



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. Ron Dubien, Chief Information Officer  
Mr. Brandon Larry, President, BUSU  
Ms. Joanne McKee, Executive Director, Finance/Controller  
Mr. Scott Walker, Manager, Projects

REGRETS: Val Fleming, Dr. Raymond Moriyama, Ms. Jagoda Pike, Ms. Geeta Powell,  
Ms. Donna Scott

Dr. Walker welcomed continuing Trustees and new Trustees Peter Partridge, Bruce Wormald, faculty member Sid Segalowitz, staff member Brad Clarke, and student members Steven Latinovich and Michael Sidenberg.

The Chair noted that there was an addition to the Agenda of a Report from the Development and Community Relations Committee under item 5.

**1. MINUTES OF THE PREVIOUS MEETING**

[Minutes of the 2003-2004 Annual Meeting held on June 24, 2004 had been distributed with the meeting package.]

On a motion by Dr. Jaeger, seconded by Ms. Ross and carried, it was

**RESOLVED that the Minutes of the Annual Board of Trustees Meeting held on June 24, 2004 be approved.**

**2. BUSINESS ARISING FROM THE MINUTES - None**

**3. REPORT OF THE EXECUTIVE COMMITTEE**

a) Meeting held August 17, 2004

[Minutes of Meeting #1 held on August 17, 2004 together with the *Proposed Revisions to Brock University Board Appointment Protocol* dated August 17, 2004 had been distributed for the meeting.]

Dr. Walker reported that at its August 17<sup>th</sup> meeting, the Executive Committee approved the Board Committee Membership Slate for 2004-05.

The Committee had recommended that the Board approved the proposed revisions to the Board Appointment Protocol dated August 17, 2004.

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

**RESOLVED that the revisions to the Board Appointment Protocol be approved, as proposed.**

The Chair noted that Mr. Mike Farrell had been appointed as Secretary to the University effective November 1, 2004. However, the Board Bylaws require that the Board of Trustees appoint the Board Secretary and the Executive had recommended that Mr. Farrell also be appointed to this position.

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

**RESOLVED that Mr. Mike Farrell be appointed Secretary to the Board of Trustees effective November 1, 2004.**

Mr. Edwards noted that although there were plans underway to properly recognize Evelyn Janke for her many years of service to the University, today would be the last meeting at which she would officiate as Secretary to the Board. Mr. Edwards noted that he had the opportunity to work closely with Evelyn during the years he had served as Chair of the Board. *To say that Evelyn made my job easier would be an understatement. Evelyn was always there in her unassuming way to provide timely advice and guidance which I appreciated and from which the Board benefited@,* stated Mr. Edwards.

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

**RESOLVED that recognition and thanks be extended to Evelyn Janke, Secretary to the University, for her many years of service to the Board of Trustees and to Brock University.**

The Board applauded enthusiastically. Dr. Atkinson noted that Board members and other invited guests from the University would have an opportunity to personally thank Evelyn on Thursday, November 25 at a dinner in her honour following the Board meeting on that date. Invitations would be forwarded in the near future. The President also noted that a reception, open to the University community, in recognition of Evelyn=s contributions to Brock would be held on Friday, November 19 from 4:00 p.m. to 6:00 p.m. in the Pond Inlet. The President encouraged Trustees to attend the reception and the dinner.

b) Meeting held September 7, 2004

[Minutes of Meeting #2 held on September 7, 2004 had been distributed for the meeting.]

Dr. Walker noted that at its meeting on September 7, 2004 the Executive Committee had endorsed the appointment of Dr. Michael Manley-Casimir as Acting Vice-President, Academic from January 1, 2005 to June 30, 2005. Dr. Terry Boak would be on administrative leave during that period.

In addition, the Committee had approved a proposed revised mandate for the negotiations with CUPE 4207. The Collective Agreement with CUPE 4207 had been ratified at a meeting of the Executive Committee immediately preceding this Board meeting.

#### 4. **REPORT OF THE PRESIDENT AND VICE-CHANCELLOR**

[The *President=s Report* dated September 30, 2004 had been distributed with the meeting package together with the *2004/2005 Probationary/Tenure Appointments* and an *Environment, Health and Safety Update* dated September 30, 2004.]

