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*** 40th ANNUAL ***

MINUTES OF MEETING #5 (2003-04) OF THE

BOARD OF TRUSTEES

HELD ON THURSDAY, JUNE 24, 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 Dr. Mohammed Dore Mr. David Edwards Val Fleming Dr. Val Jaeger Ms. Karin Jahnke-Haslam Mr. Rudi Kroeker Mr. Angelo Nitsopoulos Dr. Andy Panko Ms. Jagoda Pike Mr. Tom Rankin Dr. Mary Frances Richardson Ms. Eleanor Ross Ms. Donna Scott Ms. Wendy Staff Mr. Mark Steinman Dr. Patricia Teal
	Ex-Officio:	
	Chancellor	Dr. Raymond Moriyama
	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. Tom Arkell, Director, Community Services
Mr. Patrick Beard, Director, Institutional Planning and Analysis
Mr. Mike Farrell, Director, Communications
Mr. Steven Latinovich, elected 2004-05 Student Trustee
Ms. Joanne McKee, Executive Director, Finance/Controller
Mr. Michael Sidenberg, elected 2004-05 Student Trustee
Ms. Valerie Wolfe, Manager, Environment, Health and Safety

REGRETS: Mr. Nick Brown, Mr. Jim Dertinger, Mr. Thomas Gauld, Mr. George Grant, Mr. David Howes, Ms. Geeta Powell, Mr. Duncan Small

Dr. Walker welcomed members and called the meeting to order. He introduced the elected Student Trustees for 2004-05, Mr. Steven Latinovich and Mr. Michael Sidenberg. Dr. Walker proposed a slight change to the order of the Agenda items, specifically that the Report of the Nominating Committee be presented following the President=s Report, so that Mr. Edwards could leave on time to attend his daughter=s high school graduation.

1. MINUTES OF THE PREVIOUS MEETING

[Minutes of Meeting #4 held on April 29, 2004 had been distributed with the meeting package.]

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

RESOLVED that the Minutes of Meeting #4 (2003-04) of the Board of Trustees held on April 29, 2004 be approved.

2. BUSINESS ARISING FROM THE MINUTES - None

3. REPORT OF THE CHAIR OF THE BOARD - None

4. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR

[The *President=s Report* dated June 24, 2004 had been distributed with the meeting package together with a report regarding new academic programs for 2004-05 approved by Senate and the résumé of Mr. Ronald Dubien.]

Dr. Atkinson reported on several recent developments, including the appointment of Mr. Gordon Hatt as Director/Curator of Rodman Hall effective August 3, 2004. He also announced that due consultation had been held with the Board Chair and Vice-Chairs, the Chair of Senate, and senior administrators with regard to replacing the University Secretary. It had been determined that Mr. Mike Farrell, currently Director of Communications, would be assuming the position upon Evelyn Janke=s retirement and would be working with her as the summer progressed to effect a transition. A public announcement had been deferred pending a report to

the Board. Dr. Atkinson noted that the Secretary to the University was a University position; however, the Secretary to the Board was appointed by the Board of Trustees. The appointment as Secretary to the Board would be effected in the fall.

The President summarized Mr. Farrell=s background and reported that, as University Secretary, he would be taking on additional responsibilities as Brock=s Privacy Commissioner and, given his communication skills and background, an increasing role in the University=s communications.

Dr. Atkinson referred Trustees to his written Report. With respect to admissions, the President elaborated on overall system targets and anticipated attrition in enrolments as other universities competed to meet their own enrolment targets.

The President reported that COU Executive Heads had recently held an inaugural meeting with Mr. Bob Rae in regards to Mr. Rae=s Task Force on post-secondary funding. The President expanded on several issues that had been discussed during the meeting.

Dr. Atkinson referred Trustees to the *Academic Programs approved by Senate* attached to his Report.

On a motion by Mr. Steinman, seconded by Ms. Jahnke-Haslam, it was

RESOLVED that the Board of Trustees concurs with the establishment of the new Academic Programs approved by Senate during the 2003-04 academic year and certifies that the Programs can be financed by institutional resources.

With respect to the search for a Chief Information Officer, the President was pleased to announce that Mr. Ronald Dubien had been selected to fill the position. He noted that as the position was considered to be the level of a Vice-President, the appointment required the approval of the Board of Trustees.

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

RESOLVED that Mr. Ronald Dubien be appointed as Chief Information Officer, effective September 1, 2004.

In closing, Dr. Atkinson expressed his personal thanks to the Trustees who were retiring or who had resigned from the Board. He noted that further recognition would be made at the dinner following the meeting. The President especially acknowledged Dr. Panko who was leaving the Board after ten years of service.

On a motion by Dr. Atkinson, seconded by Mr. Edwards and carried, it was

RESOLVED that thanks be extended to those members leaving the Board, Sharon Abbey, Beulah Alexander, Mike Benson, Jim Dertinger, George Grant, Andy Panko, and Duncan Small, for their commitment, support and dedication to Brock University.

