

**University of Windsor
Student Committee**

5.4b: **University of Windsor Ancillary Fee Policy Board**

Item for: **Information**

Ancillary Fee Policy Board 2004/05 Membership:

President, UWSA	Rob Dufour
President, GSS	Melanie Namespetra
President, OPUS	Ed King

Representative UWSA	Kyle McDonald
Representative - GSS	Laurie Barnes
Representative OPUS	Leanne Bird

Vice-President, Admin. & Finance: Eric Harbottle (Chair, Non-voting)

1 representative of each budgetary unit infused with ancillary fee support:

CAW Student Centre	Anna Kirby
Medical & Health Services	John Kidd
Athletics & Rec. Services	Gord Grace

THE ANCILLARY FEE POLICY BOARD

- I i) COMPOSITION
- President, University of Windsor Students' Alliance or delegate
 - President, Graduate Students' Society or delegate
 - President, Organization of Part-time University Students or delegate
 - General Manager, UWSA
 - Executive Assistant, GSS
 - Office Manager, OPUS
 - Director, University Services
 - Vice-President, Administration & Finance (Chair, Non-voting)
 - 1 representative of each budgetary unit infused with ancillary fee support (Currently: CAW Student Centre, Health Services and Athletics and Recreational Services)

Titles of the above positions may change from year to year.

- I ii) QUORUM:
- a) Sixty percent of the members shall constitute quorum, so long as majority is composed of student group representatives (in accordance with Ministry guidelines).
 - b) Any unit representative may opt-out of meeting, and not be counted against quorum.

I iii) CONTINGENCY

Should any additional units assisted by ancillary fees come into creation (in accordance with part III below), the Board shall have cause to review the composition.

II TERMS OF REFERENCE

- a.
 - i) The Board shall meet twice a year unless it should be decided in consultation with each of the three student groups that additional meetings are required.
 - ii) Any of the three student groups may, with authority, convene a meeting of the Board.
- b.
 - i) The Board will ensure that each ancillary unit must have an Advisory Board with an approved terms of reference and composition.
 - ii) The Board will receive periodic reports/minutes from the advisory boards, no less than quarterly or on request.
- c. The Board shall have access to actual YTD's, detailed budgets and other financial records within reason for each unit assisted by Ancillary Fees.
- d. Full disclosure and accountability will be made to the Board on all matters except those classified as confidential (*e.g.*, salaries, contracts, leases *etc.*)
- e. The Board shall act as the final hearing stage for the levy/adjustment of ancillary fees, and towards that end, is empowered to approve ancillary fee increases resulting from:
 - i) C.O.L.A. allowances
 - ii) Utilities (hydro, gas, *etc.*) source increases
 - iii) Unit specific government "claw-backs" (*e.g.* O.H.I.P.)
 - iv) Expansion of staffing/human resources if related to a fee increase
 - v) Field trip fees where costs are reasonable for travel and accommodation
 - vi) Fees for materials which become the property of the student levied against.
- f. The Board will automatically defer decisions involving fee increases to student-wide referendum in accordance with part III below in the following enumerated instances:
 - i) "Capital" expenditures (building projects, resource acquisition, *etc.*)
 - ii) Implementation of new projects/services determined to be significant
 - iii) Any increases not properly documented/substantiated to the satisfaction of the Board in accordance with terms of reference above.
- g. The Board shall have the power to adjudicate any matter not specified in (e). above to a referendum decision by a majority vote with each student group having the right to conduct an independent referendum.
- h. Decisions of this body are final. and will be forwarded to the University Board of Governors for approval only and not amendment.

III REFERENDUM STRUCTURE

a. Dates:

Referenda shall be conducted in the period beginning on February 1st, and ending March 31 st of the same academic year. The unit seeking ancillary support shall be responsible for financing the referendum.

b. Notice:

In any instance of referendum. notice should be supplied as early as possible in order to allow the budgetary unit ample time and resources to support the increase in the University community at large.

c. Quorum:

A quorum of 5% of all students from within each student body, shall be required for a valid referendum result.

d. Majority:

50% of a quorate vote shall carry a motion to increase an existing fee. 60% of a quorate vote shall carry a motion to levy a new fee.

e. Structure:

The fee structure proposed may be based on a differential funding formula set according to constitur.ncy populations and/or individual differences. Referenda shall be governed by the principle of one student body, one vote, with approval n-out b2. 110t to its constituency.

f. Jurisdiction:

The result of a referendum shall be binding upon all students, regardless of status or level of study.