Dr. Atkinson recognized and introduced Mr. Ron Dubien, newly appointed Chief Information Officer. He noted that as the position of CIO was equivalent to a Vice President, Mr. Dubien would be attending Board meetings.

The President said that he was enormously pleased that Michael Manley-Casimir had agreed to take on the interim position of Vice-President, Academic during Dr. Boak=s leave. He added that it was especially timely for everyone, as Dean Manley-Casimir would be retiring from the University on June 30, 2005.

During the recent 2004 Summer Olympics, Brock=s name had been prominent, especially due to the Silver Medal won by Tonya Verbeek in Women=s Wrestling. The President remarked that Tonya had always been a wonderful spokesperson for the University.

On a motion by Dr. Atkinson, seconded by Ms. Staff and carried, it was

**RESOLVED that congratulations be extended to Tonya Verbeek for her outstanding achievement on winning the Silver Medal at the 2004 Olympics in Athens and for becoming Canada=s first female wrestler to win an Olympic medal.**

The President reminded Trustees of the upcoming 40<sup>th</sup> Anniversary Gala on October 16, 2004 at the Table Rock Restaurant and encouraged everyone to attend. He emphasized that students should be prominent at the event which would be emceed by a female and a male student.

Dr. Atkinson referred Trustees to his written Report and the *2004/2005 Probationary/Tenure Appointments* and an *Environment Health and Safety Update* dated September 30, 2004 which had been distributed. The President elaborated on several items contained with the Report. During discussion, he responded to questions.

Trustees viewed Brock=s new recruitment video produced through the Office of University Advancement.

#### 5. **REPORTS OF STANDING COMMITTEES**

##### 5.1 **Planning, Finance and Human Resources Committee**

[Minutes of Meeting #1 of the 2003-04 Planning, Finance and Human Resources Committee held on September 21, 2004 had been distributed for the meeting.]

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

a) Ratification of Collective Agreement with CUPE 4207

[A Report to the Committee titled Topic: Ratification of Collective Agreement with CUPE 4207 dated September 21, 2004 had been distributed with the meeting materials.]

As reported earlier, on the recommendation of the Planning, Finance and Human Resources Committee, the Executive had ratified the Collective Agreement with CUPE 4207.

b) Draft Audited Financial Statements and Report andc) Audit Findings Report - KPMG

[A Report to the Committee titled Topic: Draft Audited Financial Statements dated September 10, 2004, a report from KPMG titled Draft Financial Statements of Brock University Year ended April 30, 2004 and KPMG=s Audit Findings Report to the Planning, Finance and Human Resources Committee Year ended April 30, 2004 had been distributed with the meeting materials.]

Mr. Howes first expressed his thanks to KPMG and Janet Allan, Associate Partner, and to the Finance staff involved in completing the audit.

Ms. McKee reviewed the Draft Audited Financial Statements and KPMG=s Draft Financial Statements of Brock University Year end April 30, 2004 and Audit Findings Report. During discussion Ms. McKee and Mr. Pillar responded to questions.

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

**RESOLVED that the Audited Financial Statements for the year ended April 30, 2003 be approved.**

d) Appropriations - Year Ended April 30, 2004

[A Report to the Committee titled Topic: Appropriations - Year Ended April 30, 2004 dated September 10, 2004 had been distributed with the meeting materials.]

Ms. McKee reviewed the Appropriations - Year Ended April 30, 2004. During discussion, Mr. Pillar and Ms. McKee responded to questions.

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

**RESOLVED that the Internally restricted net assets@ in the amount of \$5,643,000 be approved.**

e) Reconciliation of Internal Financial Results to Draft Audited Financial Statements

[A Report to the Committee titled Topic: Reconciliation of Internal Financial Results to Draft Audited Financial Statements dated September 10, 2004 had been distributed with the meeting materials as an Information Item only.]

