

STUDENT SERVICES FEES PROTOCOL

The University of Guelph Administration, the Central Student Association, and the Graduate Students' Association agree that the following elements will constitute the University of Guelph protocol for compulsory non-tuition related ancillary fees.¹

1. For purposes of this protocol, compulsory non-tuition related ancillary fees (hereafter referred to as student services fees) are defined as “those fees, the revenue from which is not applied to the cost of instruction in any course or program normally offered for credit toward an eligible degree, diploma, or certificate, but is applied to the cost of services which enhance the cultural/social/recreational environment of students or provide other non-academic services to students”.
2. Student services fees are approved and collected in support of particular programs (Appendix 1). Service Advisory Committees (Appendix 2) provide recommendations to the Student Services Fees Committee on policy formulation, resource allocation and service assessment for each program that receives fee support.
3. A Student Services Fees Committee (Appendix 3) will maintain the understandings in 2.
4. No new student services fees levied by the University will be recommended to the Board of Governors unless approved by students (Appendix 4). The Student Services Fees Committee will be responsible for recommending such fees to the Board of Governors.
5. Annual increases in existing student services fees normally will be limited to the Statistics Canada consumer price index annual average for Ontario, and in exceptional circumstances, up to a further 5% at the discretion of the SSF Committee. A fee larger than this must first be approved through student referendum before recommendation to the Board of Governors.
6. The University reserves the right to decrease operating budget support for any program based on changes in institution revenue or priorities. Whenever there is the possibility of significant change in university funding for a program or function supported by student services fees, discussions will be held in advance with the Student Services Fees Committee and the relevant service advisory committee. In the event of a significant decrease in University funding of a student services fee supported program, discussion

¹ The Ministry of Training, Colleges and Universities defines compulsory non-tuition related ancillary fees as “... a fee imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular tuition fees, which a student is required to pay in order to enroll in, or successfully complete, any credit course.” Currently, the compulsory non-tuition related ancillary fees at the University of Guelph which fall under the SSF Protocol include: Student Support Services Fee, the Student Health Services Fee, the University Centre Fee, the Athletic Fee and the Athletic Building Fee.

and consultation may produce agreement on a reduction in the fee level or a reallocation of the fee revenue.

7. Non-compulsory ancillary fees and user fees may be implemented or continue to be charged by administration or student governments. Any new user fee or an increase beyond the increase in the consumer price index for existing user fees must be approved by the Student Services Fees Committee for those programs or functions already supported by student services fees. University administration and student governments will provide data on such fees to the Student Services Fees Committee upon request.

This protocol will be reviewed by the Board of Governors at least once every five years. Revisions to the protocol that are supported by all the signing parties will be considered by the Board of Governors on the basis of recommendations from the Student Services Fees Committee.

Existing and future student government fees are covered by their respective by-laws and approval mechanisms and are not subject to this protocol.

Central Student Association

Per _____

Signed on _____

Graduate Students' Association

Per _____

Signed on _____

University Administration

Per _____

Signed on _____

Appendix 1

Programs or Units Supported by Student Services Fees

The Learning Commons

Cooperative Education and Career Services

Student Life and Counseling Services

Visual and Performing Arts

Campus Safewalk

Financial Counseling

Centre for International Programs

Special Grants

Off-Campus Housing

College Royal

Debating Club

Appendix 2

Service Advisory Committees Roles and Responsibilities

Definition:

Service Advisory Committees will be established annually for all units and programs (see below) which receive support through compulsory non-tuition fees¹ charged to students:

The Learning Commons Advisory Committee
Student Life and Counselling Advisory Committee
Cooperative Education and Career Services Advisory Committee
Visual and Performing Arts Advisory Committee
Personal Safety Advisory Committee (including Campus Safewalk and Security Services)
Student Special Grants Advisory Committee
Computing and Communications Services Advisory Committee
ORS-GPS Financial Counselling Advisory Committee
Centre for International Programs Advisory Committee
Athletics Advisory Committee
University Centre Board
Student Health Advisory Committee

Mandate:

Service Advisory Committees are advisory to the Student Services Fees Committees on matters dealing with programs funded, in part, by student services fees. Specifically Service Advisory Committees shall provide to the Student Services Fees Committee each year:

1. a qualitative assessment of the programs funded
2. an analysis of the expenditures against the budgets for each program area
3. recommendations for changes to be made in programs or budgets for the future

The Service Advisory Committees shall also be important sources of advice to the Directors of Units/Programs/Services as members shall:

- consult with their student colleagues on important issues and bring feedback to meetings
- represent student interests on the Advisory Committee

Service Advisory Committees may add other responsibilities to their mandate and will submit proposed mandates to the Student Services Fees Committee for approval.

Membership:

Each program/unit listed above will submit names of prospective members for the up-coming academic year for its Service Advisory Committee to the Student Services Fee Committee by September 30. Committees should have a balance of student and staff (or faculty, if appropriate) members. At least one student member should be appointed by each of CSA and GSA. Other student members should be selected to represent other appropriate constituent groups.

Responsibilities:

All membership terms to be a minimum of one year duration. Ideally there should be some members who take on a 2-3 year term so that the committee benefits from longer term advisory capacity and so that there is not complete turnover in membership each year. Terms shall commence September 1st of each year.

