MINUTES OF MEETING #2 (2002-03) OF THE

BOARD OF TRUSTEES

HELD ON THURSDAY, NOVEMBER 28, 2002 AT 4:00 P.M.

IN THE BOARD ROOM, 13TH FLOOR, SCHMON TOWER

PRESENT:

Vice-Chair / Chair Elect	Dr. Norris Walker, Acting Chair
Vice-Chair	Dr. Andy Panko
Members	Dr. Sharon Abbey Ms. Beulah Alexander Mr. George Barkwell Mr. John Bird Mr. James Dertinger Mr. Willy Heidbuechel Mr. David Howes Ms. Karin Jahnke-Haslam Mr. Phil Haines Mr. Rudi Kroeker Professor John Lye Mr. Angelo Nitsopoulos Ms. Geeta Powell Mr. Tom Rankin Dr. Mary Frances Richardson Ms. Donna Scott, O.C. Ms. Wendy Staff Mr. Mark Steinman Dr. Patricia Teal
Ex-Officio:	President and Vice-Chancellor Dr. David W. Atkinson
Staff:	Vice-President, Academic and Provost Dr. Terry Boak Vice-President, Finance and Administration Mr. Steven Pillar Executive Director, External Relations Mr. Grant Dobson
Secretary to the Board Recording Secretary	Evelyn Janke Margaret Thompson
ALSO PRESENT:	Mr. Patrick Beard, Director, Institutional Planning and Analysis Mr. Mike Benson, President, Graduate Student Association Ms. Lynne Raybould, Acting Director, Finance Ms. Valerie Wolfe, Manager, Environment, Health and Safety
REGRETS:	Mr. Mark Baseggio, Mr. Tim Dool, Mr. David Edwards, Mr.

George Grant, Dr. Raymond Moriyama, Ms. Jagoda Pike, Mr. Duncan Small, Mr. Donald Triggs

ABSENT: Dr. Shirley Carr, Val Fleming, Mr. Harold Leece

Dr. Walker called the meeting to order. Dr. Atkinson, noting that the University was coming to the end of a remarkable planning process, welcomed representatives from Urban Strategies to the meeting.

1. UPDATE BY URBAN STRATEGIES ON CAMPUS MASTER PLAN
[The Brock University Campus Plan Draft dated November, 2002 had been previously distributed with the meeting package.]

Ms. Cyndi Rottenberg-Walker and Mr. Warren Price, Associates from Urban Strategies, Inc., provided an overview of the Campus Plan Draft and responded to questions. Dr. Atkinson encouraged Trustees to submit written feedback.

2. MINUTES OF THE PREVIOUS MEETING
[Minutes of Meeting #1 held on October 3, 2002 had been had been distributed with the meeting package.]

On a motion by Dr. Panko, seconded by Ms. Jahnke-Haslam and carried, it was

RESOLVED that the Minutes of Meeting #1 (2002-03) of the Board of Trustees held on October 3, 2002 be approved.

3. BUSINESS ARISING FROM THE MINUTES - None

4. REPORT OF THE EXECUTIVE COMMITTEE

a) Meeting held October 24, 2002
[Minutes of Meeting #3 of the 2002-03 Executive Committee held on October 24, 2002, including a Report and Supplemental Report re: Potential Lease of Space from Lupine Developments, dated October 22 and 23, 2002, had been distributed with the meeting package.]

Dr. Walker noted that, as set out in the minutes, the Executive Committee had considered the need for additional office and classroom space and the possibilities for leasing such space from Lupine Developments (Brock Plaza Corporation), across the road on Glenridge Avenue. The Executive had recommended that the University be authorized to enter into negotiations.
Dr. Atkinson provided an overview of the proposed seven-year lease.

On a motion by Mr. Bird, seconded by Mr. Barkwell and carried, it was

RESOLVED that the University be authorized to enter into negotiations for the potential lease of space from Lupine Developments subject to due diligence and terms and conditions that are satisfactory to the University.

b) Proposed Bylaw Amendments
[The Proposed Bylaw Amendments dated November 28, 2002 had been distributed with the meeting package. A further Notice of Motion for Proposed Bylaw Amendments had been circulated at the outset of the meeting.]

Dr. Walker noted that Notice had been duly given at the October 3, 2002 Board meeting that amendment to the General Bylaws would be presented today for approval.

On a motion by Mr. Barkwell, seconded by Mr. Heidbuechel and carried, it was

RESOLVED that various sections of the General Bylaws of the Board of Trustees of Brock University be amended as proposed to reflect resolutions passed by the Board subsequent to the last By-law amendments approved on June 28, 2001.

