents transitioning to University at UTSC. The program featured a Course Selection Module, online chats, assistance with course selection, and self-preparation workshops. James Fernandez, Program Coordinator and Sahilaa Thevarajah, Coach Coordinator, remarked that program helped incoming students understand the requirements to be academically successful in university, and the use of Peer Coaches was highly effective in delivering the message. Varsha Patel, Assistant Dean, Student Success, shared that through the Higher Education Quality Council of Ontario (HEQCO), funding was granted to UTSC to conduct research on access to the university. Two research questions on the effectiveness of the Get Started program were posed for two cohorts and the data was being aggregated by the Registrar's Office.

A member commented on first year student's familiarity with the Learning Management System (LMS) in contrast to upper year students, and asked whether the LMS was integrated into the Get Started program content. Ms Patel remarked that several technological student systems (e.g. Quercus, LMS, Next Generation Information System(NGIS)) were discussed in the Get Started

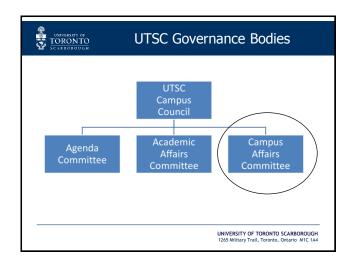
pro	ogram content.
7.	Report of the Previous Meeting: Report 28–Monday, May 7, 2018
Th	e report of the previous meeting was approved.
8.	Business Arising from the Report of the Previous Meeting
Th	ere was no business arising from the report of the previous meeting.
9.	Date of the Next Meeting – Monday, October 29, 2018 at 4:10 p.m.
	e Chair advised members that the Committee would meet again on Monday, October 29, 2018 4:10 p.m.
10.	Other Business
No	other business was raised.
Th	e meeting adjourned at 6:28 p.m.
	Secretary Chair
Sej	ptember 26, 2018

