(Circulated Prior to Approval)

MINUTES OF MEETING # 2 (2003-04) OF THE

BOARD OF TRUSTEES

HELD ON THURSDAY, DECEMBER 4, 2003 AT 4:00 P.M.

IN THE HARRIS-GODWIN GALLERY, RODMAN HALL ARTS CENTRE

PRESENT:	*Chair*	Dr. Norris Walker
	Vice-Chair	Mr. Willy Heidbuechel
	Vice-Chair	Mr. David Howes
	Members	Dr. Sharon Abbey
		Ms. Mitzi Banders
		Mr. Mike Benson
		Mr. Nick Brown
		Dr. Mohammed Dore
		Mr. David Edwards
		Val Fleming
		Mr. Thomas Gauld
		Mr. George Grant
		Ms. Karin Jahnke-Haslam
		Dr. Val Jaeger
		Mr. Rudi Kroeker
		Mr. Angelo Nitsopoulos
		Dr. Andy Panko
		Mr. Tom Rankin
		Dr. Mary Frances Richardson
		Ms. Eleanor Ross
		Ms. Donna Scott
		Ms. Wendy Staff
		Mr. Mark Steinman
		Dr. Patricia Teal
	Ex-Officio:	

President and Vice-Chancellor Dr. David W. Atkinson

Staff:
Vice President, Academic & Provost Dr. Terry Boak
Vice-President, Finance and Administration Mr. Steven Pillar
Executive Director, External Relations Mr. Grant Dobson
Executive Director, Human Resources Ms. Pauline McCormack

Secretary to the Board Evelyn Janke
Recording Secretary Margaret Thompson

ALSO PRESENT: Ms. Joanne McKee, Executive Director, Finance/Controller
Mr. Scott Walker, Manager, Projects

REGRETS: Ms. Beulah Alexander, Mr. Jim Dertinger, Mr. Brandon Larry, Dr. Raymond Moriyama, Ms. Jagoda Pike, Ms. Geeta Powell, Mr. Duncan Small

Dr. Walker welcomed members to the second meeting of the 2003-04 year and to Rodman Hall. He introduced Dr. Mohammed Dore, new Board member, and welcomed returning Board member, Dr. Val Jaeger, who had previously served on the Board from 1996 to 2002.

1. MINUTES OF THE PREVIOUS MEETING

[Minutes of Meeting #1 held on September 25, 2003 had been distributed with the meeting package.]

On a motion by Dr. Panko, seconded by Val Fleming and carried, it was

RESOLVED that the Minutes of Meeting #1 (2003-04) of the Board of Trustees held on September 25, 2003 be approved.

2. BUSINESS ARISING FROM THE MINUTES - None

3. REPORT OF THE EXECUTIVE COMMITTEE

[Minutes of Meeting #2 of the 2003-04 Executive Committee held on October 23, 2003 had been distributed with the meeting package.]

Dr. Walker noted that there were no motions arising from the October 23, 2003 meeting of the Executive Committee. He reported that the Executive had ratified the tentative agreement reached with CUPE 1295 and had authorized administration to begin preliminary planning for expansion to both MacKenzie Chown and TARO Hall.

4. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR

[The *President's Report* dated December 4, 2003 had been distributed with the meeting package together with a Report from the Council of Ontario Universities and a position description of Chief Information Officer developed by Landmark Consulting Group Inc. An *Environment, Health and Safety Update* dated September 25, 2003 was circulated at the outset of the meeting.]

Dr. Atkinson welcomed members to Rodman Hall which the University had acquired since the last

Board meeting. He encouraged Trustees to attend the upcoming celebration on December 9th to formally recognize the new relationship between Brock University and Rodman Hall.

The President reviewed several issues contained in his written Report. Dr. Atkinson thanked Board members for their hard work and contributions during this extraordinary year and wished everyone a good holiday season.

5. REPORTS OF STANDING COMMITTEES

5.1 Planning, Finance and Human Resources Committee

[Minutes of Meeting #2 of the 2003-04 Planning, Finance and Human Resources Committee held on November 20, 2003 had been distributed with the meeting materials.]

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

a) ***Insurance Review Update***

[A Report to the Planning, Finance and Human Resources Committee, *Topic: Insurance Review Update*, together with a *3 Year Breakdown of Premiums* report had been distributed with the meeting materials.]

Mr. Heidbuechel referred Trustees to the *Insurance Review Update* and the *3 Year Breakdown of Premiums* regarding Brock's insurance program. He recognized Ms. Valerie Wolfe for the work she had done on the comprehensive report.

b) ***Actual Revenue and Expenditure Report to October 31, 2003***

[The *Actual Revenue and Expenditure Report to October 31, 2003*, dated November 10, 2003 had been distributed with the meeting material.]

Mr. Heidbuechel presented the *Actual Revenue and Expenditure Report to October 31, 2003* and provided a brief overview. **In response to a question, Ms. McKee said that the University's accounting was not on an accrual basis and that a Balance Sheet was most relevant at year end. Consideration could be given to whether it would be advantageous to provide the Balance Sheet throughout the year.**

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

RESOLVED that the Actual Revenue and Expenditure Report as of October 31, 2003 be received.

c) ***Final Budget Estimates***

[The *Final Budget Estimates 2003-2004* dated December 4, 2003 had been distributed with the meeting materials.]