Dr. Walker referred members to the further Notice of Motion of Proposed Bylaw Amendments which would be presented for approval at the February Board Meeting.

5. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR
[The President's Report dated November 28, 2002 (including The President's Newsletter of November 13, 2002), and an Addendum to the President's Report dated November 21, 2002 including the Procedures for Appointment/Reappointment of Associate Deans had been distributed with the meeting package. An Environment, Health and Safety report dated November 28, 2002 had been circulated at the outset of the meeting.]

Dr. Atkinson reviewed several issues contained in his written Report and responded to questions.

The President noted that Ms. Wolfe was in attendance should anyone have questions regarding the Environment, Health and Safety report distributed at the outset of the meeting as part of his Report.

Referring to the Addendum to the President's Report, Dr. Atkinson reviewed the rationale for the creation of "Associate Deans" at Brock University as circulated for the meeting.

On a motion by Dr. Teal, seconded by Dr. Richardson and carried, it was

RESOLVED that the Procedures for Appointment/Reappointment of Associate Deans be approved as proposed.

[Ms. Wolfe retired from the meeting at 5:15 p.m.]

6. REPORTS OF STANDING COMMITTEES

6.1 Planning, Finance and Human Resources

[The minutes of Meeting #2 (2002-03) of the Planning, Finance and Human Resources Committee held on November 14, 2002 had been distributed with the meeting material.]

Mr. Heidbuechel presented the report of the Planning, Finance and Human Resources Committee.

a) Progress Report on the Implementation of the Ernst & Young Review of Ancillary Operations

[A Summary and Progress Report on Responses to the Ernst & Young Review of Ancillary Operations, dated 21Nov01 had been distributed in confidence to Trustees with the meeting package.]

Mr. Pillar provided a detailed review of the Progress Report which outlined the actions taken, to date, by the University in response to Ernst & Young's recommendations. These steps essentially were a beginning to work in progress as a result of the Ernst & Young review.

b) Responses to the External Review of Human Resources Recommendation

[The Responses to the External Review of Human Resources Recommendations had been distributed with the meeting package.]

Mr. Heidbuechel noted that as indicated on the Report, a full copy of the external review was available on line. In Mr. Leece's absence, Mr. Pillar reported that most of the recommendations had been implemented or were in the process of being implemented. He responded to questions and noted that financial and human resource constraints were factors where the recommendations had not been carried out.

c) Staff Policies on Conflicts of Interest and Ownership of Intellectual Property

[The Staff Policies on Conflicts of Interest and Ownership of Intellectual Property had been distributed with the meeting material.]

On a motion by Mr. Heidbuechel, seconded by Mr. Howes and carried, it was

RESOLVED that the Brock University Policy on Ownership of Intellectual Property Created by Staff Members, and the Brock University Policy on Conflicts of Interest for Staff, be approved as proposed.

d) University Insurance Coverage

Mr. Heidbuechel indicated that a consultant had been retained by the University to conduct a comprehensive audit of Brock's insurance coverage. A report was anticipated by the time of the Board meeting in February.

e) Request for Proposal for Audit Services
[The Request for Proposal for Audit Services had been distributed with the meeting material.]

Mr. Heidbuechel referred Trustees to the Request for Proposal for Audit Services which contained, in detail, the rationale for the request.

On a motion by Mr. Heidbuechel, seconded by Mr. Bird and carried (Mr. Barkwell abstaining), it was

RESOLVED that the Administration be authorized to request proposals from the major accounting firms to conduct the University's annual audit, commencing with the 2003-04 fiscal year, for a period of five years, subject to affirmation annually by the Board of Trustees.

f) Final 2002-03 Budget and Mid-Year Fiscal Forecast
[The Final Budget Estimates 2002-2003 and Fiscal Forecast October 31, 2002 had been distributed with the meeting material. A memorandum from the Chair, Brock University Senate dated November 25, 2002 had been circulated at the outset of the meeting.]

Mr. Heidbuechel remarked that the Final Budget Estimates were transparent, clear, comprehensive and explanatory. He read the memorandum from Professor Lye, Chair of Senate, conveying Senate's concurrence with the Final Budget Estimates 2002-2003.

Dr. Atkinson remarked on the changes in budget process over the years and noted that the University had come a long way in a short time. Mr. Pillar described additional changes in process, including that the budget would, in future, be presented at the start of the University's fiscal year. Additional adaptations would also be made to provide more detailed information.

