

# minutes

UTM Business Contacts Monthly Meeting		
4.15.2015	10:30 a.m.	Innovation Complex – KN2213
In Attendance:	Aisha Sharif, Carmen Bryson, Carolyn Moon, Chris Sparks, Cliona Kelly, Diane Pracin, Donna Coulson, Isabela Simon, Lisa Cauchi, Mary Cunningham, Maureen Maclean, Rob Eberts, Steve Suraci, Sue Thomson, Toni Luke Gervais	
	Guest: Paul Donoghue	
Guest Presentation: Paul Donoghue, CAO		
Discussion		
<p><b>Governance:</b> Paul announced the staff members for the upcoming year and spoke about the opportunities for staff participation in the governance process. He stressed the importance of involvement in Campus Affairs and Campus Council, not just as members but that staff can also attend meetings. He encouraged all to attend the upcoming Campus Council meeting next Wednesday April 22 at 4:10 p.m. UTM Governance information, including the calendar for all meetings, is available at: <a href="http://www.utm.utoronto.ca/governance/">http://www.utm.utoronto.ca/governance/</a></p> <p><b>New Fiscal:</b> During the Campus Council meeting mentioned above there will be a budget presentation which should be of interest to our group. He also mentioned two new developments. 1. Discretionary Line Items added this year. This was a pilot project conducted with 3 departments last year and is being rolled out to all this year. He would like to review and get our feedback on this at either the February or March 2016 meeting. 2. Priorities Fund is open to all departments. This will be an open competition where departments submit their proposals by May 15<sup>th</sup> for funding.</p> <p><b>External Review:</b> Paul distributed the External Review Terms of Reference with the group (copy attached) that indicates the areas to be studied. While the data will be provided by Central we may be asked to verify information. The draft of the Self Study is currently underway with a completion date of mid May. This will provide the starting point for the external review that will be conducted in November.</p> <p><b>Speaking Up Survey:</b> The results of the Speaking Up Survey conducted in November 2014 have been compiled. The Senior Management Group will meet to determine how to communicate the results and Paul will meet with the group to discuss this further.</p> <p><b>Professional Development:</b> Paul spoke of the challenges getting courses conducted at UTM. This was tried in the past and the limited attendance did not warrant offering them. He would like to push to get training and workshops here again. He will review the "Professional Development Activities plans" portion of last year's performance assessments for the group to develop a list and will discuss it further with the group at the October meeting.</p> <p><b>Financial Planning:</b> Paul spoke of the broad financial challenges facing the university, specifically the 5 year growth gap and how UTM put a plan in place to minimize the significant financial pressures. UTM is also one of the only areas where growth is expected during this period. He explained that the plan was to manage the growth by first focusing on capital projects and then faculty hires to ensure we had space for them before the funding was committed to faculty salaries. He noted that enrolments continue to grow however the plan is still to manage searches because of the significant workload associated with each search in an effort to not overtax the admin staff. To date the plan has shielded the departments from the financial pressures and UTM departments have had no budget cuts since 2009. This makes the forecasting process critical for ensuring that we are on track financially. While a deficit in the thousands may seem insignificant at the department level when multiplied by several departments it could become a serious problem very quickly.</p>		
Business Services Meeting Follow Up		
Discussion		
<p>The points addressed in the recent meeting with Christine and Paul were discussed. The initiatives that Christine identified in her e-mail to work on over the next month were reviewed.</p>		
Training/Workshop Update		
Discussion		
<p>Mary Cunningham provided a status update on Excel training.</p> <p>Discussion surrounding other training centered on risk management and the file plan. Concerns about recovering the hours from the new TA training initiative from the Provosts Office, as well as the new DDAH form were voiced.</p> <p>The group agreed to suspend organizing further training or workshops until after Paul meets with the group about this in October.</p>		
Action Items	Person Responsible	Deadline
Follow up with HR about Excel Training	Mary Cunningham	May 13/15
Invite a guest from Risk Management to May meeting	Donna Coulson	April 25/15
Investigate guest from Records Management to discuss File Plan for fall meeting	Lisa Cauchi	May 13/15
TA training initiative – clearer communication and instructions	Cliona Kelly	May 13/15

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Future Meetings		
Discussion		
<p>The May meeting was set for May 13 and it was suggested that the guest be from Risk Management to talk about items such as field trips, car rentals, insurance, liability, etc. The June meeting was set for June 17 and it will be a forecast info session with Christine Capewell in attendance.</p> <p><b>Please Note: Christine is unable to attend the June meeting and will attend the May meeting instead.</b></p> <p>It was agreed that the group would not meet in July, August or September.</p>		
Action Items	Person Responsible	Deadline
Follow up with HR about Excel Training Invite a guest from Risk Management to <del>May</del> June meeting Investigate guest from Records Management to discuss File Plan for fall meeting	Mary Cunningham Donna Coulson Lisa Cauchi	May 13/15 May 13/15 May 13/15

**NEXT MEETING: May 13, 2015**  
**10:30 – 11:30 a.m.**  
**Location: KN2213**



**University of Toronto Mississauga 2015-16 External Review  
Terms of Reference**

The *Terms of Reference* provide the framework of the review report. Reviewers are asked to comment explicitly upon the following:

1. The congruence between the Division's academic plan and the long range plans of the University and the University of Toronto Mississauga (UTM) campus, in particular, the commitment to excellence in teaching and research.
2. Progress towards UTM's academic priorities, including the capacity to meet opportunities and challenges ahead successfully.
3. The appropriateness of the approach to undergraduate and graduate education, including the Professional Graduate Programs Centre, and its enhancements to support students' academic experience.
4. The effectiveness of efforts to foster a strong culture of excellence and achievement in research and scholarly activity, including the effectiveness of support structures.
5. The effectiveness of UTM's internal organizational and financial structure in supporting the academic mission, including the appropriateness of resource allocation with respect to budget, faculty and staff complement, and infrastructure.
6. The scope and nature of relationships with other University of Toronto campuses and divisions.
7. The scope and nature of UTM's societal impact in terms of outreach to local, national, and international organizations and communities.

September 15, 2014