A chair is to be elected at the first meeting of the Service Advisory Committee. The chair may not serve more than two consecutive years. Committees may designate a Chair-elect to support continuity in the advisory process. The Chair shall:

- preside at all meetings of the Service Advisory Committee
- draw-up the agenda for each meeting after consultation with the Director of the Program/Service
- ensure that the agenda is circulated to all members, preferably three days in advance
- be responsible for communicating Service Advisory Committee advice to the Chair of the Student Services Fee Committee

Meetings of Service Advisory Committee:

- An inaugural meeting will normally be held in October at the call of the Director of the Program/Service (the chair will be elected at this meeting).
- The dates for regular meetings (minimum suggested is one per semester) shall be established at the beginning of each semester.
- Members shall be notified at least three days prior to regular meetings.
- Special meetings may be called by the Chair, if necessary.
- A quorum shall, at all times, consist of a majority of the members.
- Speaking privileges may be granted to any visitor upon appeal to the Chair and with the consent of the members (priority shall be given to persons or delegations that make application prior to the meeting).
- All questions shall be resolved by a simple majority of the members present and voting.
- Minutes will be taken at all meetings and will record all motions made, and votes taken. They must also include a summary of major issues discussed.

Reports:

Revised September 2007

Each Service Advisory Committee will present an annual report to the Student Services Fees Committee. Written reports which address the matters outlined in the mandate above will be submitted to the Student Services Fees Committee no later than January. Service Advisory Committees may also be invited to meet with the Student Services Fees Committee.

Appendix 3

Student Services Fees Committee Terms and Conditions

A. Membership

- 6 Students: 2 GSA Nominees
 2 CSA Nominees
 1 Student Senator
 1 Student Member of the Board of Governors
- 5 Faculty and Staff: Appointed by the Provost and Vice-President (Academic)
Alternates may be named by members to ensure quorum.
Provost and Vice-President (Academic) or Designate, convener and Chair (non-voting)

The Committee may invite resource personnel to join its meetings for the purpose of providing information on the usage and associated cost of services supported by student services fees.

B. Mandate

1. Review membership and mandate of Service Advisory Committees (see Appendix 1) on an annual basis.
2. Advice - Provide advice to the university administration on the need for student services and associated policies, utilization, costs, funding, delivery arrangements, performance and accountability.
3. Service Review - Drawing from the reports of the Service Advisory Committees and other information sources made available to the Student Services Fees Committee, review the usage, effectiveness, and associated costs of student services supported by student services fees and forward recommendations to the university administration, as appropriate.
4. Resource Allocation - Propose to university administration any indicated revisions in the allocation of student services fees to student services and programs receiving support from such fees, having consideration for user fees in effect.
5. Fee Levels - Propose changes in the level of established student services fees to the Board of Governors. Ensure that any proposal for new student services fees, whether originated by university administration, student government, or the Student Services Fees Committee itself, goes through the appropriate advisory and approval processes. Recommend any new student services fees approved by students (see Appendix 4) for presentation to the Board of Governors.

6. Review all referendum questions for proposed new student services fees or for proposed changes in fee levels (i.e. those which necessitate referendum endorsement) to determine whether the target voting group is CSA membership, GSA membership or both.
7. Funding Alternatives - Investigate opportunities for additional non-fee revenue and cost relief, including grant support, eligibility for tax deductions, and recognition of fees by external agencies as fundable educational expenses.
8. Reporting - Inform university students annually regarding the programs and services receiving support from compulsory ancillary fees.

Appendix 4

Definition of Student Approval

1. This approval procedure outlines the referendum process to increase a student services fee or to introduce any new student services fees that would be applied to both graduate and undergraduate students beyond the limitations set by the Protocol. Student governments have the right to implement their own referendum questions if the fee is specific to their students (i.e. a fee that would only apply to graduate students).
2. A student referendum will be administered separately for graduate students and undergraduate students. These referendums will be held in accordance with the Graduate Students' Association Bylaws and Constitution (for graduate students) and the Central Student Association Electoral Bylaws for General Elections and Bylaws for Referendum (for undergraduate students).
3. Both the Central Student Association and the Graduate Students' Association will present identical referendum questions to their respective constituents.
4. Quorum for this purpose will be defined as the number of ballots required to comply with quorum defined by the Central Student Association plus the number of ballots required to comply with quorum as defined by the Graduate Students' Association. Ballots from graduate and undergraduate students are combined for the purposes of quorum and thus either GSA or CSA quorum may not be reached but the quorum for 'student approval' as defined in this protocol may be fulfilled.
5. The sum of the number of graduate students who voted and the number of undergraduate students who voted will determine the voting population.
6. Provided that quorum is satisfied, student approval will require a majority (50%+1) of the total valid votes cast.
7. A Chief Electoral Officer Committee (CEOC) will be struck with the membership consisting of the GSA Chief Electoral Officer, the CSA Chief Electoral Officer and the CSA Assistant Electoral Officer. The duty of this committee will be to conduct the referendum in accordance with the GSA and CSA policies, including the redefined definition of quorum.
8. Voting will normally be held in conjunction with the scheduled CSA and GSA or referendum elections, but the voting period may be extended by the CEO Committee.
9. Results of the voting will not be made public until CSA and GSA referendums are complete. The report of the voting will identify the count separately at the undergraduate and graduate levels. Recommended new fees and/or fee increases must be approved by the Board of Governors.