On a motion by Mr. Heidbuechel, seconded by Mr. Barkwell and carried, it was

RESOLVED that the Final Budget Estimates for 2002-2003 be approved as presented.

Mr. Pillar reported that, with respect to the Fiscal Forecast October 31, 2002, the University was currently on track, with actual revenues and expenditures in line with budgeted expectations.

On a motion by Mr. Heidbuechel, seconded by Mr. Steinman and carried, it was

RESOLVED that the Report of the Planning, Finance and Human Resources Committee, as contained in the minutes of its meeting held on November 14, 2002, be accepted.

6.2 Development and Community Relations Committee
[Minutes of the meeting held on October 10, 2002 had been previously distributed with the meeting package.]

Dr. Panko presented the Report of the Development and Community Relations Committee noting there were no motions arising from the meeting.

On a motion by Dr. Panko, seconded by Ms. Scott and carried, it was

RESOLVED that the Report of the Development and Community Relations Committee, as contained in the minutes of its meeting held on October 10, 2002, be accepted.

6.3 Capital Projects and Facilities Committee
[Minutes of the meeting held on November 19, 2002 had been distributed with the meeting package.]

At the outset of Mr. Rankin's presentation of the Report of the Capital Projects and Facilities Committee, Mr. Haines, as Vice-President, Finance of the Brock University Students' Union, declared a conflict of interest. Mr. Rankin invited Mr. Haines to remain in the room.

Mr. Rankin noted that at its meeting on November 19, 2002, the Committee had received a presentation from the Brock University Students' Union regarding the interior renovations completed to date to the Alumni Student Centre and proposed plans for further changes, including to the building's exterior. He explained that the proposed exterior plans might infringe on the future potential site for The Bookstore. Dr. Atkinson provided additional background information on the proposed short-term resolution and responded to questions.

On a motion by Mr. Rankin, seconded by Mr. Kroecker and carried (Ms. Alexander and Mr. Haines abstaining), it was

RESOLVED pursuant to the Brock University Students' Union plans for renovations to the Alumni Student Centre, that the Capital Projects and Facilities Committee recommend for approval by the Board of Trustees that:

1. the University proceed with a Precinct Plan focusing on the location of the University Bookstore/Academic Building in relation to the Student Alumni Centre (deadline February 28, 2003);

2. the University encourage the Brock University Students' Union to proceed to the extent possible with internal renovations to the Alumni Student Centre and especially to the Food Court;

3. no renovations shall extend beyond the current building footprint without the approval of the University; and,

4. the University work with the Brock University Students' Union to ensure that renovations to the Alumni Student Centre are coordinated with University plans for capital expansion to ensure the best value for the investment of student funds.

On a motion by Mr. Rankin, seconded by Mr. Kroecker and carried, it was

RESOLVED that the Report of the Capital Projects and Facilities Committee, as contained in the minutes of its meeting held on November 19, 2002, be accepted.

7. OTHER BUSINESS

Dr. Atkinson remarked that sometimes in the life of a university, remarkable things happen. He informed Trustees of the following significant events:

- Dr. Eric Muller, Chair of the Department of Mathematics and Director of the Bachelor of Science/Bachelor of Education program at Brock, received national recognition as a recipient of the 2002 Michael Smith Awards selected by the Natural Sciences and Engineering Research Council of Canada.
- Brock University's Athletic Teams had an unprecedented year of success in the history of the University, winning the Men's Soccer, the Men's Rowing, Baseball and Men's Lacrosse Championships.

The following motions were moved, seconded and unanimously carried.

RESOLVED that congratulations be extended to Dr. Eric Muller as a recipient of the 2002 Michael Smith Award.

RESOLVED that congratulations be extended to

- Brock University's Men's Soccer team as the Canadian InterUniversity Sports 2002 National Champions.
- Brock University's Men's Rowing team as the 2002 National Champions.
- Brock University's Baseball team as the 2002 OUA Champions.
- Brock University's Men's Lacrosse team as the 2002 OUFLA Champions

In recognition and support of the accomplishments of Ms. Valerie Wolfe and the staff in the Office of Environment, Health and Safety, on a motion by Mr. Rankin, seconded by Professor Abbey and unanimously carried, it was

RESOLVED that the staff in the Office of Environment, Health and Safety be commended for their ongoing commitment to the prevention of illness and injury and to the promotion of healthy and safe conditions on campus.

8. ADJOURNMENT

The meeting adjourned at 6:20 p.m. and was followed by a pre-Christmas dinner in the Alumni Lounge.