5. REPORT OF THE NOMINATING COMMITTEE

[Copies of a Report of the Nominating Committee to the Board of Trustees dated June 24, 2004 had been distributed with the meeting package.]

Mr. Edwards presented the Report of the Nominating Committee.

On a motion by Mr. Edwards, seconded by Ms. Staff and carried, it was

RESOLVED that the following be elected or re-elected, as indicated, as lay members of the Board of Trustees for terms as specified:

For re-election: **David Edwards**
Willy Heidbuechel
Rudi Kroeker
Mark Steinman
Norris Walker
for three-year terms ending June 30, 2007

For election: **Peter Partridge**
Bruce Wormald
for three-year terms ending June 30, 2007

that the names of the faculty, staff and student Trustees, elected to the Board by their respective constituencies, be received as outlined in the Nominating Committee Report.

In response to Professor Abbey's question, Mr. Edwards said that consideration had been given to the imbalance in the number of men/women on the Board and that, in filling the two remaining positions in the fall, efforts would be made to increase the number of women.

Mr. Edwards noted that in 2003, Dr. Norris Walker had been elected as Chair of the Board for a three-year term ending June 30, 2006.

On a motion by Mr. Edwards, seconded by Dr. Panko and carried, it was

RESOLVED that Mr. David Howes and Mr. Willy Heidbuechel be elected as Vice-Chairs for one-year terms ending June 30, 2005.

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

RESOLVED that Mr. David Howes and Ms. Wendy Staff be elected as Board representatives to the University Senate.

Mr. Edwards noted that, as prescribed by the Bylaws, the membership of the 2004-05 Executive Committee would comprise the following:

Dr. Norris Walker, Chair
Dr. David Atkinson
Dr. Raymond Moriyama
Mr. Dave Edwards
Mr. David Howes
Mr. Willy Heidbuechel
Chair, Planning, Finance and Human Resources Committee
Chair, Development and Community Relations Committee
Chair, Capital Projects and Facilities Committee
Professor Mary Frances Richardson
Ms. Geeta Powell
Mr. Nick Brown

6. REPORT OF THE EXECUTIVE COMMITTEE

[Minutes of Meeting #6 held on June 10, 2004 had been distributed for the meeting.]

Dr. Walker reported that at its June 10, 2004 meeting, the Executive, on recommendations from the Planning, Finance and Human Resources Committee and on behalf of the Board of Trustees had approved a) the mandate for negotiations with CUPE 4207, b) 2004-05 salary increases for the Administrative, Professional, and Exempt Staff, and c) amendments to the Pension Committee composition.

At the request of the Chair, Ms. McCormack reported that negotiations were proceeding well. With respect to the amendments to the Pension Committee composition, Ms. McCormack noted that the changes had been made to better reflect current practices.

Dr. Walker noted that a Notice of Motion had been circulated at the outset of the meeting to amend the Bylaws to reflect the changed Pension Committee composition. The motion would be presented at the first Board meeting in the fall.

7. REPORTS OF STANDING COMMITTEES

7.1 Planning, Finance and Human Resources Committee

[The minutes of Meeting #5 of the 2003-04 Planning, Finance and Human Resources Committee held on May 20, 2004 and minutes of Meeting #6 held on June 10, 2004 had been distributed for the meeting.]

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

a) *Extraordinary CURIE Premium Assessment*

[A Report to the Committee, *Topic: Extraordinary CURIE Premium Assessment* dated June 3, 2004 had been distributed with the meeting materials.]

Mr. Heidbuechel briefly reviewed the Report that had been distributed for the information of Trustees.

b) *Year End 2003-04 Fiscal Position*

[A Report to the Committee titled *Year End 2003-04 Fiscal Position* dated April 15, 2004, together with the *Unaudited Actual Revenue and Expenditure Report for the Year Ended April 30,*

2004 had been distributed with the meeting materials.]

Mr. Heidbuechel reported that the Committee had reviewed the *Year End 2003-04 Fiscal Position.* He was pleased to note that the bottom line was a healthy surplus which would be allocated to paying off the accumulated deficit and would provide a small reserve for the budget pressures in the coming year and beyond.

At this time, Mr. Heidbuechel requested Mr. Pillar and Ms. McKee to present their PowerPoint presentation on the *Final Budget Estimates 2004-2005.* During a detailed review of the budget process and revenues and expenditures, Mr. Pillar and Ms. McKee responded to questions. Mr. Pillar noted that the *Draft Final Budget Estimates 2004-2005* had been presented to the University Senate, which had passed a motion deeming that the Draft Final Estimates for 2004-05 were consistent with the academic plan of the University.

c) *Recreation Services Fees for 2004-05*
[A Report to the Committee, *Topic: Recreation Services Fees for 2004-05* dated June 2, 2004 had been distributed with the meeting material.]