Mr. Howes referred members to the Reconciliation of Internal Financial Results to Draft Audited Financial Statements which had been distributed for information.

f) Long Term Debt Review

[A Report to the Committee titled *Topic: Long Term Debt Review* dated September 16, 2004 had been distributed with the meeting materials as an Information Item only.]

Mr. Howes referred members to the *Long Term Debt Review*. He noted that the Committee had passed a motion that the *Long Term Debt Review* be presented annually together with the *Draft Audited Financial Statements* rather than biannually as requested in September, 2003.

g) *CFI-OIT Grant-Funded Equipment Purchase*

[A Report to the Committee titled *Topic: CFI-OIT Grant - Funded Equipment Purchase* dated September 16, 2004 had been distributed with the meeting materials.]

Mr. Howes referred members to the Report titled *CFI-PIT Grant-Funded Equipment Purchase*. He noted that as per the new signing policy that came into effect May 1, 2004, purchases greater than \$1,000,000 must have the approval of the Board.

Mr. Pillar provided a brief overview of the Report and responded to questions.

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

**RESOLVED that the Bruker research equipment purchases funded from CFI and OIT Grants be approved in the amount of \$3,184,863 plus applicable taxes.**

On a motion by Mr. Howes, 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 September 21, 2004 be accepted.**

**5.2 Capital Projects and Facilities Committee - Joint Meeting held with the Planning, Finance and Human Resources Committee**

[Minutes of Meeting #1 of the Joint Meeting of the Capital Projects and Facilities Committee and the Planning, Finance and Human Resources Committee held on September 21, 2004 had been distributed for the meeting.]

Dr. Jaeger presented the Report of the Capital Projects and Facilities Committee as contained in the minutes of the Joint Meeting held with the Planning, Finance and Human Resources Committee. She thanked Mr. Scott Walker, Mr. Larry Molnar and those staff involved, for the numerous projects that had been undertaken/completed during the summer months.

a) *Capital Projects - An Overview*

[A Report titled *Capital Projects - An Overview* dated September 13, 2004 had been distributed with the meeting materials.]

Dr. Jaeger referred Trustees to the Report titled *Capital Projects - An Overview*.

Dr. Atkinson elaborated on the critical shortage of space within the University particularly in the Sciences and Applied Health Sciences. He noted that the University needed to develop a Capital Expansion Plan and an Infrastructure Plan and that it was his intent to turn this over to the Long Range Planning Committee which, in the first instance, would go back to major administrative

units to compile an inventory of space needs as a way of beginning the exercise. Administration was, of course, concerned about the potential exhaustion of the University's infrastructure which would be involved, particularly for any expansion on the east campus.

The President proposed that the motion contained in the Report be presented and that the Board then move *in-camera* for discussion of the motion.

On a motion by Dr. Jaeger, seconded by Mr. Kroeker, it was

**MOVED**      **That Administration be authorized to continue discussions with John Lean of Lupine Development regarding the potential purchase of land and the construction of a new residence and/or the acquisition of an existing building east of Glenridge Avenue.**

It was then moved by Dr. Atkinson, seconded by Mr. Clarke and carried, that the Board move *in camera* for discussion.

The Board moved *in camera* at 5:30 p.m. Mr. Larry, Ms. McKee, Mr. Scott Walker and Mr. Beard retired from the meeting.

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The Board resumed **open session** at 5:40 p.m. and Mr. Larry, Ms. McKee and Mr. Scott Walker rejoined the meeting.

[During the *in camera* session, Dr. Atkinson outlined current residence needs and potential opportunities/considerations with respect to Lupine Development. The vote was called and the motion **CARRIED** before **open session** was resumed..]

- b) Mackenzie Chown Project Update  
[A Report to the Committee titled *Topic: Mackenzie Chown Complex Addition to D Block* dated September 21, 2004 had been distributed with the meeting materials.]
- c) Lifespan Development Research Centre  
[A Report to the Committee titled *Topic: Lifespan Development Research Centre* dated September 21, 2004 together with preliminary designs and a Project Cost Control Spreadsheet had been distributed with the meeting materials.]
- d) Campus Store/Academic Building Update  
[A Report to the Committee titled *Topic: Campus Store and Academic Building (formerly Taro Hall Expansion Project) Project Status Update* dated September 21, 2004 had been distributed with the meeting materials.]
- e) Summer Minor Projects Review  
[A Report to the Committee titled *Topic: Summer Minor Projects Review* dated September 21, 2004 had been distributed with the meeting materials.]

