MINUTES OF MEETING #3 (2003-04) OF THE

BOARD OF TRUSTEES

HELD ON THURSDAY, FEBRUARY 26, 2004 AT 4:00 P.M.

IN THE BOARD ROOM, 13TH FLOOR, SCHMON TOWER

PRESENT:	*Chair*	Dr. Norris Walker
	Vice-Chair	Mr. Willy Heidbuechel
	Members	Dr. Sharon Abbey Ms. Beulah Alexander Ms. Mitzi Banders Mr. Mike Benson Mr. Nick Brown Dr. Mohammed Dore Mr. Thomas Gauld Mr. George Grant Dr. Val Jaeger Ms. Karin Jahnke-Haslam Mr. Angelo Nitsopoulos Dr. Andy Panko Ms. Geeta Powell Mr. Tom Rankin 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: Mr. Patrick Beard, Director, Institutional Planning and Analysis
Mr. Jamie Fleming, Director, Residences
Mr. Brandon Larry, BUSU President
Ms. Joanne McKee, Executive Director, Finance/Controller
Mr. Calum McNeil, Brock Press
Ms. Lesa Myciak, Internal Auditor
Dr. Juan Xu, Research and Planning Analyst

REGRETS: Mr. Jim Dertinger, Mr. David Edwards, Mr. David Howes, Val Fleming, Mr. Rudi Kroeker, Dr. Raymond Moriyama, Ms. Jagoda Pike, Mr. Duncan Small, Dr. Mary Frances Richardson, Mrs. Eleanor Ross

Dr. Walker welcomed members and called the meeting to order.

1. MINUTES OF THE PREVIOUS MEETING

[Minutes of Meeting #2 held on December 4, 2003 had been distributed with the meeting package.]

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

RESOLVED that the Minutes of Meeting #2 (2003-04) of the Board of Trustees held on December 4, 2003 be approved.

2. BUSINESS ARISING FROM THE MINUTES - None

3. REPORT OF THE EXECUTIVE COMMITTEE

[The following materials had been distributed with the meeting package:

- Minutes of Meeting #3 of the 2003-04 Executive Committee held on January 22, 2004 together with a Report to the Executive Committee dated January 16, 2004, TOPIC: *Investment Committee/Policies*. A report titled *Lowenberger Residence Cost Analysis* had been included, in confidence, to Trustees.
- Minutes of Joint Meeting of the Executive Committee (#4, 2003-04) and the Capital Projects and Facilities Committee (#3, 2003-04)
- Minutes of Meeting #5 (2003-04) of the Executive Committee held on February 19, 2004]

Dr. Walker reported that at its January 22, 2004 meeting, the Executive had reviewed a proposal regarding the establishment of an Investment Committee.

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

RESOLVED that an Investment Committee be established as a subcommittee of the

Planning, Finance and Human Resources Committee and that the membership and priorities be approved as recommended by the Executive Committee and set out in the minutes of its meeting held on January 22, 2004.

Dr. Walker indicated that a motion was required to move ***in camera*** to receive a report regarding the Lowenberger Residence. Non-Trustees retired from the meeting.

On a motion by Dr. Panko, seconded by Dr. Jaeger and carried, the Board moved ***in camera*** at 4:15 p.m.

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The Board resumed **open** session at 4:50 p.m. and non-Trustees rejoined the meeting.

[During the ***in camera*** session, Dr. Atkinson reported on the current status of the Arnie Lowenberger residence and associated costs. Copies of the motion passed at the February 19th meeting of the Executive Committee were circulated for information and then returned. Dr. Atkinson reviewed the background rationale of the motion which directed Administration as to next steps. During discussion, the President responded to questions.]

4. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR

[The *President=s Report* dated February 26, 2004 had been distributed with the meeting package together with an *Environment, Health and Safety Update* dated February 26, 2004.]

Dr. Atkinson provided a brief overview of his written Report and responded to questions.

The President extended congratulations to Mr. Brandon Larry on his success on becoming the first Brock University Student=s Union President to be re-elected for a second term and to Mr. Nick Brown, student Trustee, who had been elected as BUSU=s Vice-President, University Affairs. In addition, Dr. Atkinson introduced and welcomed the new Research and Planning Analyst, Dr. Juan Xu.

5. REPORTS OF STANDING COMMITTEES

5.1 Planning, Finance and Human Resources Committee

[The minutes of Meeting # 3 of the 2003-04 Planning, Finance and Human Resources Committee held on February 19, 2004 had been distributed with related materials as indicated below.]

a) *Tuition and Miscellaneous Administrative Fees for 2004/05*

[The *Tuition and Miscellaneous Administrative Fees for 2004/05* dated February 10, 2004 had been distributed with the meeting material.]

Mr. Heidbuechel referred members to the *Tuition and Miscellaneous Administrative Fees for 2004/05*. Mr. Pillar provided an overview of the proposed fee increases and responded to questions.