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

RESOLVED that the Recreation Services fees for 2004-05 be accepted as proposed.

d) *Proposed Parking Rate Increase for 2004-05*
[A Report to the Committee, *Topic: Proposed Parking Rate Increase for 2004/05* dated May 16, 2004, including a Parking Services information brochure, had been distributed with the meeting materials.]

During discussion of the report *Proposed Parking Rate Increase* for 2004/05, it was noted that the location of the University on the map of the attached information brochure was not accurate. Mr. Arkell indicated that the brochure would be corrected.

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

RESOLVED that the increase in parking rates by an average of 4% for 2004-05 be approved a proposed.

e) *Amendments to Pension Committee Composition*
[A Report to the Committee, *Topic: Amendments to Pension Committee Composition* dated June 10, 2004 had been distributed with the meeting materials.]

Mr. Heidbuechel noted that the amendments to Pension Committee Composition had been dealt with under Agenda item 6) Report of the Executive Committee.

f) *Final Budget Estimates 2004-2005*
[The *Final Budget Estimates 2004-05* dated June 24, 2004 had been distributed with the meeting material.]

The *Final Budget Estimates 2004-05* had been presented and reviewed under Agenda item 7.1 (b).

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

RESOLVED that the Final Budget Estimates 2004-05 be approved.

Mr. Heidbuechel thanked the entire University community for its cooperation and support and for embracing the new budgetary process.

g) Revised University Mission Statement
[A memo from Dr. Atkinson dated June 4, 2004 re: *Approval of University Mission Statement* had been distributed with the meeting materials.]

Mr. Heidbuechel referred Trustees to the memo from Dr. Atkinson regarding a revised University Mission Statement.

Dr. Atkinson noted that the process of revising the Mission Statement had been challenging. It had been an exhausting and exhaustive process for the Long Range Planning Committee and extraordinary consultations had been held with the University community. The President noted that the revised Mission Statement had recently been unanimously endorsed by the University Senate.

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

RESOLVED that the following revised University Mission Statement be approved:

ABrock University flourishes through the scholarly, creative, and professional achievements of its students, faculty and staff. Offering a range of undergraduate and graduate programs, Brock fosters teaching and research of the highest quality. As a diverse and inclusive community, we contribute positively to Canada and beyond through our imagination, innovation and commitment.@

The President said that the Long Range Planning Committee had been considering whether to discontinue using the Brock cameo logo. The Committee had recommended the preceding day that the cameo be dropped. However, there would be again a broad and exhaustive process of consultation with a view to dropping the cameo.

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

RESOLVED that the Report of the Planning, Finance and Human Resources Committee as contained in the minutes of its meetings held on May 20, 2004 and June 10, 2004 be accepted.

7.2 Development and Community Relations Committee
[The minutes of Meeting #3 held on June 15, 2004 had been distributed with the meeting package together with a *Media Monitoring Report* and the following policies: *Donor Relations Policy, Naming Policy, Donation Policy, Media Relations Policy*.]

Dr. Panko drew the Board=s attention to the Agenda heading A**40th Annual**@ meeting. He asked Trustees to mark the date of October 16th in their calendars and encouraged Trustees to attend the

40th Anniversary Gala at the Table Rock Restaurant in Niagara Falls on that day. Dr. Atkinson thanked Val Fleming for her donation which would purchase tickets for three tables at the Gala Dinner specifically reserved for Brock students. Trustees applauded.

Dr. Panko then presented the report of the Development and Community Relations Committee.

At the request of Dr. Panko, Mr. Dobson provided a brief review of the *Donor Relations Policy, Naming Policy, Donation Policy* and *Media Relations Policy*.

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

RESOLVED that the Donor Relations Policy #5.02, the Naming Policy #5.03, the Donation Policy #5.04 and the Media Relations Policy #5.05 be approved.

On a motion by Dr. Panko, seconded by Dr. Richardson 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 June 15, 2004 be accepted.

8. ADMINISTRATIVE ITEMS

Dr. Walker noted that typically at the Annual Meeting, the Board appoints the Auditors for the coming year; however, the firm of KPMG had been appointed by the Board on December 4, 2003 for a period of five years, subject to affirmation annually by the Board of Trustees.

8.1 Ratification of Board Decisions

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

RESOLVED that all acts, contracts, bylaws, proceedings and payments enacted, done and taken by officers and members of the Board of Trustees since the date of the last Annual Meeting, as the same are set out or referred to in the minutes of the Board of Trustees and its committees, are hereby approved, ratified and confirmed.

9. OTHER BUSINESS - None

10. ADJOURNMENT

The meeting adjourned at 6:05 p.m. and was followed by dinner in the Pond Inlet.