Mr. Pillar highlighted each of the Reports which had been distributed for the information of Trustees.

During discussion of the *Lifespan Development Research Centre* report and the *Campus Store/Academic Building (formerly Taro Hall Expansion Project) Project Status Update*, Mr. Pillar noted that one architectural firm had been retained for both projects. He emphasized that the projects were currently in the design stage and that formal approval had yet to be given to proceed with construction. Further updates and recommendations would be reported to the Committee as they became available.

f) *Lowenberger Residence Construction Update*

[A Report titled *Topic: Arnie Lowenberger Residence* dated September 21, 2004 had been distributed with the meeting materials.]

Dr. Jaeger referred Trustees to the *Arnie Lowenberger Residence* report which contained updated information on the completion of the project.

Dr. Walker indicated that a motion was required to move *in camera* for a discussion regarding the Lowenberger Residence. The President requested, and the Board concurred, that Mr. Larry, Mr. Scott Walker and Ms. McKee remain for the *in camera* session.

On a motion by Dr. Jaeger, seconded by Dr. Segalowitz and carried the Board moved *in camera* at 6:00 p.m.

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The Board resumed **open session** at 6:15 p.m.

[During the *in camera* session, Mr. Pillar and Dr. Atkinson provided financial and legal updates regarding the Lowenberger Residence.]

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

**RESOLVED that the Report of the Capital Projects and Facilities Committee as contained in the minutes of the Joint Meeting held with Planning, Finance and Human Resources on September 21, 2004 be accepted.**

Mr. Steinman asked whether the experience with those projects that *had* come in on time and within budget was instructive as to what needed to be done regarding projects currently in progress or new ones that might be undertaken.

Discussion continued about the need to ensure that future contracts contained very minimal contingency stipulations. It was suggested that a best practice must be available that could be presented to the Board that would provide a greater degree of confidence in considering future projects. Mr. Pillar assured that Board that this was in process.

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

**RESOLVED that the Capital Projects and Facilities Committee and staff develop policies requiring that best practices be followed and become institutionalized with respect to construction and capital expansion.**



### 5.3 **Development and Community Relations Committee**

[Minutes of a teleconference meeting of the 2004-05 Development and Community Relations Committee held on September 29, 2004 had been circulated at the outset of the meeting.]

Mrs. Staff presented the Report of the Development and Community Relations Committee.

Dr. Atkinson expanded on the proposal to name the Walker Complex Gymnasium in honour of Mr. Ian D. Beddis for his commitment to Brock University and his generous donation to the Good, Better, Brock! campaign.

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

**RESOLVED that, in recognition of the \$500,000 pledge made by Dr. Ian Beddis to the Good, Better, Brock! Campaign, the gymnasium in the Walker Complex be named the AIan D. Beddis Gymnasium@.**

On a motion by Ms. Staff, seconded by Ms. Ross 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 29, 2004 be accepted.**

### 6. **PROPOSED BYLAW AMENDMENT**

[*Proposed Bylaw Amendments* regarding the Composition of the Pension Committee, Bylaw 26. b) had been distributed with the meeting materials.]

In accordance with the Notice of Motion given at the June 25, 2004 Board meeting, Dr. Walker referred Trustees to the *Proposed Bylaw Amendments* regarding the Composition of the Pension Committee, Bylaw 26 b).

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

**RESOLVED that the Composition of the Pension Committee, Bylaw 26. b) be amended as outlined in the *Proposed Bylaw Amendments*.**

### 7. **OTHER BUSINESS**

Dr. Segalowitz, noting that an advertisement was currently being prepared that would contain Brock=s logo, questioned whether the Brock cameo was still being utilized. Mr. Dobson responded that the cameo was clearly being phased out and offered to provide Dr. Segalowitz with the revised logo type without the cameo.

### 8. **ADJOURNMENT**

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