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

RESOLVED that the Tuition and Miscellaneous Administrative Fees for 2004/05 be

approved, subject to increases as permitted by the Government.

(Dr. Panko abstained due to a conflict of interest)

b) *Residence Fees for 2004/05*
[The *Residence Fees for 2004/05* dated February 13, 2004 had been distributed with the meeting material.]

Mr. Pillar reviewed the proposed Residence Fees for 2004/05. During discussion, Mr. Fleming and Mr. Pillar responded to questions.

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

RESOLVED that the residence fees for 2004-05 be approved as proposed.

c) *Residence Meal Plan Fees for 2004/05*
[The *Residence Meal Plan Fees for 2004/05* dated February 19, 2004 had been distributed with the meeting materials.]

Mr. Heidbuechel referred members to the *Residence Meal Plan Fees for 2004/05*. Mr. Brown commented that students continued to voice concerns regarding the high cost of meal plans relative to the quality and variety offered.

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

RESOLVED that the residence meal plan fees for 2004-05 be approved.

(1 abstention)

d) *Banking Resolutions/Rodman Hall Investments*
[The *Banking Resolutions/Rodman Hall Investments* dated February 10, 2004 had been distributed with the meeting material.]

Mr. Heidbuechel provided a brief overview of the *Banking Resolutions/Rodman Hall Investments*.

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

RESOLVED that the BMO/Nesbitt Burns Banking Resolutions for Brock University Rodman Hall Arts Centre be approved as proposed:

THAT:

1. The Corporation or Unincorporated Association establish or maintain one or more accounts (individually or collectively, the AAccount@) with BMO Nesbitt Burns Inc. / BMO Nesbitt Burns Ltée/Ltd. (ABMO Nesbitt Burns@) for the purchase or sale of, or otherwise dealing in, (collectively, ATransactions@):

Securities (including without limitation shares, bonds, debentures, notes,

warrants and rights);

2. Any two of the following officers of the Corporation or Association (the AAuthorized Officers@):

David Atkinson, President
Steven Pillar, Vice-President, Finance and Administration
Joanne McKee, Executive Director of Finance/Controller

be and are hereby:

(a) authorized to establish and maintain the Account and to give orders or trading instructions to BMO Nesbitt Burns, whether in writing or not, in respect of Transactions in Securities for the Account on behalf of and in the name of the Corporation or Association;
(b) to execute and deliver for, on behalf of and in the name of the Corporation or Association any and all agreements, instruments or other documents required by BMO Nesbitt Burns for the establishment or maintenance of the Account, and for the execution by BMO Nesbitt Burns of Transactions in Securities for the Account; and
(c) to withdraw for, on behalf of and in the name of the Corporation or Association from the Account any cash or Securities.

3. The Secretary of the Corporation or Association be and is hereby authorized and directed to certify and deliver to BMO Nesbitt Burns:

(a) a copy of this resolution; and
(b) specimen signatures of the Authorized Officers.

4. Until such time as BMO Nesbitt Burns receives notice that this resolution has been rescinded or amended, BMO Nesbitt Burns may rely upon the continuing effectiveness of this resolution and is entitled to act and rely upon the orders, trading instructions and any other actions of the Authorized Officers without any further investigation by BMO Nesbitt Burns into the propriety of such orders, trading instructions or actions.

e) *Finance and Administrative Policies* dated February 12, 2004
[A Report titled *Finance and Administrative Policies* dated February 12, 2004, together with the following had been distributed with the meeting material: *Signing Authority Policy*, *Purchasing Policy*, *Quotation, Tender & Award Policy*, *Surplus Asset Redeployment/Disposal Policy*, *Travel & Related Expense Policy*, *Petty Cash Policy*]

Mr. Heidbuechel referred members to the *Finance and Administrative Policies*, noting that many of the Policies formalized procedures already in place at the University. During discussion, Mr. Pillar and Ms. McKee responded to questions. Mr. Pillar recognized Ms. McKee and Ms. Myciak for their work in developing the Policies.

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

RESOLVED that the Signing Authority Policy, Purchasing Policy, Quotation, Tender & Award Policy, Surplus Asset Redeployment/Disposal Policy, Travel & Related Policy and Petty Cash Policy be approved as circulated.

f) *Signing Authority Resolutions*
[The *Signing Authority Resolutions* dated February 11, 2004 had been distributed with the meeting material.]

Dr. Atkinson noted an amendment to page 5 of the *Signing Authority Resolutions*. With respect to Signing Resolution #8 - International Affairs, section 1, the President indicated that A/Head of Administrative Unit@ be added following the required signature of ADean of Faculty@.

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

RESOLVED that the Signing Authority Resolutions be approved as circulated and amended.

g) *Interruption of Normal Operations Policy*
[The *Interruption of Normal Operations Policy* dated February 10, 2004 had been distributed with the meeting material.]