1995/04/26

COMPULSORY ANCILLARY FEES PROTOCOL
UNIVERSITY OF WINDSOR

Ms. Christine A. Jones, President, Graduate Student Society
Mr. Chris Maich, President, University of Windsor Students' Alliance
Mrs. Mary Schisler, President, Organization of Part-time University Students
Mrs. Marie Laham, Vice-President, Organization of Part-time University Students
Mr. Mark Robson, Vice-President, University of Windsor Students' Alliance
Mr. Paul Savage, Vice-President, Graduate Student Society

MEMORANDUM TO: Governing Board Chairs and Executive Heads, Provincially-Assisted Universities, OCA, OISE, Algoma, Hearst and Dominican

Presidents, Student Governments, Provincially-Assisted Universities, OCA, OISE, Algoma, Hearst and Dominican

FROM: Dave Cooke
Minister of Education and Training

DATE: June 28, 1994

RE: New Compulsory Ancillary Fee Policy

Enclosed with this memorandum is a copy of the guidelines for the new compulsory ancillary fee policy which incorporates the details associated with the changes following announced on March 23, 1994:

- with respect to ancillary fees, no increases in the compulsory ancillary fees currently charged by each university will be permitted unless these increases are approved by students;
- where increases are desired, each university will be required to establish a protocol, in consultation with local student representatives, which sets out the means by which students will be involved in decisions regarding compulsory ancillary fees.

The enclosed guideline document has been developed with input from both students and administrators in the university sector. While consensus was not achieved on all elements, the input of these students and administrators has been invaluable in articulating key aspects of the policy change.

The new compulsory ancillary fee policy is designed to ensure genuine student involvement in establishing compulsory non-tuition-related ancillary fees.

Specifically, the policy anticipates that each institution and its students will work together to develop a protocol(s) which sets out the means by which students will be involved in decisions concerning compulsory ancillary fees.

Institutions which already involve students in setting compulsory ancillary fees are encouraged to continue to build on and develop these working relationships. Students, administrators and governing bodies can agree to design protocols which, in whole or part, incorporate existing processes and governing structures for student involvement in decisions concerning compulsory ancillary fees.

Protocols can incorporate a variety of approaches to student involvement in compulsory ancillary fee decisions. Some examples are:

- agreement by designated student groups or organization(s)
- student referendum of all students or, where a proposed compulsory ancillary fee only affects a subset of students (*e.g.* engineering students), referendum of that subset only
- agreement by specially-elected student group for the purpose of reviewing compulsory ancillary fees

In all cases, a protocol developed and agreed to by administrators and students must be approved by an institution's governing body. Under this policy the governing bodies of universities will continue to be able to exercise their fiduciary responsibility.

To deal with a number of unique issues related to the application of this policy on the unicameral form of governance and the existing agreement with its federated colleges, further discussions will be held involving the University of Toronto, its student governments and the Ministry of Education and Training. Questions concerning the new policy and the enclosed guidelines can be directed to either:

Vicki Hodgkinson
Senior Policy Analyst
Strategic Funding Team
Ministry of Education and Training
(416) 325-4077 email: VHodgkinson@mcu.gov.on.ca

or

Kon Sokolyk
Research Analyst
Capital and Operating Grants Administration Branch
Ministry of Education and Training
(416) 325-4011 email: KSokolyk@mcu.gov.on.ca

For those with access to computer networks, a copy of the guidelines is also located on the Ministry of Education and Training's on-line information source (gopher.edu.gov.on.ca).

Dave Cooke

c.c. Canadian Federation Students - Ontario (CFS-O)
Ontario Graduate Association (OGA)
Ontario Undergraduate Student Alliance (OUSA)
Council of Ontario Universities (COU)
Ontario Council on University Affairs (OCUA)
Franco-Ontarian Education and Training Council (FOETC)
Aboriginal Education Council (AEC)
Canadian Union of Public Employees (CUPE)
Canadian Union of Educational Workers (CUEW)
Ontario Confederation of University Faculty Association (OCUFA)
Confederation of Ontario University Staff Association (COUSA)