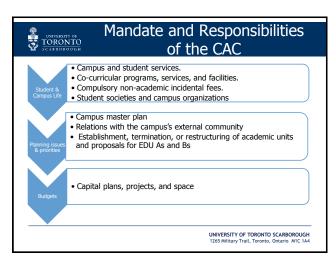


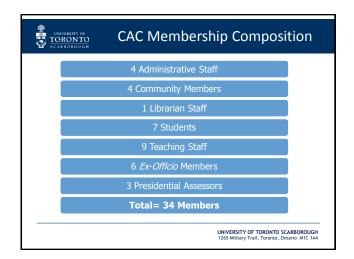


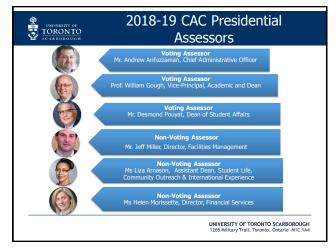




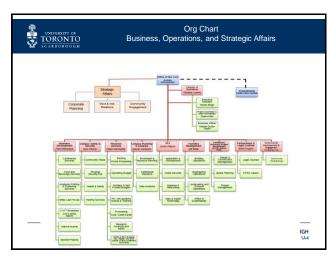




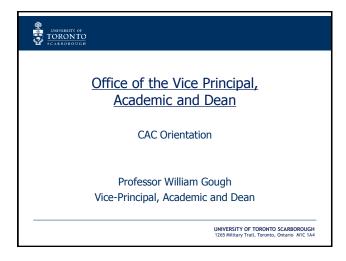


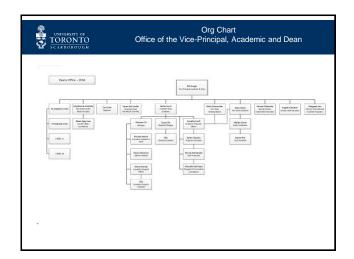






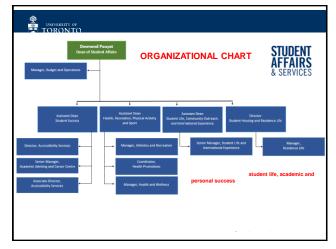








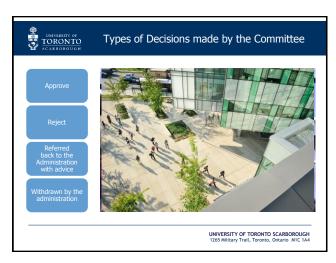








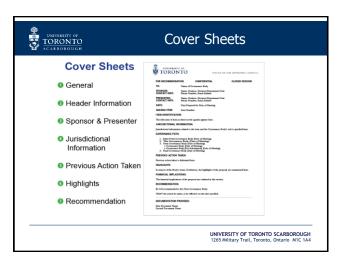










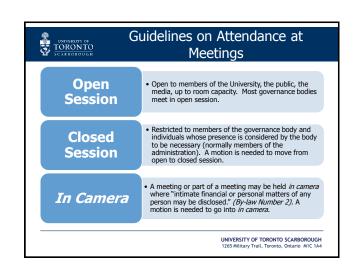




#### Strategic Topic/Discussion

- Typically, at each meeting an Assessor will share a strategic topic/discussion item with the Committee.
- Members are invited to share their suggestions for potential Strategic Topic/Discussion ideas within the Committee's area of responsibility as per its Terms of Reference.
- Submit your suggestions to the Office of the UTSC Campus Council at: campuscouncil@utsc.utoronto.ca

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#### Provide support to the Committee Chair and Committee members:

- Meeting preparation and follow-up
- Communication of decisions
- Management of governance and membership records
- An expert resource for policy and procedural advice

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# More Information on University Governance

#### **UTSC Governance**

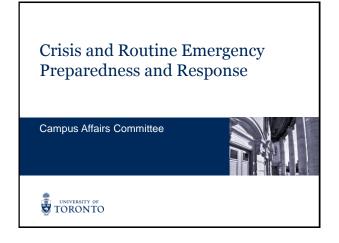
http://www.utsc.utoronto.ca/governance/

#### **Governing Council**

http://www.governingcouncil.utoronto.ca/site3.aspx

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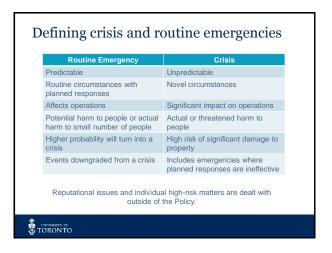


#### Purpose

- Update Policy and Crisis Management Framework (CMF) to reflect current practice
- Align with best practices
- Integrate lessons learned from recent events



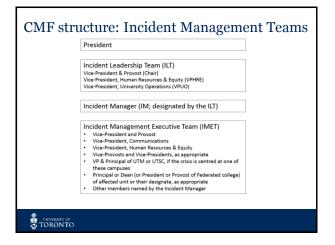


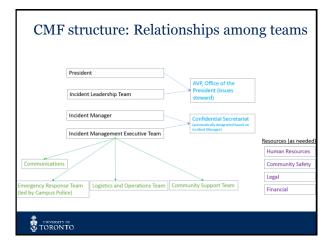


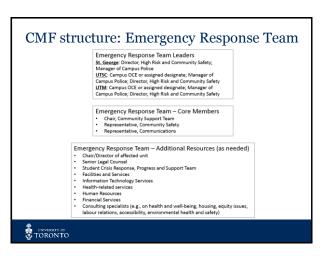
#### Five main revisions to the *Policy*

- Updates definitions of "crisis" and "routine emergency"
- 2. Updates title of *Policy* to reflect change in terminology
- 3. Emphasizes tri-campus nature of the Policy
- 4. "Crisis Manager" changed to "Incident Manager"
- 5. Links to relevant policies formatted as hyperlinks







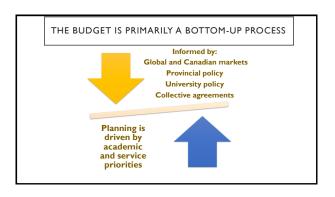


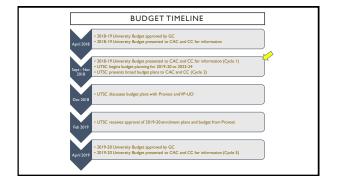
### Next steps

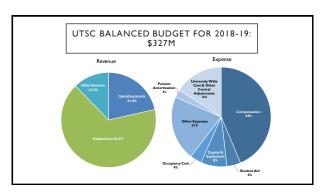
- Governance (cycle 6)
  - Previously at University Affairs Board, Business Board, and Governing Council
  - UTM and UTSC in cycle 1
- Implementation
  - New role created and staffed
  - Communication and outreach with Divisions