Mr. Pillar noted that, in addition to inclement weather, the *Interruption of Normal Operations Policy* included other potential interruptions, such as a power failure. During discussion, Mr. Pillar responded to questions. He indicated that a University emergency response program and emergency evacuation plan were currently being developed.

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

RESOLVED that the Interruption of Normal Operations Policy be approved as proposed.

h) *Actual Revenue and Expenditure Report as of January 31, 2004 & 2003/04 Budget Forecast*
[The *Actual Revenue and Expenditure Report @ January 31, 2004 & 2003/04 Budget Forecast* dated February 13, 2004 together with an Addendum dated February 19, 2004 had been distributed with the meeting material. The *Brock University Revenue & Expenditure Projections Budget 2004/05 Best Estimates @January 19, 2004* was circulated during the meeting.]

Ms. McKee reviewed the *Actual Revenue and Expenditure Report @ January 31, 2004 & 2003/04 Budget Forecast* and the *Brock University Revenue & Expenditure Projections Budget 2004/05 Best Estimates @ January 19, 2004*.

Following discussion, and on a motion by Mr. Heidbuechel, seconded by Mr. Steinman and carried, it was

RESOLVED that the Actual Revenue and Expenditure Report as of January 31, 2004 and the 2003-04 Budget Forecast be received.

i) *Budget Development Update - Process Timelines and Guidelines*
[The *Budget Development Update - Process Timelines and Guidelines* dated February 12, 2004 together with a copy of the *President=s Newsletter* dated January 30, 2004 had been distributed with the meeting material.]

Mr. Heidbuechel noted that the *Budget Development Update - Process Timelines and Guidelines* had been distributed for information. Dr. Atkinson reviewed the four steps being taken by the University, as outlined in his *Newsletter*, with respect to planning and the uncertainty of funding for 2004-05.

j) *Long Term Debt Review*
[The *Long Term Debt Review* dated February 10, 2004 had been distributed with the meeting material.]

Mr. Heidbuechel noted that the *Long Term Debt Review* had been distributed for information.

k) *Update on Major Contracts*
[The Update on Major Contracts dated February 10, 2004 had been distributed with the meeting material.]

Mr. Heidbuechel noted that the *Update on Major Contracts* had been distributed for information.

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

RESOLVED that the Report of the Planning, Finance and Humans Resources Committee as contained in the minutes of its meeting held on February 19, 2004 be accepted.

5.2 Capital Projects and Facilities Committee
[Minutes of Meeting #4 of the 2003-04 Capital Projects and Facilities Committee held on February 10, 2004, together with the *Project Status Update - Taro Hall Expansion Project (Bookstore and Academic Space)* dated February 9, 2004 had been distributed with the meeting package. The *Project Status Update - MacKenzie Chown Addition* dated February 9, 2004 was circulated at the outset of the meeting.]

Mr. Rankin noted that the meeting of the Capital Projects and Facilities Committee had been held directly following a Joint Meeting with the Executive Committee. During its meeting, the Committee received updates on the Taro Hall Expansion Project and the MacKenzie Chown Addition. Dr. Atkinson noted that the design plans for the MacKenzie Chown addition had recently been further modified to ensure that the project remained within budget.

On a motion by Mr. Rankin, seconded by Mr. Kroeker 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 February 10, 2004 be accepted.

5.3 Development and Community Relations Committee
[Minutes of Meeting #2 of the 2003-04 Development and Community Relations Committee

meeting held on January 15, 2004 had been distributed with the meeting package.]

Dr. Panko presented the Report of the Development and Community Relations Committee. He noted that the Committee had received and reviewed a confidential report on the Good, Better, Brock! Campaign which included a draft proposal regarding the development of a Brock University Advancement Cabinet. Mr. Dobson provided a brief overview of the proposal which had yet to be finalized.

On a motion by Dr. Panko, seconded by Mr. Heidbuechel 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 September 11, 2003 be accepted.

6. OTHER BUSINESS

$ In response to a question, Dr. Atkinson indicated that the potential to receive matched funding from the second phase of the Ontario Student Opportunity Trust Fund (OSOTF) program remained uncertain. Mr. Dobson noted that the University had plans in place and would be ready to move ahead should the funding materialize.

$ Ms. Scott referred members to the compendium of media coverage for the Brock University community which had been circulated at the outset of the meeting. On behalf of the Board of Trustees, Ms. Scott commended Mr. Dobson and staff of the Office of External Relations for their endeavours.

$ Dr. Atkinson noted that plans were underway for a special celebration on October 16, 2004 to commemorate Brock=s 40th anniversary. Details would be forthcoming.

7. ADJOURNMENT

The meeting adjourned at 6:40 p.m. and was followed by dinner in Alumni Lounge.