Dr. Atkinson referred Trustees to the *Final Budget Estimates 2003-2004*. He noted that the introduction of a comprehensive and much more transparent budget process had gone exceedingly well. He recognized the enormous work of the budget developers, department heads, Deans, Vice-Presidents, and the Finance Department.

The President expanded on the details contained in the *Foreward* to the *Final Budget Estimates 2003-04*. Mr. Pillar highlighted several changes that had been made following the distribution of the Preliminary Budget in June, 2003. During discussion, Dr. Atkinson and Mr. Pillar responded to questions.

On a motion by Mr. Heidbuechel, seconded by Ms. Jahnke-Haslam and carried, it was

RESOLVED that the Final Budget Estimates 2003-2004 be approved.

Mr. Heidbuechel indicated that a motion was required to move ***in camera*** to discuss a) the outcome of the tender for audit services, and b) the lease arrangement of the former Captain John DeCew School. Ms. McKee and Mr. Walker remained for the discussion.

On a motion by Mr. Panko, seconded by Dr. Jaeger and carried, the Board moved ***in camera*** at 5:00 p.m.

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The Board resumed **open session** at 5:20 p.m.

[During the ***in camera*** session, Ms. McKee outlined the tender and selection process utilized by the Audit Selection Committee prior to presenting its report to the Planning, Finance and Human Resources Committee on November 20, 2003. On the unanimous recommendation of the Planning, Finance and Human Resources Committee, the Board **passed a resolution appointing the firm of KPMG as Brock University's auditors commencing with the 2003-04 fiscal year, for a period of five years, subject to affirmation annually by the Board of Trustees.**

Also while ***in camera,*** the President and Mr. Pillar reported that negotiations for a new lease agreement of Captain John DeCew School were on-going. They reviewed details of the anticipated revenue stream from the lease relative to the financing of the addition to the MacKenzie Chown Complex.]

On a motion by Mr. Heidbuechel, seconded by Mr. Edwards 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 20, 2003, be accepted.

5.2 <u>Capital Projects and Facilities Committee</u>

[Minutes of Meeting #2 of the 2003-04 Capital Projects and Facilities Committee held on December 1, 2003 had been sent by facsimile the preceding day.]

Mr. Rankin presented the Report of the Capital Projects and Facilities Committee. As set out in the minutes, the Committee had reviewed two proposed construction projects.

a) ***MacKenzie Chown Complex Addition***
[A Report to the Capital Projects and Facilities Committee *Topic: MacKenzie Chown Complex Addition* along with a *Request for Proposal for Architectural Consultant Services* and a *Request for Proposal for Construction Management Services* had been distributed with the meeting material.]

Mr. Rankin provided a brief overview of the proposed addition to the MacKenzie Chown Complex. Dr. Atkinson remarked that, even with this addition, some temporary measures would be required between July 1, 2004 when new faculty and additional graduate students would be arriving and the completion of the addition, essentially in January, 2005. Mr. Scott Walker highlighted elements of the project as outlined in the Report.

Dr. Walker noted that the MacKenzie Chown Complex had originally been designed by Moriyama and Teshima Architects and that Dr. Moriyama was now on the Committee to select an architect to provide professional services for the addition. Mr. Scott Walker commented that the area in question was part of the Campus Master Plan and that Dr. Moriyama was in agreement.

A brief discussion was held regarding the Escarpment location of the Captain John DeCew School and its current and potential future use. The President pointed out that there was an element of exposure on the revenue from the lease of DeCew should the current tenant exercise its option to vacate after two years. In this case, other leasing options would need to be pursued.

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

RESOLVED that the MacKenzie Chown Complex addition be approved.

b) ***Taro Hall Expansion***
[A Report to the Capital Projects and Facilities Committee *Topic: Taro Hall Expansion Project - Work Plan* had been distributed with the meeting material.]

Mr. Rankin referred Trustees to the *Taro Hall Expansion Project - Work Plan*. Dr. Atkinson reviewed the Financial Plan for the project contained in the Report. He expanded on the Superbuild II funding, yet to be received from the government, and the anticipated revenue from the Faculty of Business.

Mr. Walker provided a detailed overview of the Work Plan. During discussion, Mr. Pillar and Dr. Atkinson responded to questions regarding the financing of the project and possible alternative financing methods that might be considered in future.

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

RESOLVED that the Work Plan for the Taro Hall Expansion Plan be approved.

On a motion by Mr. Rankin, seconded by Ms. Jahnke-Haslam 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 December 1, 2003 be accepted.

6. OTHER BUSINESS

- Dr. Atkinson announced that contributions to the Good, Better, Brock! Campaign had recently reached $29.62 million.

- To commemorate the Board's inaugural meeting at Rodman Hall, the President indicated that arrangements had been made for a group photo following the meeting.

7. ADJOURNMENT

The meeting adjourned at 6:00 p.m. and was followed by a pre-holiday reception and dinner in The Red Floor Gallery.