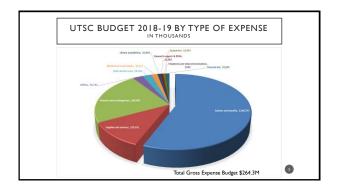


# UNIVERSITY OF TORONTO SCARBOROUGH Campus Affairs Committee September 12, 2018

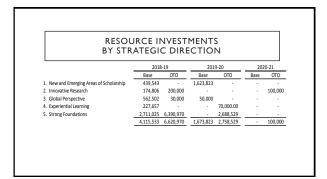


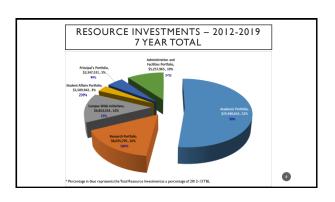


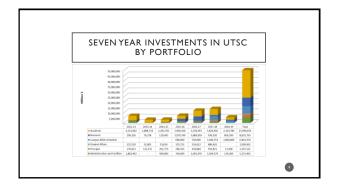


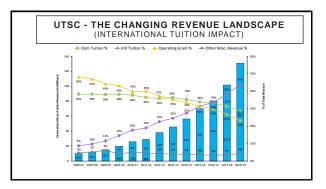


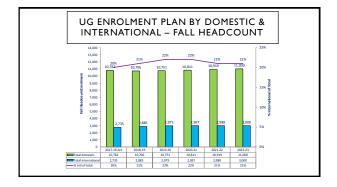


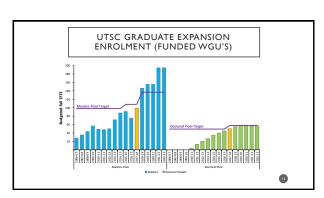


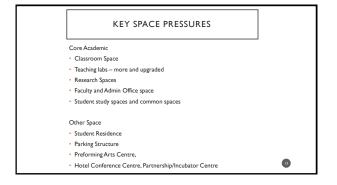


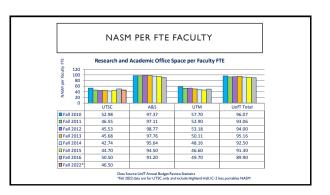


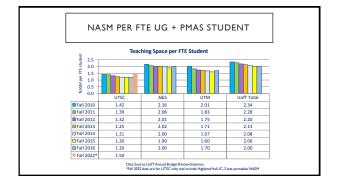


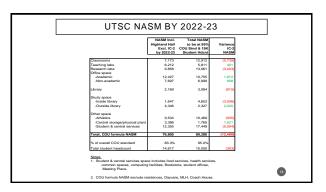












COU Space Category	NASM	Converted to Gross Sq. Ft.	Estimated Cost to Build*
Classrooms	5,739	108,263	\$54,131,450
Research Labs	3,203	60,423	30,211,500
Library & Library Study Space	3,921	73,971	36,985,565
Athletics, Student & Central Services	6,030	113,750	56,874,956
Total	18,892	356,407	\$178,203,472
*Estimated cost per sq. ft. \$500			
Gross up factor = 1.752644			

			(IN MILLIONS)												
			Operating Fund Expenditure												
	Total Project Cost	2018-1		-19 2019		2020-21	2021-22		2022-23		Planned Borrowing		Other Sources		
Capital Project															
Bridge	\$	3.50					\$	3.50							
S-Wing Renovations		15.00	\$	3.00	\$	3.00		3.00	\$	3.00	\$	3.00			
Environmental Innovations & Retrofits		17.00		8.00		3.80									
Military Trail relocation		7.00						7.00							
IC2		100.00				20.00		20.00		20.00		20.00	\$	20.00	
Parking Structure		23.00				15.00									\$ 8.00
1st Year Residence		95.56													95.56
Indigenous House		4.00						4.00							
Performing Arts Center		40.00													40.00
	\$ :	305.06	\$	11.00	\$	41.80	\$	37.50	\$	23.00	\$	23.00	\$	20.00	\$ 143.56

#### SUMMARY

- Revenue changes will continue (International Domestic Mix)
- Faculty growth
- Research and innovation
- Facility shortfalls
- The new strategic Plan will create the framework for the next phase of the UTSC evolution